EB Wilson Virtual

Parent/Student Handbook

2021-2022

EB Wilson Virtual School Team

Hybrid (H)   Virtual (V)

Dr. Tanya Coleman, Principal	Pamela Harrison, Virtual Coordinator
Teri Herder, Administrative Assistant	Rhonda, Bruce, Edgenuity Coordinator
, School Counselor	
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Is Virtual Right For Your Student

Sumner County Schools strives to provide the best possible education while meeting the individual needs of each student. Before enrolling in full-time virtual instruction, students and guardians should carefully consider whether online learning is best for the learner's needs. Virtual instruction is modeled after the collegiate example. Instruction will, typically, be asynchronous rather than face-to-face with a teacher. Students will have the support of highly-qualified, certified teachers to direct instruction and provide tutoring.

To aid in determining whether virtual is a good fit for your student, please examine the following expectations.

- The student strives for academic excellence.
- The student asks for additional help, support, or assistance when needed.
- The student has good communication skills.
- The student is self-motivated and self-disciplined.
- The student reads carefully and accurately follows directions.
- The student has academic integrity in completing work independently.
- The student masters time management, prioritizes, and remains on task.
- The student dedicates the necessary time to master the material.
- The student takes responsibility for his/her actions.

Academic Integrity

- Students must do their own work.
- Students may not copy, allow others to access their work nor copy or have access to another person's work unless authorized.
- Students may not misuse information from the Internet.
- Students may not plagiarize another's work. (Students will complete a module and receive a certificate indicating they understand plagiarism).
- Students will take all tests with a proctor on Fridays at the EB Wilson building located at 685 E Main, Gallatin. Students should email teachers or admin to arrange for testing.

Communication

Due to the nature of the program, communication is vital. Virtual school teachers and administrators will communicate with students AND parents using multiple methods.

There are several ways to communicate with your child's teacher. You are encouraged to find out the best way to reach your teacher during unscheduled times.

- *Email*: Each teacher has an email address of first.last@sumnerschools.org. Families should provide an email address to the school via Skyward during registration as well as to the teacher. Although each teacher has an email account linked to the Google Classroom, that account is often full of assignments and emails from families can be easily overlooked. Families are encouraged to use the sumnerschools.org email address as the primary email.
- *Google Classroom:* Each student will be set up in a Google Classroom and will receive assignments in this platform. Their email address will only be accessible to other students and teachers from Sumner County Schools.
- *Remind:* Families will receive text reminders via the Remind app. In addition, this is also how families will check in for daily attendance.
- *Weekly Updates from Teachers:* Teachers will provide families with a weekly update of upcoming learning by the end of the day on Fridays. This will allow families to make appropriate schedules for synchronous learning.
- *Teacher Office Hours:* Families and students are encouraged to reach out to teachers during office hours to ask clarifying questions or to ask for a reteaching opportunity. Remember that teachers want to see every student be successful and by reaching out to the teacher for help, the teacher is able to ensure learning.
- *Tech Support:* If your child experiences technical difficulties tied to Sumner County Schools, please reach out to your teacher.

Full-Time Eligibility Requirement

1 2.0 GPA

2. Attendance (no more than 10 unexcused)

4. Students with special needs will be considered. If a student's unique needs can be met in the virtual environment, and the student is accepted, a 504/IEP meeting will be conducted to determine supports that will be needed to help students successfully complete the online curriculum.

5. The applicant must complete the **new student induction activities.** This consists of completing two online modules regarding Academic Integrity and Internet Safety. Once each module is complete, the student should **print the certificates and bring them to registration** on July 26 or July 27, 2021. Links to these modules can be found on the ebw.sumnerschools.org website.

<h1 align="center">Key Terms</h1>

Chromebook

Chromebooks are the devices that will be used to access the web-based tools that will be used for virtual or hybrid instruction.

Skyward

Skyward is the student management system used by Sumner County Schools. Parents and students may access students' schedules, grades, etc. at any time using this system.

