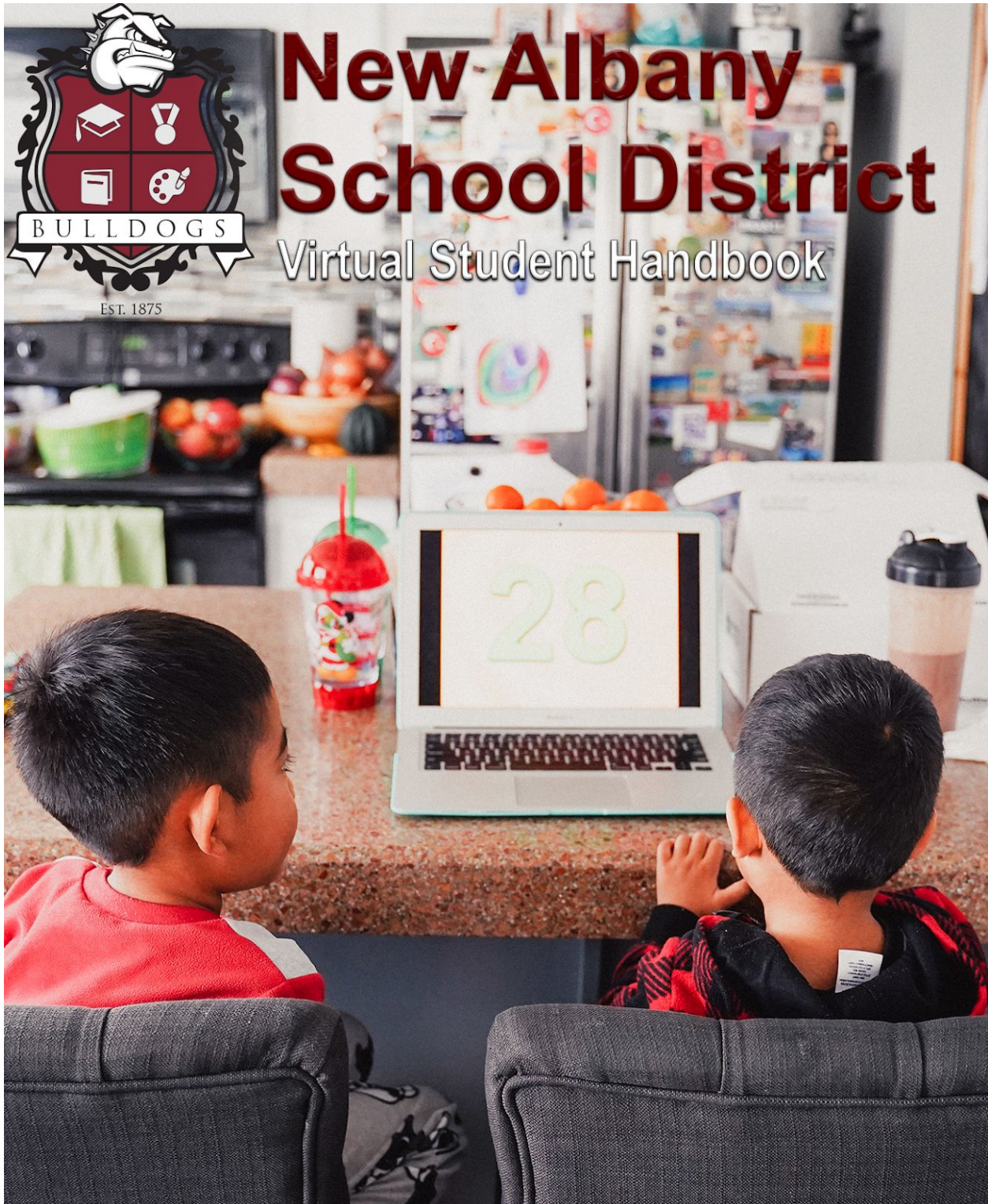




New Albany School District

Virtual Student Handbook



In such unpredictable times, New Albany School District is proud to offer virtual learning for students who feel this is the best option for their children. Parents may select virtual learning for their student by contacting the designated virtual learning administrator at each school. Students will be issued a district owned device to use during this time. Their teacher will be the point of contact for all educational needs during virtual learning. Any questions concerning virtual learning should be directed to the following at each school:

