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JESMS Virtual Education Guide

2020-2021 School Year

**Contact Information**

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Thank you for your interest in Concurrent Distance Learning, hereafter referred to as Virtual Education

(VE), with James E. Sampson School (JESMS) for the 2020-2021 school year. In the unprecedented time of

COVID-19, JESMS is offering a digital option for the first semester of the 2020-2021 school year.

The Virtual Education option for the Fall of 2020 will require a great level of commitment on the part of both the parent

and student due to the nature of a full schedule with a full curriculum.

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| **Virtual Education**    Fall 2020  -    2021  School year |
| JESMS maintains high academic expectations and accountability for students engaging in virtual education. |
| Students will be required to be in attendance for all on-line classroom time and meet all assignment deadlines. |
| There will be required times for contact with your JESMS teacher. |
| All Virtual students will be expected to adhere to all behavioral guidelines outlined in the JESMS student handbook |
| All content will be presented via Teams. Other class support will include Canvas and FACTS SIS (Renweb). |
| Virtual students are expected to adhere to all deadlines for assignments, tests, projects and all other tasks assigned by instructor/ teacher |
| Students may transition back to in-person education at the end of 1st quarter or remain in Virtual  Education for the remainder of first semester. Once a student re-joins in-person education, they may not return to Virtual Education unless medically necessary or approved to do so by the JESMS administrative team. |
| All virtual students are expected to be present and on camera for every class and prepared to participate. Students will be required to dress in **JESMS’s full school uniform.** |

Program Description

For the first semester of the 2020-2021 school year, JESMS will offer a digital learning platform as a non-traditional instructional option for students.

The curriculum platforms are as follows:

* Virtual students will join classes via Teams, on a daily basis.
* Students and parents will be able to access grades via FACTS
* Canvas Learning Management System (LMS) will be utilized for assignments and submitting work
* All classes offered on campus will be made available for all virtual students
* JESMS teachers will be providing tutoring where necessary for students in need

After committing to Virtual Education, parents will continue to receive updates from teachers and JESMS administrative team.

**Eligibility Information** The following eligibility requirements must be met in order to enroll:

* Students must have daily access to a computer, internet service, email, and telephone in order to maintain contact with teachers, staff, and administration.
* Students enrolled in Virtual Education are required to adhere to all of JESMS’s policies including those related to attendance, participation, and completion of coursework.
* Students will be required to dress in JESMS’s school uniform while engaged in classes.
* Students must participate in any testing required by the Florida Conference of SDA.

# Required Instructional Hours and Work Completion

To meet the state’s requirements, families are required to have their student complete all classes while in Virtual Education.

Attending school on a consistent basis is crucial for student success. The same holds true for consistent student engagement on a virtual learning platform.

Student attendance will be measured and monitored based on the number of student hours logged in the virtual platform, engagement with teachers, and completed assignments based on the outlined due dates.

A student may be unenrolled for non-school attendance if a student has not logged into the digital platform, not submitted work, and has not responded to multiple contact attempts from school staff.

# Attendance Reporting Requirements

Alert School of Student Absences – Attendance is based on students being present during Virtual Education classes (Teams). Regardless of the amount of time a student misses due to absences, the student is required to complete all coursework for a day or week, meeting all deadlines given by the teacher for assignments.

# Maintaining Good Academic Standing in the Virtual Education Program

A student demonstrating adequate participation (and therefore progress) in school is based on several criteria and is a combination of measures. These measures include the student daily logins, and amount of communication with the teacher. Students are expected to submit assignments in each course while school is in session or as directed by the teacher. A student is in good academic standing based on daily attendance to all Virtual classes, weekly progress, amount of work submissions (tests, quiz, projects, journals etc.), and regular communication with teachers.

# Virtual Education Roles and Expectations

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| **Parent** | • | Create and support student with an at-home digital learning schedule. |
|  | • | Assist student in navigating the digital site and advocate for student when questions arise if student is not able to do so. |
|  | • | Ensure student attends all Virtual Education classes on Teams, as well as helping the student to meet due dates for assignments. |
|  | • | Alert school of student absences. |
|  | • | When requested, meet digitally with teacher, department chair, and/or administration. |
|  | • | Ensure student is supervised during testing or any other form of assessment. |
|  | • | Check email for important updates, including required meetings. |
| **Student** | • | Follow the at-home digital learning schedule by being on-line and engaged with Teams classes. |
|  | • | Complete the required assignments. |
|  | • | Navigate the digital site for learning and ask questions when they arise. |
|  | • | When requested, meet digitally with teacher. |
|  | • | Participate in standardized testing. |
| **Staff** | • | Support student with the at-home digital learning schedule by providing feedback, grading, and answering questions as well as teaching classes via teams. |
|  | • | Assist student in navigating the digital site. |
|  | • | Monitor the attendance of the classroom’s students as well as the completion of assignments and report progress to administration. |
|  | • | Schedule and complete all standardized testing as directed by the Florida Conference. |

# On-Campus Activities

Any virtual student who has been given permission by a teacher or a staff member to come to campus for a specific activity must follow all the safety protocols the school has in place including use of a face mask, social distancing, entering through the lobby where they will be screened and have their temperature checked. Virtual students are not allowed to come to campus during the day when classes are going on.