



# Morehouse Parish Virtual School Student & Parent Handbook SY 2020 – 2021

- Delta Elementary
- Morehouse Elementary
  - Morehouse Magnet
- Bastrop High School

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# Morehouse Parish Virtual School

## Student & Parent Handbook

### Introduction

Given the unprecedented and uncertain times Covid-19 has created, Morehouse Parish Schools is adapting to meet the needs of the students and families in our community. Families may decide to participate in total Virtual School. If families decide to have their student(s) enter the school campus later in the school year, they may do so at the end of each six weeks for Kindergarten to 6<sup>th</sup> grade and each nine weeks for 7<sup>th</sup> through 12<sup>th</sup> grade.

MPS has designed the virtual school to allow reentry into the school campus as seamless as possible. Students will remain enrolled at their school campus. Curriculum, grading, attendance, and discipline policies will remain the same for Virtual School students as those in the hybrid school campus model depending on the phases of the pandemic. This consistency will allow students to receive the same standards-based education with a high quality curriculum and transfer back to the campus when families are ready.

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## **Morehouse Virtual School Overview**

During these uncertain and unprecedented times, Morehouse Parish Schools (MPS) is committed to continue to provide the education our students deserve to become resilient, competent, self-sufficient, and successful individuals. In response to the COVID-19 situation, we are providing families the option to enroll their child(ren) to MPSB's Virtual School for the 2020 – 2021 school year. This remote/ distance learning option is offered to students enrolled in Kindergarten through 12<sup>th</sup> grade. This full online educational option is designed to be a self-motivated and independent work from home program that requires regular and consistent collaboration between teachers, school, and families.

This handbook serves as guidance for parents, families, and students in Morehouse Parish. Due to the volatile nature of the current situation, this handbook may be adjusted to meet local, state, and federal mandates or requirements. Changes may also be adopted to improve current processes. Morehouse Parish Virtual School is subject to the rules and regulations of the Louisiana Department of Education and the Morehouse Parish School System. It will follow MPSB's calendar, test dates, holidays, as well as the requirements and procedures for grading and testing.

## **Morehouse Virtual School Commitments**

### **Morehouse Virtual will:**

- occur five days a week with a daily schedule for virtual conferencing
- engage students using online learning platforms
- use the same high-quality, aligned instructional resources as traditional school
- provide instruction in ELA, math, science, and social studies, along with computer and PE or enrichment courses for K-8th grade students
- provide instruction in courses required for graduation for 9<sup>th</sup> -12<sup>th</sup> grade students
- provide students with technology, if necessary

## **Morehouse Virtual School Commitments** *(continued)*

### **Teachers will:**

- prepare and deliver high-quality lessons using rigorous, aligned instructional resources
- support students in whole groups and small groups
- grade weekly assignments and provide feedback to students
- provide accommodations for diverse learners
- be available for individual students who may need additional support either during live instruction, or through provision of additional online resources as needed/possible
- communicate regularly with parents/guardians via email and phone

### **Students will:**

- participate in daily required lessons
- complete and submit all required assignments online
- be eligible to participate in any extracurricular activities offered by the school
- be able to participate in school meal programs, including breakfast and lunch

### **Parents/Guardians will:**

- commit for six week (Kindergarten to 6<sup>th</sup> grade) and nine week (7<sup>th</sup>-12<sup>th</sup> grade) increments with the option to continue Morehouse Virtual for the school year (Except under extenuating circumstances with approval of Superintendent or his designee)
- ensure students participate in lessons and complete all required assignments and homework in a timely manner
- ensure students take all required local and state tests
- communicate with teachers to ensure student success
- Optional: Parents may participate in a school sponsored training on technology or curriculum

### **Additional Details:**

- Any student who participates in the Morehouse Virtual option will remain a student at his/her district school.
- If parents/guardians are interested in signing up their child(ren) for the Morehouse Virtual program, they **must complete the Morehouse Virtual Registration Form** at the student's assigned home school.
- In order to change from Morehouse Virtual School to participating in the hybrid/blended or traditional instructional model, a School Instructional Model Change Request Form must be submitted a week before the six weeks (for Kindergarten to 6<sup>th</sup> grade), or nine weeks (for 7<sup>th</sup> to 12<sup>th</sup> grade) grading period ends. (Except under extenuating circumstances with approval of Superintendent or his designee)
- All courses are based on the Louisiana Student Standards. The virtual school will use the same curriculum as the traditional classroom.

### **Responsibilities of the Student and Parent/Guardian**

Morehouse Virtual School students and parents/guardians must agree to the following requirements and understand that failing to comply with these requirements may result in the student's removal from the virtual program.

- The student will comply with district's attendance requirements. Failure to login to video conference sessions (Zoom) according to the schedule communicated by the school and teacher will result in an absence. Failure to login in to Google classroom daily will result in an absence.
- The student or parent/guardian will respond in a timely manner to communication from teachers, school administration, or district personnel.
- Communication will be sent through email, Google Classroom, and/or teacher communication platform (Remind, Class Dojo, etc).

## **Responsibilities of the Student and Parent/Guardian** *(continued)*

- Students will participate in virtual conferencing sessions (Zoom) as determined by the schedule sent from the home school.
- Students will complete assigned work posted in Google Classroom and submit in accordance with posted due dates.
- Parent/guardian will establish a dedicated space for students to complete assignments and participate in video conferences. The space should be a quiet space and free of distractions.
- Parent/guardian will notify the school of a change in contact information (email or phone).

