



**CISD's Virtual/Academic
Learning Packet
Handbook**

Table of Contents

Section 1: Student Expectations

Section 2: Parent Expectations

Section 3: Staff Expectations

Section 4: Grading

Section 5: Testing and Exams

Section 6: More Information to be provided to parents for
Schoolology

Section 7: Meeting Needs for IEP accommodations/504

Section 1: Student Expectations

Students who have selected the Virtual Learning Option/Academic Learning Packet (ALP), will be asked to commit to virtual learning for 1 grading period. Student will only be allowed to make one selective change per semester. Any students wishing to change options must complete the process by the 4th week of the current grading period.

Virtual Learning Option Recommended Equipment:

We recommend chromebooks or laptops for at home learning. Students utilize chromebooks/laptops in class and are familiar with their operation. Students can also utilize tablets or desktop computers. If possible, access to a microphone and camera is recommended. We discourage students from relying solely on a smartphone for remote learning. Although most assignments might be accessible from a smartphone, it is not guaranteed that all assignments will work on a smartphone. You must also have dependable wireless connection. Note: Calvert ISD has currently purchased laptops and WIFI device to for students and family use. We are currently awaiting delivery in order to implement a full virtual learning experience.

Virtual Learning Options:

Daily assignments for each class will be posted on Schoology. Teachers will utilize Schoology at least twice a week to facilitate interaction among students. Students/parents will need to communicate quickly with school about technology and internet issues. If online work is not completed by due dates, then students may earn failing grades on assignments.

Note: Calvert ISD is in the process of implementing Schoology as the Learning Management System. In Schoology parents and students will be able to submit and receive student work/grades and communicate with teachers.

Academic Learning Packets (ALP):

Students will receive a packet of learning materials weekly. Students are expected to complete daily assignments as labeled in the packet. Students are able to email, place in a designated drop box and/or drop their completed assignment daily in order to be marked present for the day. A parent or guardian may also drop the completed assignments at the campus. Students may reach teachers by phone for questions and additional support with the Academic Learning Packets.

Communication:

All students will communicate using email or phone with their teachers when there are questions regarding assignments, grades and attendance. If a student fails to complete an assignment and there was no communication, we will follow the Calvert ISD Late Work Policy. If technology is the issue, then students or parents must contact the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined. Contact Dan Arnold at Darnold@calvertisd.com

Class Participation At Home – Virtual Learning Option:

1. You are expected to view all of the video lessons posted by teachers on a daily basis.
2. You are expected to read all of the material provided.
3. You are expected to use the links provided in order to complete items that are assigned each day and post your completed work.
4. It is very important to understand that online work is considered to be just as important as in person work.
5. Students should utilize links set up by teachers to ask questions on Schoology.
6. Log in each day to check for assignments, items posted to the stream, or to interact with peers.
7. It is expected that students keep interactions online positive, professional and constructive.

Class participation At-Home – Academic Learning Packets:

1. You are expected to complete all assignments provided by teachers on a daily basis.
2. You are expected to read all of the material provided.
3. You are expected to use the email or phone numbers provided in order to complete items that are assigned each day and email your completed work.
4. It is very important to understand that the Academic Learning Packets are considered to just as important as in person work.
5. Students should utilize the email and phone numbers provided by teachers to ask questions.
6. It is expected that students keep interactions online positive, professional and constructive.

Students caught plagiarizing online material (copy and paste from another website or from another student) will earn a zero for the assignment. All students are expected to do their own work.

Attendance:

Attendance will be taken **daily** per the Texas Education Agency. Under an approved learning plan, students earn daily attendance through daily engagement measure(s). The approved engagement methods are listed below:

- Complete Attendance Survey form daily by 9:45a.m. (to be counted presented)
- Daily progress in Schoology or by completing assigned work in the Academic Learning Packet
- Daily progress via teacher-student interactions (for example, phone calls, email, Google Meets)
- To ensure your daily attendance for each class, contact each of your teachers by 3:00p.m. by email, scanning, text or phone call

Students will be marked absent if:

- You have not completed the attendance survey or

- You have not turned in assignments by emailing, scanning or texting the completed assignments by 11:59 p.m. to their teacher will be marked absent

If a student is engaged in asynchronous learning and completes the entire week's worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday. If a student does not participate in every class every day, they will be marked absent.

Elementary and Middle School Students who fail to be in attendance 90% of the time will not be promoted to the next grade level. High School students who fail to be in attendance 90% of the time will lose credit for the course.

