



VIRTUAL LEARNING PARENT/STUDENT HANDBOOK



School Year 2020-2021

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Mission

We believe that all students can learn. The mission of Sussex County Public Schools is to provide a safe and secure learning environment where all students develop into knowledgeable and productive citizens. Sussex County Public Schools will provide the necessary instructional resources, learning opportunities and leadership for students to reach their highest educational potential to be our leaders of tomorrow.

Vision

For Sussex County Public Schools to be a model of academic excellence and high student achievement for rural public education in our state and eventually, the nation.

We owe it to our children to set a very high bar. With persistence, dedication, creativity, and student focus, we will realize our vision.

Letter from the Superintendent

Dear Parents and Stakeholders,

On June 9, 2020, Governor Northam provided guidance on phased reopening of PreK-12 Schools in this [news release](#): “Local school divisions will have discretion on how to operationalize within each phase and may choose to offer more limited in-person options than the phase permits, if local public health conditions necessitate”. We have been working diligently to develop a 2020-2021 School Reopening Plan that will allow us to reopen schools and continue to educate our students as well as support our instructional staff in the safest way possible. This planning process has been extremely difficult to master due to the constant changing of the pandemic’s conditions in our region and in the county of Sussex.

We first received input and suggestions from parents through parental surveys. We established and had several meetings with our Superintendent’s School Reopening Committee which is made up of parents, clergy, community, school staff, local government, contractual partners, and other representatives.

The Sussex County Public Schools Division chose to re-open schools with **online-virtual instruction** for students for the first 9 weeks, starting **September 8, 2020** until **November 6, 2020**. This means that our students will not physically report to school but receive instruction daily from 9:00a.m. to 2:00p.m. on-line using a virtual learning platform.

New information and updated procedures and guidance continue to be shared and developed nationally, statewide, and locally on a regular basis. Therefore, we will continue to update you as we constantly refine our school re-opening plans and procedures. Again, our every effort is to ensure students, parents and staff that we plan to reopen Sussex County Public Schools in the safest manner possible.

We appreciate and thank you for your patience, understanding and support.

Sincerely,

Arthur L. Jarrett, Jr.

Dr. Arthur L. Jarrett, Jr.

Sussex County Public Schools Division Superintendent

Sussex County Public Schools Contacts

Dr. Arthur L. Jarrett, Jr., Division Superintendent
Dr. Julius Hamlin, Asst. Superintendent of Instruction

SUSSEX CENTRAL ELEMENTARY	SUSSEX CENTRAL MIDDLE	SUSSEX CENTRAL HIGH
<p>Morris Taylor, Principal Denise Parker, Asst. Principal Tracy Jackson, School Counselor Nira Sims, School Counselor Valarie Holmes, Admin. Asst.</p> <p>21392 Sussex Drive Stony Creek, VA 23882 Telephone: (434) 246-8960 Fax: (434) 246-2027</p>	<p>James Holemon, Principal Clinton James, Asst. Principal Valerie Fowlkes, School Counselor Karen King, School Counselor Tammy Boone, Admin. Asst.</p> <p>21356 Sussex Drive Stony Creek, VA 23882 Telephone: (434)246-2251 Fax: (434) 246-8192</p>	<p>Alvina Matthews, Principal Norris Evans, Asst. Principal Curtis Jefferson, Athletic Director Jacqueline Elliott, School Counselor Drexel Pierce, School Counselor Ruth Holmes, Guidance Secretary Katrice McFarland-Reed, Admin. Asst.</p> <p>21394 Sussex Drive Stony Creek, VA 23882 Telephone: (434) 246-6051 Fax: (434) 246-5503</p>

