



SCOTT COUNTY SCHOOLS



The purpose of this guidance is to provide a framework that will support **virtual education** in the current climate of the COVID-19 public health crisis. We want to create a plan for online education that fosters the continued academic growth of children, provides technical support for families, and continues the wraparound services found on school campus.

Academic Instruction 

Technical Support 

Wraparound Services 

SCOTT VIRTUAL ACADEMY



Program Area	Summary
<p>Program Overview</p>	<p><u>Instructional Day</u> Tennessee State Board of Education requires that all students maintain the same instructional timelines in a virtual setting as is required in the traditional classroom. "Stockpile time" for weather and illness-related closures must also be included.</p> <p>Kindergarten – 4 hours of state required instruction + 30 minutes of stockpile time = 4 ½ hours per school day</p> <p>Grades 1 thru 12 – 6 ½ hours of state required instruction + 30 minutes of stockpile time = 7 hours per school day</p> <p>A parent, guardian, or approved adult (18 or older, non-student) is required be present during all virtual instruction for students in grades K-5. For students in grades 6-12, it is strongly recommended that a parent/guardian/approved adult be present during all virtual instruction.</p> <p><u>Program Choice</u> Each student has the option to participate in the Scott Virtual Academy while remaining enrolled in his/her original school. To submit this request, parents should complete the form on ScottCounty.Net by July 31st. Once accepted, students will remain in the virtual academy through the end of the 1st 9 weeks (October 16th). At that time, each student will have the opportunity to transition from fully online to the normal classroom. Additional transition opportunities will be available at the end of each following 9 week period.</p> <p>End of each grading period – October 16, December 18, & March 12</p> <p>Any requests to transition between classroom and virtual settings outside these timeframes must be made only under special/changing circumstance. Medical documentation may be required, and approval will be made at the Principal & Director's discretion.</p> <p><u>Extra Curricular</u> Students participating in virtual learning may not participate in athletics or other extra-curricular activities. This is not meant as a penalty, but rather as a safety measure to protect these students from close contact and large gatherings, mitigating their risk of contracting</p>

COVID-19, and hopefully enabling their return to the classroom as soon as possible. While athletic eligibility is determined by TMSAA/TSSAA, participation is at the discretion of the Director of Schools.

Handbook & AUP

All students, regardless of physical or virtual attendance, are subject to the policies outlined in the Scott County Schools Handbook. High school students are also under the Scott High School Handbook. For example, students should adhere to the dress code during all virtual meetings. All students are required to sign an Acceptable Use Policy, which outlines appropriate technology usage. Virtual learners will have additional guidelines under the AUP, which manage the use of district technology devices and a code of conduct for educational platforms and interactions.

Attendance

Students will attend class virtually each school day. There will be daily criteria a student must meet to be counted “present” for the day. For example, daily communication with the teacher, completion of daily assignments, and attending virtual meetings may all be part of student attendance. There will be no single measure for attendance, but instead a combination of tasks.

All regular Scott County School Board Policies that cover attendance will be applicable.

While students are not necessarily required to be logged-on consistently from 8:00am-3:00pm, it is strongly recommended to keep a student's instructional day as close to the regular school schedule as possible. Not only will this make a transition to the physical classroom more seamless, but it will also keep the student in a healthy, daily routine and ensure that he/she is able to make the appropriate daily contacts.

At-Home by Grade Band

Below is a **sample overview** of the content areas and times required for each grade band. These are approximate and are not in any particular order. During the Mandatory Meeting, each family will be given a more detailed outline for their child's specific grade.

Grade Band	Total Time	Breakdown of Content (*in no particular order)
K	4.5 hours	75 minutes Reading 45 minutes Math 30 minutes Foundational Skills 45 minutes Physical Activity 45 minutes Related Arts/Specials 30 minutes Remediation/Enrichment *Science & Social Studies integrated into reading
1st - 2nd	7.0 hours	90 minutes Reading 90 minutes Math 30 minutes Foundational Skills 45 minutes Physical Activity 45 minutes Related Arts/Specials 45 minutes Remediation/Enrichment 30 minutes Lunch 45 minutes Independent Reading *Science & Social Studies integrated into reading
3rd - 5th	7.0 hours	90 minutes Reading 90 minutes Math 75 minutes Science/Social Studies 45 minutes Physical Activity 45 minutes Related Arts/Specials 45 minutes Remediation/Enrichment 30 minutes Lunch

6th - 8th	7.0 hours	90 minutes ELA 90 minutes Math 45 minutes Science 45 minutes Social Studies 45 minutes Physical Activity 45 minutes Related Arts/Specials 45 minutes Remediation/Enrichment 15 minutes Independent Reading 30 minutes Lunch
9th - 12th	7.0 hours	4 - 90 minute blocks each semester Each grade contains ELA, Math, Science, Social Studies Selection of PE, Foreign Lang, Arts, Electives, & CTE 30 minutes Remediation/Learning Loss, ELA & Math 30 minutes Lunch

Students will still be responsible for participating in class, school, and state assessments. Some assessments including TNReady, ACT, and MAPS benchmarking may be administered on-campus only. Reasonable efforts will be made to keep any on-campus sessions to little contact.

