



## School District of Manatee County eLearning Manatee and Hybrid eLearning Handbook 2020-2021

Dear Teachers or Staff Members, Students, and Parents:

**Please read this handbook carefully for eLearning and Hybrid eLearning (3days per week) guidance.**

eLearning Manatee and Hybrid eLearning provides:

- Academic rigor aligned to Florida Standards and District Curriculum Maps.
- High quality instruction to eligible district students using the Schoology learning management system.
- Highly qualified, Florida certified teachers
- Frequent communication with students and parent(s) /guardian(s) with live and recorded lessons
- Frequently scheduled contact with families to check in on student; share office hours, student performance/participation, with weekly contact for under-performing students.
- Additional instructional support when needed

The information in this handbook is based on Florida Statutes 1002.45 and 1002 and will be updated annually to reflect any changes in legislation(s). All students and families are required to abide by the policies set forth in this handbook as well as the [District's Student Progression Plan](#) and [Code of Student Conduct](#) manual.

### **Platform**

The School District of Manatee County uses Schoology as its cloud-based learning management system.

### **Attendance and Truancy**

All students enrolled in eLearning Manatee and Hybrid eLearning are subject to compulsory attendance requirements of Florida Statutes 1003.21. Attendance must be verified by the teacher. State law requires the regular attendance of children between the ages of 6 and 16 and makes parents and legal guardians legally responsible for seeing that their children attend school. Five (5) unexcused absences in one month or ten (10) unexcused absences in a 90-day period will result in a referral for truancy court action. Once a full-time student earns fifteen (15) consecutive absences, he/she will be reported to truancy.

All other truancy rules apply per the [District's Code of Student Conduct manual](#).

The parent should contact the teacher or the school if the student is going to be absent and explain the absence(s). If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician.

A student is counted as present for five days of the week if:

- A K-12 student has completed, or attempted to complete, all work/lessons on the planner for the previous week. A week is defined as Monday through Friday.
- Students in eLearning Manatee and Hybrid eLearning (3 days per week) will check-in daily using the FOCUS system.

## **Academic Integrity and Plagiarism**

What is Academic Integrity?

- Student work on each assignment is completely his/her own.
- Collaboration with another classmate on any assignment must be pre-approved by the instructor.
- A student will not practice plagiarism in any form.
- A student will not allow others to copy his/her work.
- A student will not misuse content from the internet.

What is Plagiarism? Plagiarism is copying or using ideas or words from another person, an online classmate, or an internet or print sources and presenting them as one's own.

## **Classroom Telephone and Email Guidelines**

In a virtual classroom, the telephone is one of the key pieces of equipment needed to help facilitate teacher-student communication. All teachers are required to have a designated phone number during work (school) hours. Students should have access to a computer, internet and a telephone during the same designated hours as one way to contact their teachers. Additionally, students and teachers may communicate via email, an application used at the school site, or via the Schoology platform. Teachers will return calls and emails within 24 hours during the work week.

## **Curriculum and Instruction**

PreK-12 curriculum is aligned to Florida Standards. Schools will adhere to the Manatee County Scope and Sequence and Curriculum Maps for instruction. Grades K-12 schools will adhere to Manatee County's Multi-Tiered System of support for students. Grades 6-12 course offerings are aligned to the Florida Course Code Directory and include all core courses and selected electives including Advanced Placement Courses.

Exceptional Student Education (ESE) students shall be provided all services and accommodations identified in their Individual Education Plans (IEP's). Teachers will work in collaboration with each other and parents to ensure the individual needs of each student are met within the boundaries of the virtual platform. Expectations identified throughout this document may vary for ESE students as indicated by the identified requirements of the IEP.

All English Language Learners (ELLs) will be provided with appropriate accommodations that are aligned with a student's level of English language proficiency as measured by ACCESS 2.0 for ELLs. This can include scaffolded or modified assignments, the use of heritage language dictionaries/glossaries and assistance in heritage language. ESOL Bilingual Paraprofessionals will provide support to ELLs in Schoology and through using Microsoft Teams.

## **Grading Procedures**

Teachers are responsible for maintaining and reporting accurate grades in FOCUS via Schoology Pass Back. Grades are issued by the teacher and entered into the student information system (FOCUS) according to the district timeline. Grading will be based on grade level and course standards.

## **Instructional Materials**

All student instructional materials that are provided to eLearners will be verified and signed by a Parent/Guardian to ensure receipt of all said items. Instructional materials include content area resources such as workbooks and textbooks and vary at each grade level. Please contact your child's school if a computer is needed for eLearning. One may be issued on loan from the District. Parents will be responsible for replacing lost or damaged items.