New Albany Elementary School:	Dr. Chris Hill	chill@nasd.ms	662-534-1840
New Albany Middle School:	Anna Sloan	asloan@nasd.ms	662-534-1820
New Albany High School:	Luke Tentoni	ltentoni@nasd.ms	662-534-1805
NASTUC	Troy Trout	ttrout@nasd.ms	662-538-4100

Virtual students will use the following Technological Platforms (Including but not limited to:)

Canvas - Learning Management System and teacher/student communication

MasteryConnect - Student Assessment

Zoom - Video Communication

School Status - Parent Communication

Explain Everything - Instruction Content Delivery (only the teacher will use this)

Socrative - Formative Assessment (built into the Mastery Connect App)

Moby Max - Instruction Content Delivery

MathXL- Instruction Content Delivery

Student Roles and Responsibilities

- Follow appropriate online expectations.
- Be on time for class. Test your link and connectivity before class time begins.
- Stay informed by checking your Canvas account and district email daily as appropriate.
- Attend virtual classes daily.
- Establish your learning routine and prepare a space where you can work effectively and successfully. This should include having a quiet space in your home where you can participate in video conversations with others.
- Individuals who choose the virtual option will be required to attend their classes virtually and attendance will be taken daily. They will be required to keep their camera on and participate in class just like a student who is attending in-person. Students who do not have their camera turned on during the entire session will be counted tardy and or absent depending on the situation.
- Unexcused absences from traditional and virtual school will result in the same reporting of truancy referral.
- Prepare a daily schedule to ensure you are in attendance for the entire school day.
- Virtual students shall meet all assignment deadlines just as their in-person peers. No exceptions will be made for virtual students unless in accordance with in-person students.
- Virtual students shall follow all NASD dress codes.
- Use of virtual backgrounds is prohibited as they can be distracting to the teacher and other students. Virtual students shall pick a location with a blank background to ensure there is no distraction for other students.
- Engage in all learning with academic honesty and integrity. Do not falsify information about yourself or impersonate others online.
- Ask questions, be persistent and work to solve problems that may occur. Nothing about this experience is normal, so we must be patient and accept there will be challenges and missteps along the way. Be kind to your teachers and your family members. Do not be afraid to tell others when you are frustrated or upset, but know that you cannot simply give up either. We are all better when we support each other.
- In the event a student has a question he/she will unmute their mic and ask the question.

For questions about...	Contact
A course, assignment, or resource	Classroom Teacher
A technology related problem or issue	Virtual School Administrator
A personal, academic, or social-emotional concern	School Counselor
Other issues related to online learning	Virtual School Administrator

Parent/Guardian Roles and Responsibilities
<ul style="list-style-type: none"> ● Unexcused absences from traditional and virtual school will result in the same reporting of truancy referral. ● Help your child prepare a space for effective learning. When your student’s learning space is separate from the bedroom and distanced from a television or gaming area, it sets the expectation and tone that the space is for work and not play. In addition, learning in shared areas allows parents/guardians to readily support students, as needed while also monitoring online activity. This may not always be possible, but it is worth considering. ● Establish routines and expectations for at-home learning, then do your best to hold all family members accountable for meeting those. You may consider beginning and ending your day with a check-in. ● Assist your child in creating a daily schedule. Your student’s learning schedule should include the hours normally committed to school and/or doing homework. ● Review appropriate online expectations with your student. ● Ensure that your child has necessary learning materials and tools, recognizing that not all tasks/assignments will be completed online. ● Stay actively informed and engaged by regularly checking your email and Canvas account. ● Promptly respond to all communication requests from your student’s school. ● Proactively communicate with school staff if there are academic or technology concerns/needs. ● Remain mindful of your child’s stress and/or social-emotional wellness, recognizing that varied levels of worry/anxiety are likely in this unprecedented time. Even if students seem excited about online learning at first, the novelty will likely subside as many students mourn loss of “normal” school experiences. These losses will be especially difficult for seniors, who may worry about missing key events. Never hesitate to reach out to building counselors if there are needs in these areas.