Clever

Clever is the program that is used by students and staff to access digital curriculum and resource sites.

Google Classroom

Google Classroom is the primary "file cabinet" that contains items that students and teachers will use. Google Classroom will also contain additional resources to assist students as they navigate independent, teacher supported learning.

Edgenuity

Courses are developed and assigned to students through the Edgenuity platform.

Synchronous Learning

Learning that takes place with the teacher and student interacting at the same time. For EBW Virtual, tutoring, office hours, and some other meetings will occur via Zoom.

Asynchronous Learning

Learning that does not take place with student and teacher interacting at the same time. Most EBW Virtual learning will occur in this manner through the Edgenuity program or lessons/materials in the students' Google Classrooms.

<h1 align="center">Procedures and Expectations</h1>

Enrolling and Withdrawing from EB Wilson Virtual

Due to the need to secure teachers, once students enroll, their choices are for the semester. Unless there are extenuating circumstances, students will be expected to remain with their choice until the change in semesters. The expectation is the same whether entering or leaving EB Wilson Virtual.

Zoom Expectations

To have the most productive learning environment, the following expectations should be followed during Zoom sessions.

- Your camera should be on and you should be visible for the duration of the session.
- Dress appropriately.
- Be on time.
- Actively listen and participate.
- Mute or unmute as directed.
- Reduce background noise and distractions as much as possible.
- To avoid possible embarrassing situations that could occur in the background, use a virtual background.
- Make sure to have needed materials ready and within reach during your Zoom session.
- Students ONLY should participate in the Zoom sessions.

If a student does something inappropriate during a session, the teacher will remove the student from the session. Additional measures (possibly discipline) may be taken as appropriate.

<div align="center">Student Attendance</div>

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Student attendance at EB Wilson Virtual is based on meaningful student engagement and interaction in addition to assignment completion. EBW Virtual teachers will be responsible to monitoring student participation. Additionally, other staff will be monitoring student participation and will be communicating with students, families, and SCS Attendance Department.

The Edgenuity platform detects when students are actively working on modules as well as how long students are logged into the system. The amount of time that students are working is vital to their success and this is the metric that will be used to determine engagement and interaction (attendance). According to state law, students are required to be actively working for 6 hours per day to be considered present, 3 hours would be equivalent to a tardy.

Students will be given a pacing guide at the beginning of each course, with due dates indicated. Students who do not make adequate progress within a given week may trigger an attendance intervention.

The following are official/adequate excuses that should be turned in to the school office. Each of the following types of absence requires appropriate documentation to be excused.

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student

- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

NOTE: Due to the asynchronous nature of EB Wilson Virtual instruction, only extended absences should affect a student's attendance. It is expected that a student will make up time in their schoolwork if they must miss instruction for a short -term absence/appointment. However, if it becomes unable to participate for an extended time, the student should notify the EB Wilson Virtual staff.

Progressive Truancy Interventions

Tier 1 – (3 unexcused)

- **Three (3) unexcused absences** = phone call from Attendance Clerk to obtain parent note or valid excuse.
- **Five (5) unexcused absences** will trigger an invitation for Attendance Contract meeting – completed by administrator, parent, and student.

Tier 2- (7 unexcused)

Triggered at seven (7) unexcused absences, SART (School Attendance Review Team) will complete Individual Assessment on student. Based on the Assessment, Interventions may include: Referrals for school counselor, community resources, McKinney Vento students referred to Student Support Counselor, tutoring, referral to Family Resource Center or creation of Student Health Plan with the nurse... SART (School Attendance Review Team) consists of at least the Administrator, Counselor, Teacher(s), and School Nurse.