Scott Virtual Academy will be aligned throughout the district as much as possible to offer a consistent educational experience. It is possible that a student may have a teacher from another school in this format, but all online teachers will be fully certified in the content area/grade level.

Academic Progress

Grades

Students will receive grades for all assigned coursework in the Scott Virtual Academy. Course grades during virtual learning may include measures such as assignment completion, log-in time, online discussions, virtual class meetings, etc. The Tennessee Uniform Grading Scale will be used for all grade bands as outlined by the district handbook.

Students will be required to successfully complete and submit all virtual assignments in the amount of time allotted. In most scenarios, assignments will be due by 11:59pm on the day they are assigned. Therefore, it is important that each student have a daily routine, which allows for uninterrupted instructional time. Families should also consider the different levels of parent assistance required within each grade band. For example, the parent of a 1st grader may need to actively facilitate assignments much more than the parent of a 7th grader.

Students will be required to show good academic progress each week. This means any student participating in virtual learning should maintain a subject area average of C or better each week. If an area drops below a C, then the student will be placed on academic review. This will allow additional supports – individual conferencing, live homework help, etc. – to be enlisted to assist the student. If a student has not improved after 2 weeks or if a student goes into academic review more than twice in a 9 week grading period, an in-person meeting with parent & student will be scheduled with the school principal to evaluate the student's continuance in virtual learning.

Integrity clause

All students will be required to complete their own work with honesty and integrity. If a student is found to not be completing his/her own work, plagiarizing, or otherwise being dishonest about his/her learning, the subject teacher has the right to issue a grade of 0 for the assignment, without makeup/correction opportunity. In widespread or long-term

situations, the teacher may make a recommendation to the school principal to issue a failing grade for the entire course.

Communication

Mandatory Meetings

Before being approved for virtual instruction, it is mandatory that the student and parent/guardian attend a Scott Virtual Academy meeting. No student will be approved for virtual instruction without attending the meeting. See the end of this document for exact dates/times.

Office Hours

Each Lead Teacher will have set virtual "office hours" where students have access to them for academic-related questions. Each grade band will also have an assigned Guidance Counselor who will host virtual "office hours" to check in with students. These meetings will require video conferencing.

Virtual Meetings

Throughout each grading period, the student and parent will have virtual meetings they are required to attend. These will be scheduled in advance and could be individual or by grade level. These meetings may be for a specific class or for general information.

Additional Communication

All students will have a Scott County Schools Microsoft 365 account. Within this account, students will have access to apps such as Outlook e-mail, TEAMS communication hub, and more. This will be the ONE central platform for Scott Virtual Academy where all daily communication will take place.

Virtual learning students will continue to use PowerSchool as a student management, allowing access to student grades, which will be updated weekly.

Scott Virtual Academy will also use the Remind App to communicate with parents and student via text message weekly.

Technical Support

Laptops will be available to "check out" for families that do not have a computer. Limited internet connectivity options are being explored for families that do not currently have access at home. Additional details will be communicated directly with those families who are participating in the Scott Virtual Academy.

Due to parent feedback, we are streamlining our virtual services. Microsoft 365 accounts will provide a centralized communication place with all school personnel. In addition, all instructional materials and accounts will be connected inside ClassLink, which will ensure easier access by reducing the number of different passwords required to access district resources.

Wraparound Services

Every student participating in the Scott Virtual Academy will be provided weekly meal service. Additional details will be shared by Food Services Department.

Virtual students will continue to receive 504, Special Education, and related services as outlined in their IEPs and 504 plans. It is highly recommended that parents request a meeting to review these plans upon beginning virtual instruction.

General student counseling and mental health services will also remain available to virtual students.

**Any policies or procedures listed above may be amended by the Director of Schools or the Scott County Board of Education.*

****TENTATIVE POLICIES – NOT YET ADOPTED BY THE SCBOE****

These plans are provided, acknowledging that the development of this new virtual learning platform is still underway. All plans listed above are our attempts to reasonably forecast the main areas of focus and implementation. All policies and procedures are subject to change.