Athletic Eligibility and Extracurricular Activities

Students will be offered the opportunity to participate in interscholastic athletics and a variety of other extracurricular activities. In order to participate in any activity sponsored by the Mississippi High School Activities Association, the student must meet all eligibility requirements. A student may be enrolled in virtual school and participate in athletic and extracurricular activities while enrolled in New Albany School District. Please see the Athletic Director, Head Coach, or Sponsor for additional eligibility information.

All materials (including uniforms and equipment) must be returned after the completion of the season or at the conclusion of the activity. Items must be returned in the appropriate condition. Fines will be assessed for damaged and/or missing items.

Students who participate in any and all activities sanctioned by the MHSAA are expected to cooperate and comply with the Random Drug Testing Policy approved by the NASD School Board. This policy is a condition of participation in the interscholastic activities offered by New Albany School District. Please see the Virtual Administration or Athletic Director at your student's school for a copy of the complete policy.

A student who participates in extracurricular or athletic activities sponsored or sanctioned by the District will be suspended from participation after a semester in which the student's cumulative grade average is below a 2.0 on a 4.0 scale.

Transportation to and from athletic practices will be the sole responsibility of the parent and/or guardian. While students will be transported to events by bus, it is the parent/guardian responsibility to ensure the student is on time for athletic transportation. Students will be allowed to remain on campus only during scheduled practices or athletic events.

Clubs and Organizations

Clubs and organizations are available for the student's enjoyment and education. Each club and/or organization has a specific set of requirements for membership and participation. Additional information can be obtained from the club/organization sponsor at each school.

Connectivity

Internet access will be the responsibility of the parent/student. Parents should consider their access to quality internet before making the decision to allow their student to participate in virtual learning.

Devices

Devices will be issued to students enrolled in virtual school. Parents will agree to all terms and conditions set forth by the New Albany School District by signing all required documents. Devices will be returned upon student's separation from the district and/or at the request of the school. The sign-out form will record the district asset number, student name, and parent name. iPads are the property of the New Albany Public School District and should be taken care of by students and their parents. Offences of intentional damage or damages caused by negligence will be treated as school property vandalism and the parents shall be held financially responsible. If a device is lost or stolen, the parent is responsible for the full replacement cost of \$404. If a device is scratched or damaged the repair cost is \$50. Replacement of the case, cable, or block that accompanies the device is \$20 per item. \$20 for the case, \$20 for the charging block, or \$20 for the charging cable.

Students can find each teacher's Zoom Code for virtual classes on the individual teacher's Canvas page. Teachers have been asked to also send their Zoom join code and password to parents via School Status. We encourage parents to write all of your child's zoom code/passwords down for easy and quick reference. These codes will never change.

Technical support will be offered as needed. If the student has an issue with the device, he/she should contact the virtual administrator for troubleshooting. The virtual school administrator will do their best to provide technical support. If the issue is something they cannot resolve they will escalate the issue to the New Albany School District Technical staff.

Entry/Exit into Virtual School

Virtual learning students will have the opportunity to transition once per semester from an in-person to virtual learning environment or vice versa. In the event your child is not adhering to all the requirements set forth by the New Albany School District as a virtual student, a parent meeting will take place to determine if virtual learning will continue to be an option for the student.

Food Nutrition

School meals will be available for virtual learning students. The Child Nutrition Department will provide information to all virtual students as to the schedule for food pick up. Any questions related to student meals should be directed to Margaret Floyd at mfloyd@nasd.ms or call 662-534-1810.

Instruction

Teachers will be expected to provide live instruction to the students in their classroom and at home. To provide equitable instruction for students selecting the virtual school option and to facilitate the transition to face-to-face, district pacing will be followed for both face-to-face and virtual instruction. Live instruction will be delivered via Zoom. All content related to instruction will be catalogued in Canvas. Canvas is a learning management system which allows teachers to post assignments for students to complete. Teachers will also catalogue their instruction on Canvas. It is important for parents to remember that the only official grade for their child is the grade in STI. The grade in Canvas is not the student's official grade. Content provided to students through Canvas may be text, images, audio and video. Student responses to assignments may be quizzes, documents, images, and other formats as required by the subject matter.