Tier 3- (10 unexcused)

Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to Attendance Office. Assigned Truancy Officer implements interventions. If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed. Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Appeal Procedure for Unexcused Absences The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following: · Approved school activity that is school sponsored and school supervised · Extenuating circumstances on a case-by-case basis

Tardies:

Any student who is actively participating for 3 hours is considered tardy. Excessive tardies will be referred to the attendance department for review. A tardy is only excused by a doctor's note or school staff.

A parent note may only be used to excuse a full day of absence.

Inclement Weather Days

EB Wilson Virtual follows the school calendar of Sumner County Schools, including inclement weather days. If schools are closed due to bad weather, **EB Wilson Virtual will not be affected**.

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Grading

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Parents and students should always check Skyward each 9 weeks for official grades for students. Progress reports will be sent each week in the Edgenuity platform.

EB Wilson Virtual staff are responsible for ensuring that the grades are transferred to Skyward correctly. EB Wilson Virtual adheres to the grading period dates detailed in the Sumner County school calendar.

August 3	First full day of school
October 15	Report Cards available
January 7	Report Cards available
March 25	Report Cards available
May 26	Final Report Cards available

Grading Scale

- A   93-100
- B   85-92
- C   75-84
- D   70-74

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Grading- Edgenuity Courses

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Actual Grade (AG) The Actual Grade in Edgenuity is the Overall Grade adjusted for progress if a student is behind. This average includes a grade penalty for any assignment on which the student has fallen behind. Any submitted work that has not yet been graded does not count against the student's average, as it is not factored in the grade calculation until it is graded.

Note: When a "N/A" appears for an Actual Grade, it means that the start and target dates have not been set. Also, the day the student was enrolled in the course will appear as "N/A".

Remember: Teachers, Admin, and Parents can see in the Edgenuity program exactly how much time is spent working, not just how long the program has been open.

Retakes and Remediation Teachers may choose to allow students the opportunity to complete an assignment, quiz, or test for a better grade. Teachers are encouraged to provide students with this opportunity especially as they adjust to learning virtually. However, students will need to do additional studying/help and redo some of the unit prior to requesting a retake.

Full-Time Student Requirements

Full Time

Requests for EB Wilson Virtual classes are made with the Virtual Program administrator at EB Wilson Virtual.

Student schedules will be developed based on each student's graduation needs and courses being offered at EB Wilson Virtual.

Students enrolled full time will take a minimum of 4 credits per semester except for a student's last year. In this case, students will take only the credits required for graduation.

Once the student's schedule is determined and correctly scheduled, class changes will not be allowed.

Graduation Requirements – 22 Total Credits

English 4.0 credits
Math 4.0 credits (Must include Algebra I, Geometry, Algebra II, and 1 year beyond)
Science 3.0 credits (Biology, Chemistry or Physics, and an additional science)
Social Studies 3.0 credits (World Geography/World History, U.S. History, Economics, and Government)
Wellness/P.E. 1.5 credits
Personal Finance 0.5 credits
Foreign Language 2.0 credits (May be waived in certain circumstances to allow for additional credits in the focus area)
Fine Art 1.0 Credits
Elective Focus 3.0 credits
Note If a student returns to their school of zone, they will be required to obtain the 26 credits that zoned schools require.

End of Course Exams

Students are EB Wilson Virtual School are required to take the End of Course exams in English I, English II, Algebra I, Geometry, Algebra II, U.S. History, and Biology.

Eleventh (11th) Grade Assessment

Just as in the traditional school, students are required to take the ACT or SAT. This is a no-cost test that will be administered to juniors, during the spring semester. The ACT will be given at school. The date will be announced when it becomes available.

Citizenship Test Requirement:

Prior to graduation, students must successfully complete a citizenship test. This assessment will be given online to seniors at the beginning of their final year.

Instruction

Synchronous Instruction-Zoom

Students enrolled in EB Wilson Virtual will have scheduled zoom meetings with teachers. Students will be given a minimum of one week's notice to attend a Zoom meeting. Students may request a Zoom session with any of their teachers during the teacher's office hours. Students may also text through the Remind app or email at other times. However, since virtual teachers are teaching regular, it may take them some time to reply.