## **Attendance**

- Morehouse Parish Schools is required to monitor student attendance in accordance with all statutes set forth by the State of Louisiana. In accordance with Bulletin 741, attendance and promotion requirements apply to the Morehouse Virtual School. See the MPSB Handbook for details.
- Students will be required to complete activities and assignments posted in Google Classroom on their own time. Activities and assignments may be completed and submitted anytime for as long as they meet posted due dates. The teacher will communicate with the parent/guardian regarding incomplete assignments. If this continues, meetings will be scheduled with the parent/guardian, school administrator, and teacher.
- Students will be marked present for attending and showing up for live streamed sessions. Attendance for students who are not able to participate in live streamed sessions, will be marked according to the students' submission of class work or assignments at the assigned due date.

## Online Behavior

Each student participating in the Morehouse Virtual School is responsible for their actions online, and the content posted through his/her account. The following are strictly prohibited:

- Sharing usernames and passwords;
- Posting personally identifiable information in any format other than a private message;
- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- Posting or allowing others to see material including language, photographs and videos that are inappropriate;
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- Illegally posting, distributing, uploading, or downloading copyrighted work of any kind;
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules in regards to academic honesty;
- Spam or unauthorized, unsolicited, commercial promotion; and
- Disruptions of any digital resource.
- Students who do not follow classroom behavior will be put into a virtual timeout for a one on one conference with teacher. If the behavior continues parent/teacher/administrator conference will be scheduled.
- Students are required to wear an appropriate school polo top or an appropriate school spirit shirt.
- Students and parents must maintain appropriate contact with teachers and other students their communications, whether by telephone, video conferencing, text message, or email.



## **Discipline**

Students participating in the Morehouse Virtual School are fully enrolled in their assigned school and are subject to the same expectations as students in the traditional program. Any violations will be addressed by school administration. For details, see each individual schools' handbook.

## **On-Campus Requirements**

Students participating in the Morehouse Virtual School may be required to appear at their home school campus at a specific time and date determined by the principal. Parents/guardians are responsible for transportation to and from any on- campus activity. Reasons may include:

- Mandatory assessments
- Orientation and enrollment meetings as scheduled by the school
- Assistance with technical or curriculum activities including receiving materials
- Pick-up school prepared meals

Note: Virtual School Students shall not appear on campus without consent of the principal.

## **Extracurricular Activities**

Students participating in the Morehouse Virtual School are encouraged to participate in extracurricular activities. When participating in extracurricular activities, students are required to comply with all standards and procedures associated with the activity including dress code, behavior, and safety policies. Transportation must be provided by the student or parent/guardian.

## **Meals**

Students participating in the Morehouse Virtual School may participate in the Child Nutrition Meal Program. Grab and go meals will be provided at scheduled times. Transportation to pick up meals must be provided by the student or parent/guardian.

## **Transfer from Virtual to Hybrid/Blended or Traditional Model (*and vice versa*)**

Students may transfer between the Morehouse Virtual School and the on campus Traditional Model at the end of each six (6) weeks (for Kindergarten to 6<sup>th</sup> grade) and nine (9) weeks (for 7<sup>th</sup> to 12<sup>th</sup> grade). A School Instructional Model Change Request Form must be submitted a week before the grading period ends. (Except under extenuating circumstances with approval of Superintendent or his designee)

## **Technology**

Students participating in the Morehouse Virtual School must have access to reliable internet service, and use devices that are adequate for the learning activities, All students must check out a Chromebook from their school. Students must use a device provided by Morehouse Parish Schools because it is the only device that can log into our domain for classwork.

## **Video Conferencing**

Video conferencing is an important part of virtual schooling. Follow these guidelines to help support and ensure a successful experience/ outcome.

- Video conferencing needs to be done in a location where there is limited number of distractions, noise, and additional people.
- Students need to login with their correct first and last name to be admitted to the sessions.
- No inappropriate content should be seen in the background during video conferencing. Examples of such inappropriate content include, but is not limited to, individuals failing to wear appropriate clothing (including the student themselves), inappropriate signage displays, vulgar or profane noise of any kind, and any type of inappropriate article which would normally be prohibited on school grounds.
- Uniform or school Spirit shirt (purchased from school) must be worn during conferencing learning.

## **Student with Disabilities**

Morehouse Parish Schools will ensure the implementation and follow the requirements of Section 504 and IDEA. MPSB will ensure that students receive an education that includes the services determined by the students' individualized education plans.

IEPs/IAPs will be reviewed annually by the IEP/IAP team. Students will access the general education curriculum with appropriate accommodations and modifications, as determined by the IEP team.

Student Support Services and the school's special education department will work with students and families to ensure appropriate services are provided as specified on the IEP.

**Morehouse Parish Virtual School's  
Student & Parent Handbook Statement of Compliance  
SY 2020-2021**

The undersigned student and undersigned parent/guardian do hereby acknowledge that they agree to adhere to the Virtual Class Handbook.

I, \_\_\_\_\_, have read, understand, and will follow the contents of the  
*(print student's name)*

Morehouse Parish Virtual School's Student Handbook.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
*(print parent's / guardian's name)* *(print student's name)*

have read, understand, and will follow the contents of the Morehouse Parish Virtual School's Student Handbook.