Hart County Virtual Academy Handbook
2020-2021

Hart County Schools "onehartky"

Vision

As a leader of public PreK-12 education, the Hart County School District has a student-focused culture. We believe all students will achieve success and graduate prepared for college and/or career, as well as for life.

Mission

Working together to provide all students with a quality education that prepares them to be successful citizens.

Section 1: Overview of Hart County Virtual Academy

Google Classroom

Hart County Virtual Academy will utilize Google Classroom (and other web based platforms) to deliver daily instruction for each grade level. Below is a schedule of class times for each grade span. It is highly recommended that students login at the assigned times. Lessons will be recorded for those who are unable to login at specified times. Related Arts for grades K-8 will be on a 3 week rotation (including PE, Music, and Art).

Grades K-2

- 8:00 -9:30   Reading, Writing, & Social Studies
- 9:30 -10:30   Intervention/Enrichment
- 10:30 -11:30 Lunch & Physical Activity
- 11:30 -1:00   Math & Science
- 1:00 -2:00   Intervention/Enrichment
- 2:00 -3:00   Related Arts

*K-2 students will not be expected to be online for 6 hours in a day. The schedule includes time for the Hart County Virtual Academy Teacher to meet individual student needs.

Grades 3-5

- 8:00 - 9:15   Reading & Writing
- 9:15 -10:30   Math
- 10:30 -11:00 Lunch
- 11:00 -11:45 Science
- 11:45 -12:30 Social Studies
- 12:30 -1:30   Related Arts
- 1:30 -3:00   Intervention/Enrichment

*Specific content times may vary depending on the number of students who attend virtually.

Grades 6-8

- 8:00 - 9:15   Reading & Writing
- 9:15-10:30   Math
- 10:30-11:30 Science
- 11:30-12:00 Lunch
- 12:00 -1:00   Social Studies
- 1:00-2:00   Related Arts
- 2:00 -3:00   Intervention/Enrichment

*Specific content times may vary depending on the number of students who attend virtually.

Grades 9-12

- 8:00-9:10   Period 1
- 9:15-10:15   Period 2
- 10:20-11:20 Period 3
- 11:20-12:05 Lunch

- 12:05-1:05   Period 4
- 1:10-2:10   Period 5
- 2:15-3:15   Period 6

Section 2: Student Expectations

Technology and Equipment

All students will need access to a reliable device and internet service. It is the student/parent responsibility to communicate with the school if they need assistance with either of these requirements. The device needs to have microphone and camera capabilities. All of our buildings are hot spots. If you need internet service, you may pull up to any of our buildings and gain access at any time.

Students must abide by the Acceptable Use of Technology Policy (AUP) and the Chromebook Learning Procedures (CLP) for those using a school's device.

Communication

The best way to communicate with your teacher is in Google Classroom. For the most timely response, please contact teachers during their designated office hours and allow 24 hours for a response. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the given assignment. Please be mindful of the teacher's personal time (after school hours) when texting or calling.

Participation

Students are expected to log in daily and complete their assignments in a timely manner. Students failing to turn in work will receive a phone call from their Virtual Teacher who will provide any assistance that may be needed. The district will follow board policy and truancy guidelines for students who habitually fail to complete their work.

For grades K-2, a face-to-face meeting between student and teacher(s) (via Google Meet, Facetime, Skype, etc) will be required weekly. This time will be used to determine progress toward mastery of foundational skills.

Technology Etiquette

When students are participating in Google Meets or any other face-to-face virtual platforms:

- Students will be required to use the camera feature so that the teacher can visibly see the student.
- Students will be asked to keep their microphones on mute unless they have a question or are responding to the teacher or classmate. (This is for group sessions only).
- Students must abide by their school's dress code.
- Students should use professional and polite language.
- Students should attempt to keep all background noise and distractions to a minimum.

Section 3: Staff Expectations

Communication

Virtual teachers will communicate regularly with their students through a variety of means including Google Classroom, email, Google Meets, and phone calls to both student and parent/guardian. Each virtual teacher will have set 'office hours' per day (posted times) in which a student or parent may call with questions or concerns. Teachers should respond within 24 hours.

Learning at home does not mean that all of the content must be online. The teacher may send home items for the student to do such as authentic tasks, reading a book, conducting an experiment, etc. Teachers will work with students and their families to ensure they have materials to complete each assignment or provide an alternate assignment.

Virtual teachers are expected to provide feedback on assignments to students in a timely manner and contact parents with any concerns they may have regarding student's progress and/or grade. Virtual teachers will speak directly to a parent, guardian, or care giver at least once a week. The virtual teacher will also share student progress data with the regular classroom teacher.

Section 4: Grading

Grades for online assignments will be given the same weight as in-person assignments. Assignment due dates will be posted in Google Classroom. Grading policies will also be posted in Google Classroom for you to review.

Students caught cheating (for example, submitting the same work as another student) will earn a zero for that assignment. Any student caught plagiarising will also be given a zero. Teachers may allow students to redo assignments at their discretion. Students in grades 6-12 will be required to successfully complete a plagiarism course within the first 10 days of school.

Section 5: Assessments

Virtual teachers may choose to give students tests online using Google Forms or other online platforms. Teachers will take into consideration that virtual students will have resources available to them during a test, and will create tests and quizzes with that in mind.

If there are technical difficulties during an assessment, please take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so you can notify the teacher immediately.

Section 6: Screeners and RtI

All students in grades K-8 are encouraged to take the RAPID Reading and STAR Math assessments within the first 30 days of school. These assessments can be administered at

each school. Your teacher will contact you to set up appointments to complete these assessments. Due to federal guidelines these assessments must be taken in-person. If you are uncomfortable bringing your child in for these assessments, we will wait until we resume all in-person instruction to administer. Assessment results and plan for intervention and/or enrichment will be shared within two weeks after taking assessment(s) with parents/guardians.

Section 7: Special Populations

Students that have special needs will be provided appropriate accommodations and modifications. The Virtual Teacher will consult with a Special Education teacher or counselor to determine those individual needs. If the student has an IEP, there will be a Special Education teacher that will provide their specially designed instruction virtually.

For students who have been identified as gifted and may need more challenging assignments, one of our Gifted Teachers will contact you to make appropriate modifications to their virtual program.

Section 8: Extra-Curricular Activities

Students may participate in extracurricular activities while in the Hart County Virtual Academy. They will need to contact the school, coach, or sponsor for information. According to board policy, students must maintain a C average in order to remain eligible to participate.

Section 9: Returning to School

If you wish for your child to return to in-person instruction, please contact your school. These requests will be considered on an individual basis. Students will be allowed to change instructional programs one time per semester.

Section 10: Food Services

Students who are part of the Virtual Program will still be eligible for food services. You may pick up your child's breakfast and/or lunch at assigned times (a schedule of times and directions on food pick-up will be available before the first day of school).

I have received, read, and will comply with the contents of the Hart County Schools Virtual Learning Handbook for 2020-2021. In the event that Hart County Schools experiences a long-term closure, all students will transition to our Virtual Program. **Once the pandemic concludes, once all state emergency orders are lifted, all classes will return to In-Person learning.

Please click this link for your electronic signature.