Special Services

The New Albany School District shall provide all services as outlined in each student's Individual Education Plan. In the event you feel your child is not receiving the established services as outlined in the student's IEP, the Virtual Administrator shall be contacted by the student's parent or guardian.

Training

The District will provide training for teachers, parents, and students on maximizing the use of selected learning management systems and online educational tools to support student success in virtual school. Parents shall attend a required virtual training before their child will be enrolled in virtual learning.

State Assessment (II)

Testing and assessments are an important part of our accountability. All eligible students, including virtual students, will be required to participate in the state testing program.

Transportation

Transportation to and from the physical virtual school site will be the sole responsibility of the parent and/or guardian. Parents shall transport virtual students to and from school upon request at scheduled date and time as deemed necessary by the school.

Withdrawal from Virtual School

In the event that it is necessary for a student to withdraw from virtual school, the parent/guardian, with the student, is required to report to the Principal's office to complete a withdrawal form. Student records will be forwarded upon request by the new school if the student has met the withdrawal requirements. All electronic devices must be returned to the school at the time of withdrawal.

New Albany School District
Virtual Learning Program Contract
2020-2021

Student Name: _____ **Grade:** _____

In order to give flexibility to families during the 2020-2021 school year, New Albany School District will offer students the option of participating in the New Albany School Virtual Learning Program. Students in the Virtual Learning Program will still be enrolled at their assigned school, but they will participate in virtual learning. NASD Virtual Students shall adhere to all rules and guidelines set forth in the New Albany School District Student Handbook. Students will follow their assigned daily schedule just as they would if they were attending in person. Student schedules may be altered to some extent based on the age of the student or school.

In making the decision that virtual learning is the best option for my child, I agree to the following guidelines:

- Virtual learning will be the primary method of working towards mastery in a grade level and/content area. Because virtual learning will not be delivered through paper packets, students must have access to adequate Internet services. Students will use the district-approved online learning management system, Canvas.
- Virtual learning students will follow the academic calendar approved by the school board. Classes will start on the first student day in August 2020 and end on the last student day in 2021.
- Best practices for virtual learning will be employed to include rigorous instruction, high expectations of student performance, and meeting all grade-level standards. Virtual students shall follow and meet all expectations set forth by the New Albany School District for in-person students.
- Virtual learning students must be committed to online learning. While virtual learning is an option for students in unique situations, virtual learning does not serve as an equitable alternative to the traditional classroom setting.
- Attendance will be taken in accordance with the Mississippi Department of Education's attendance guidelines regarding virtual learning.
- All New Albany School District grading policies and procedures will apply during virtual learning.
- It is imperative that a partnership be established between all educators, students, parents and caregivers. It is imperative that all parties communicate to ensure each child maintains appropriate grade level academic growth.
- Virtual learning students will have the opportunity to transition once per semester from an in-person to virtual learning environment or vice versa.
- School meals will be available for virtual learning students. The Child Nutrition Department will provide information to all virtual students as to the schedule for food pick-up.
- Expressing intent to participate constitutes a commitment to virtual learning and acknowledgement to all the statements in this document, the New Albany School District Virtual Learning Description and Considerations.

- Universal screener and state assessments are required by the Mississippi Department of Education and/or state law. Benchmark assessments, Advanced Placement assessments, and other assessments due to the student's classes or grade may also be necessary. At this point in time, students in a virtual learning environment will be required to participate in any or all of these assessments. Virtual students will be required to take mandated State assessments in person. Details regarding these assessments will be discussed with guardians when information becomes available. Safety for the students will be the top priority.
- Virtual Students will be able to participate in athletics and extracurricular activities. New Albany School District will not provide transportation for virtual students to and from practices and activities.
- Parents of virtual students will be required to attend a Zoom training which will be scheduled for each school.
- I acknowledge that I have read and understand the NASD virtual student handbook. I also understand that I am financially responsible for the iPad device issued to my child.

I have read and understand the New Albany School District Virtual School Contract. I understand that I must abide by the attendance and grading expectations of the New Albany School District. If at any time, I cannot meet the expectations of the standards set forth in this contract, I will arrange for transition to traditional, in-person school. Virtual learning students will have the opportunity to transition once per year to an in-person learning environment.

Print Student Name

Student Signature

Parent Signature

Date