EB Wilson Virtual admin and counselor will have required Zoom meetings each week. These meetings will be at 11:00 a.m.as follows.

Freshmen will meet on Mondays
Sophomores will meet on Wednesdays
Juniors will meet on Tuesdays
Seniors will meet on Thursdays

The purpose of these meetings is to share information for upcoming dates, activities, and to discuss any problems that students are having. This will also be an opportunity for students to meet and get to know each other and find study buddies. These sessions will typically last no more than 20 minutes.

Asynchronous Edgenuity Instruction

Students will be enrolled in the appropriate Edgenuity courses. This program will automatically pace the course for the teacher and student after a start date and target date are set. Students and parents will have access to a course report that indicates an approximate date and amount of time to complete. Students should be spending about **90 minutes of focused work in each course each day**, just like in a traditional classroom. However, some subjects may be more difficult for some students, and, therefore, may require extra time for the students to master the material.

Asynchronous Instruction – Google Classroom

Teachers and admin may periodically publish materials to assist students in understanding the material in the Edgenuity program. If you have difficulties with certain content in the program, check Google classroom for additional resources. Assignments may occasionally be posted in Google Classroom as well. These assignments will have the due dates listed.

Student Support

Outages

Teachers understand that from time to time electricity goes out, as does the internet. This may even happen on the school's end on the rare occasion. Things happen outside of our control and teachers will work with families to ensure students make up missed learning and are not penalized for such occurrences.

School Counseling

Counseling, mental health, and social services are provided to support the mental, emotional, and social health of every student. Students will receive lessons and services, including developmental classroom guidance activities and preventative educational programs, to enhance and promote academic, personal, and social growth.

"Research from the children's media field suggests that technology can, indeed, facilitate meaningful connection. Multiple studies show that a healthier way for children to interact with technology (especially screen media) is if an adult is physically or virtually present and participating in usage with the child. The positive benefits increase when the technology delivers high-quality educational content."

---Retrieved from https://www.panoramaed.com/blog/8-strategies-sense-of-belonging-virtually

English Learners

Students who speak English as a second language will continue to receive support from their EL teachers. Any new students noted as speaking another language at home will be screened for the level of support needed. EL teachers will also ensure that all teachers working with EL students are aware of student skills and language levels. EL teachers will work with the virtual classroom teachers to develop a toolkit of strategies to support students online and in accessing the curriculum.

Special Education

Students receiving services from Special Education and with a current individual education plan (IEP), will continue receiving support through virtual learning. The special education teacher at the child's zoned school will collaborate with the classroom teacher to ensure modifications and accommodations are being met and will make suggested alterations to instruction to meet the child's needs.

Section 504

If a Sumner County student is evaluated and meets criteria for Section 504, the district will provide reasonable accommodations to ensure the student receives a commensurate education, that is, the student will be served as adequately as non-disabled students. Families with questions regarding the evaluation process and 504 plans, please contact your child's teacher.

Honors

For a high school student to obtain honors credit at the Sumner Virtual Academy, an Honors Portfolio will be assigned to accompany the Edgenuity course.

Extracurricular Activities

Clubs/Volunteer

Students are encouraged to give back to the community and to pursue interests outside of school.

Please discuss any interests for clubs or volunteer work with EB Wilson Virtual School admin or staff.

Athletics

TSSAA recently approved member virtual schools to allow students to participate on teams at their zoned schools. If you have any questions, please reach out to your child's school or the district Athletic Director, Mike Brown, at, michael.brown@sumnerschools.org.

This document is meant to address the major questions related to EB Wilson Virtual. Answers to other questions may be found in the Sumner County High Schools Curriculum guide or in Sumner County Schools board policies. If you have any additional questions or concerns that have not been addressed in this document, please don't hesitate to reach out to Ms. Harrison at pamela.harrison@sumnerschools.org.