## **Multi-Tiered System of Support/Response to Intervention**

Teachers are expected to utilize the Multi-Tiered System of Support and the problem-solving process to ensure success of all students. The Multi-Tiered System of Support is based on defining the problem, analyzing the data to determine why the problem is occurring, developing and implementing a plan driven by results of the problem analysis; and measuring the responsiveness to determine appropriate next steps. The online teacher should provide differentiated support to address the needs of each student. Data/graphs will be monitored by MTSS Team and shared with parents according to guidelines.

## **Parent Conferences**

Parents/Guardians will be contacted as soon as a student concern is identified. Teacher conferences are available upon request via email or phone call. The teacher will contact the parent within 24 hours of request.

## **Parent / Guardian Responsibilities**

Every student, regardless of age and grade level, must be provided with adequate daily supervision and support by a responsible adult or guardian. The guardian's active participation is essential to ensure the student success in eLearning Manatee. In the virtual environment parents can monitor their student's progress.

- The parent/guardian must supervise all instruction and monitor the student's pacing and assignments completed.
- The parent/guardian shall be responsible for their child's school attendance as required by law. Absences of more than three (3) days must be reported to the school by the parent/guardian. If the student is absent for any reason, the parent must ensure that the student completes make up assignments for all absences. Please review the Attendance Policies in the virtual environment.
- The parent/guardian will establish the structure necessary for focused participation in classes; will provide motivation and time management; and will regularly communicate with school staff to ensure the student has a positive and productive experience.

## **Physical Education**

Students in K-5 must be scheduled for 30 minutes of physical education each day. Twenty minutes of recess should also be scheduled into the student day.

## **Promotion/Graduation**

eLearning Manatee is a part of public school and therefore students will be held to the promotion and graduation requirements as indicated in the district's [Student Progression Plan](#).

## **Expectations of Online Instructor:**

- Actively participate in the Schoology 2.0 Training.
- Complete a welcome message.
- Return calls, emails, texts within 24 hours during normal workweek.
- Maintain weekly contact with students and parents to ensure students are on pace.
- Set expectations for digital citizenship, classroom participation, supplies and materials needed for courses.
- Teacher must provide live or teacher created videos with explicit instruction before an assignment is given to students.
- Overview of assignments and grading criteria.
- Provide Tier 2 and Tier 3 Interventions and maintain MTSS Data.
- Provide accommodations for ESE and ESOL student.

## **School Day / School Calendar**

As students work in an on-line environment, flexibility is important when considering various student learning styles. Students will have five days to complete all weekly assignments for eLearning Manatee. For Hybrid eLearning, students need to complete assignments before the next scheduled day on campus. For example, a student may spend approximately 3.5 hours per day on his or her core subjects (academic), while using additional time during the day/week to complete Fine Arts and PE projects. Elementary students will need time for recess each day as well as P.E. The parent/guardian should determine the actual hours spent each day. Most importantly, a student's schedule should provide adequate time to complete all coursework to remain on pace with course expectations.

## **Student Code of Conduct/Acceptable Use Policy**

Internet access is required for students. Internet access offers valuable, diverse and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner.

- Students are responsible for good behavior on the computer network. Do not use obscene, profane, threatening or disrespectful language.
- Think about the social consequences of any publicly accessible online community forum or other program you interact with. Email is not private, nor are "chat boxes".
- Any sending of unsolicited email to your online classmates is prohibited. Email with your online classmates should be of a course-related nature only.
- Students must use an email address that is appropriate for an education environment.
- Protect your password.
- Students are required to adhere to the District Student Code of Conduct.

### **Student Contact Policy**

Only through continuous communication can students be successful in an online course. Within each course the teacher outlines the weekly minimum work requirements (Pace Chart). It is essential that the student and teacher maintain regular contact. To ensure that our students are aware of this commitment, this process will be followed:

- Teacher sets assignment and due date, not to exceed 5 days. If the student does not submit the expected number of assignments, the student and parent(s) will receive a notification from the instructor. The communication will require the parent and/or student to contact the instructor to discuss plans for getting back on pace. If the parent and/or student does not respond, the teacher will contact the parent.

### **Student Responsibilities**

**NOTE:** During the 1st week of virtual school, students will not be held responsible for turning in assignments if they do not have the tools to complete, or attempted to complete, them.

- The goal of every student should be that of an engaged, focused student. The student is expected to dedicate the online time required to complete the course assignments and assessments.
- The student is responsible for completing his/her own work according to each course's pacing guide.
- The student (or parent of elementary student) is responsible for contacting the teacher to arrange any verbal or online assessments.
- The student (or parent of elementary student) is responsible for contacting the instructor for additional help and support if needed.
- If the student is absent, he/she must complete the make-up assignments as soon as possible.
- Seniors must complete all course work and assessments by the deadline for graduation decisions.