Section 2: Parent Expectations

Students will be required to work every day on all classes. Parents are responsible for supervising the completion of work and should monitor grades in Schoology or on the Academic Learning Packets weekly by viewing the Parent Portal. Parents can communicate with teachers through email or phone if there are questions or concerns. In order for students to receive credit for attendance, students must complete the following for each class: watch the assigned video lesson for the day, complete Academic Learning Packet and email completed assignments to their teachers. All test and assessments will be done on campus and parents are responsible for providing transportation to and from the testing environment.

Section 3: Staff Expectations

Syllabus Creation:

In the Virtual Learning Option and with the Academic Learning Packets, teachers will create a syllabus that is clear to families and students on what the expectations are for remote learning as well as in person learning. The following will be included in the syllabus:

- Method for collecting work
- Grading guidelines
- Attendance & participation procedures
- Supplies needed for at-home learning
- Communication expectations
- Late work policy
- Office hours
- Absence policy
- Weekly assignment lineup

Class Structure:

In Schoology or with the Academic Learning Packets it is important for students to know exactly what they need to have done, and when it is due. Because of this, we, as teachers, will have a similar structure to Virtual classes and the Academic Learning Packets. Virtual classes and the Academic Learning Packets will be structured by what should be accomplished weekly.

Cohesive set up in Schoology or with the Academic Learning Packets:

In order to assist students in organizing online work, completing the Academic Learning Packets, and understanding where to go when they are accessing work outside of school, we make the following recommendations:

1. As a team, all teachers will determine a similar format across the board. Some suggestions include:
 - a. Setting up your assignments/materials in a weekly manner and labeling them similarly (example: Week 1, August 19-21)
 - b. Setting up your assignments/materials in a Unit manner (Unit 1, Weeks of...)
 - c. Organize by TEKS (Similar to Unit, but may be smaller chunks)
 - d. Assigning consistent due dates
 - e. Determine grading criteria and a method to share criteria with students
 - f. Include collaboration guidelines
 - g. Outline the work submission process
2. Create an introduction video with a demo student account in order to show your students during week 1 how they will find and access materials, turn in materials etc...
3. After setting up your Schoology, add Dr. Hurst, Dr. Schneider, and Dr. Brown.

Communication:

All parents and students should know your conference period in which you have time to answer questions. Be sure to post it on your Schoology, teacher website and on your Academic Learning Packet cover page then students will know when you will be available to reply to emails about assignments. Questions asked from students on email should be responded to within 24 hours.

Section 4: Grading

Virtual assignments and Academic Learning Packets are given the same weight as they would during Face-to-Face Instruction. Often, the teacher will see that homework and reading will be assigned during remote time. Reading assignments will be utilized to provide instruction, therefore it is very important to complete all assignments/reading in your virtual classes and Academic Learning Packets.

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment, or partial credit as determined by the teacher (both/all students involved).

Students caught plagiarizing materials will earn a zero, or partial credit as determined by the teacher for those assignments.

Section 5: Testing and Exams Online

Testing:

All state required tests will be administered face-to-face. Virtual students will be required to come in person for these assessments. Campus based assessments such as benchmarks and end of six weeks exams will also be administered face-to-face.

Tests must be completed on the same day that they are administered in the classroom. If there are extenuating circumstances (doctor visit or an emergency with a doctors excuse) and a student is unable to make the scheduled times, they will need to contact their teacher to reschedule an alternative time to take the test. Parents will be responsible for providing transportation for students who are taking tests on campus. Parents and students should make every effort for students to take tests during the scheduled proctoring window. Failure to complete a test during the week will follow the district grading policy.

High School Semester Exams:

All semester exams will be administered face-to-face. It is important for teachers to be able to assess your knowledge in a more formal manner at the end of each semester, and students will be scheduled to take their exams. Parents will be responsible for providing transportation for students who are taking tests on campus. Parents and students should make every effort for students to take tests during the scheduled proctoring window. Failure to complete a test during the week will follow the district grading policy.

*If in the event a student is unable to complete an exam in the school setting, the school will need to be notified in advance in order to make accommodations (for example: students with medical reasons).

Section 6: More Information to be provided to parents about Schoology

Schoology will be the Learning Management System utilized by Calvert ISD once the technology is acquired. Schoology provides a focused K12 management system that will allow for teachers to engage with their students virtually. Calvert ISD will provide training to all parents and students on Schoology.

Section 7: Meeting Needs for IEP accommodations/504/ESL

Teachers will provide accommodations for daily assignments to students as needed per the student's IEP or 504 plan. Teachers will collaborate with appropriate staff and parents in order to meet the needs of the student. Each teacher will be responsible for documenting

accommodations on the students' accommodation session notes that will be shared with the principal.