



## Dr. Martin Luther King, Jr. High School Virtual Handbook

Greetings Lion Family,

As we prepare for our first day of school, there are a few things that will change. Every student will use their DeKalb County School District email address - S-----@dekalbschoolsga.org that is assigned to them. This is how King will ensure that communication is seamless with our scholars. Scholars receiving links to the classes from their teachers.

### **Asynchronous and Synchronous Learning**

- Asynchronous learning occurs through online instruction without real-time interaction and is self-paced with timelines set.
- Synchronous learning is online or distance learning that happens in real time. Live instruction where teachers and students are engaged in learning together.

To ensure that all scholars are successful, we elected to use three online platforms:

**MicroSoft Teams** – Synchronous

**Google Classroom** – Asynchronous

**Edgenuity** – Asynchronous

## **Attendance**

### **Student**

Student attendance will be a way to ensure that students have the academic and social-emotional support for virtual learning. Teachers will mark student attendance based upon participation in virtual learning activities such as uploading assignments based upon pre-determined deadlines and participating in synchronous sessions. This manner of addressing attendance better addresses the District's strategic goal of equity and access to an academically challenging environment.

- Students with technology will be expected to participate in all synchronous and asynchronous activities and earn attendance through Google Classroom and Microsoft Teams.
- Students without technology will be put on an individual plan as developed by the classroom teacher for additional support and contacted daily via an alternate communication plan.

### **Student Presence**

- Attendance will be measured by the full day. Students are expected to participate in each class.
- Attendance is defined as evidence of engagement with the assignment.
- Attendance can be measured in the following ways (including, but not limited to):
- MicroSoft Teams or Google Classroom check in
- Assignments submitted that were due on that day
- Questions to answer on MicroSoft Teams, Edgenuity or Google Classroom
- Participation in an online discussion
- Class participation during synchronous session
- Login to synchronous session - MicroSoft Teams
- Phone call or email with the parent/guardian or related services provider

### **Student Absence**

- Excused Absence – the parent/guardian contacts the teacher to inform that the student is unable to participate in any activities for the day.
  - Unexcused Absence
  - The student does not participate in any part of the activities for the day.
  - The student has not checked in with the teacher.
  - The student's parent/guardian does not contact the teacher.

## **Parent**

- Encourage and require the student to participate in all synchronous and asynchronous activities and assignments.
- Inform the local school designee and teacher of an absence within a 24-hour time period of the absence.
- Inform the school if something is occurring that is preventing the student from participating in virtual learning.

## **Counseling and Advisement**

The DeKalb County School District counseling program aligns with specific standards from the Georgia Standards of Excellence, promoting mindsets and behaviors that enhance the learning process and create a culture of college and career readiness for all students. School counselors will virtually provide classroom, small group and individual guidance sessions to support students through the academic process. The primary domains include:

- Academic Development—Standards guiding school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.
- Career Development—Standards guiding school counseling programs to help students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work, and from job to job across the life span.
- Social/Emotional Development—Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.

## **Grading Protocol**

Learning is an ongoing continuum and as such there must be accountability. There will be a minimum number of assignments for each grading category elementary through high school that is a balance across the grading protocol assigned to students per week. All virtual assignments will have a pre-determined deadline as communicated by the teacher.

- Students in grades 9 through 12 will receive grades using a numeric grading scale.
- Students will receive a M for all missing assignments. Missing assignments will calculate to a zero until completed by the communicated predetermined deadline established by the classroom teacher.

| <b>Grading Category</b>                             | <b>Percentage</b> | <b>Minimum # of Assignments Per 4.5-week grading period</b> |
|---|-------------------|---|
| Formative & Diagnostic Assessments                  | 0%                | 1   |
| Assessment Tasks (Skills & Homework)                | 25%               | 3   |
| Classwork (Guided, Independent, and Group Practice) | 45%               | 4   |
| Quizzes, Tests, and Projects                        | 30%               | 2   |

### **Late and Missing Assignments**

It is the expectation that students submit assignments in a timely manner. All assignments will have a pre-determined deadline. If a student does not complete the assignment by the pre-determined due date, a M will be recorded for the assignment with a score of a zero.

The student will have three opportunities to complete the assignment after the original due date with a grade penalty established by the local school. If there are extenuating circumstances that can be verified, the penalty may not be applied. The teacher must receive the request for the work within one week of the original deadline.

### **Zero Guidelines**

- Zeros earned by students will be posted in Infinite Campus for students in grades 1 through 12.
- Parents/Guardians will be able to view all grades and are encouraged to monitor grades through the Parent Assistant.
- Teachers will provide three make-up work opportunities to students to complete missed work or improve failed work within a two-week deadline as established by the teacher.
- Teachers will document contacts to parent/guardian in Infinite Campus.
- A deficiency report will be provided to parents via email or US mail to the parent/guardian indicating the plan for improvement.
- A student will receive a zero for the assignment only if the student has missed the deadline and the parent/guardian has been successfully notified of the deficiency to complete the assignment. A successful notification is defined as the parent/guardian as confirmed receipt of the notification verbally or in writing.
- Recovery day will be instituted at the end of the semester to all students the opportunity to replace up to three zeros in the gradebook.

## **Report Cards**

Reports cards will be available through Infinite Campus. Envelopes will not be utilized during the 2020-2021 school year. Parents will be encouraged to view progress reports and report cards using Infinite Campus.

## **Student Expectations**

### **Student Code of Conduct**

The 2020-2021 Student Code of Conduct will guide student behavioral expectations throughout the school year. Students will be expected to follow the rules as outlined in the guide while participating in the educational process.