STUDENT SUPPORT SERVICES	TECHNOLOGY	TRANSPORTATION
<p>Lorraine Davis, Director Ahnjayla Hunter, SPED Specialist Tanee Mason, School Psychologist Shionda Evans, School Social Worker Paula Motton, Attendance Officer Marsha Granderson, Attendance Officer</p> <p>Administrative Offices 21302 Sussex Drive Stony Creek, Virginia 23882 Phone: (434) 246-1099 Fax: (434) 246-8214</p>	<p>W. Heath Bain, Coordinator Tim Mays, Coordinator. Instructional Technology</p> <p>Operations Center 21390 Sussex Drive Stony Creek, Virginia 23882 Phone: (434) 246-6469 Fax: (434) 246-2580</p>	<p>Jerry Parham, Coordinator Davida Elder, Bus Garage Secretary</p> <p>Operations Center 21390 Sussex Drive Stony Creek, Virginia 23882 Phone: (434) 246-6961 Fax: (434) 246-5797</p>

Student Enrollment/Registration

Enrollment packets are available at each school. If you know of someone who needs to enroll their child, contact information provided for schools can be utilized to secure an enrollment packet. Packets can be picked up by parents (appointment needed) or mailed out by the schools. If returning packets in person, an appointment **MUST** be made. Please make sure all information needed for enrollment is included in the packet when submitting. For further guidance/questions, please reach out to any available school counselor at the individual schools.

Attendance Law

“...every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the **fifth birthday on or before September 30** of any school year and who **has not passed the eighteenth birthday** shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § [22.1-254.1](#)”.

Attendance will be recorded daily in PowerSchool. Students must participate daily in virtual instruction in order to be marked as present.

Student Schedules

Individual schools will have class/course schedules ready for each student. Contact should be made with individual school counselors for student schedules.

Grading Policy

Teachers will grade student work to determine a student’s performance and proficiency levels in English/Reading, Math, Science and Social Studies/History. Grading procedures will mirror that of the traditional face-to-face school setting. **All assignments will be graded for accuracy.**

Grading scale

- ❖ A: 90-100
- ❖ B: 80-89
- ❖ C: 70-79
- ❖ D: 60-69
- ❖ F: 59 and below

What is Virtual Learning?

Virtual learning comes in several forms:

- **Computer-Based:** Instruction is not provided by a teacher; instead, instruction is provided by software installed on a local computer or server. This software can frequently customize the material to suit the specific needs of each student.
- **Internet-Based:** This is similar to *computer-based* instruction, but in this case, the software that provides the instruction is delivered through the Web and stored on a remote server.
- **Remote Teacher Online:** Instruction is provided by a teacher, but that teacher is not physically present with the student. Instead, the teacher interacts with the student via the Internet, through such media as online video, online forums, e-mail and instant messaging.
- **Blended Learning:** This combines traditional face-to-face instruction, directed by a teacher, with *computer-based*, *Internet-based* or *remote teacher online* instruction. In effect, instruction comes from two sources: a traditional classroom teacher, and at least one of the forms of virtual learning described above.
- **Facilitated Virtual Learning:** This is *computer-based*, *Internet-based* or *remote teacher online* instruction that is supplemented by a human “facilitator.” This facilitator does not direct the student’s instruction, but rather assists the student’s learning process by providing tutoring or additional supervision. The facilitator may be present with the learner or communicating remotely via the Web or other forms of electronic communication.

**Introduction: What Is “Virtual Learning”?* By [Michael Van Beek](#)

TECHNOLOGY

(All technical issues need to be reported to your child's school.)

Electronic Devices

Students will be provided with either a Chromebook or laptop (1 per student) to receive virtual instruction in several ways:

- Synchronous (**sing**-kruh-nuhs) - When a teacher is working with students in real-time via an online video application
- Asynchronous (ay-sing-kruh-nuhs) - When a student is working on assigned work independently of the teacher (can be on or off the computer)
- Blended - When students experience both synchronous and asynchronous learning in a lesson
- Hybrid-A combination of in-person and online learning using blended learning strategies and digital resources.

Internet devices will be provided as needed, 1 per household.

Computer/Internet agreement forms must be signed before students receive electronic devices.

Learning Platform

CANVAS: Canvas Learning Management System (LMS)

Tools

Below are the most common tools that teachers may use; however, various tools may be incorporated by individual teachers.

Zoom: A cloud-based video communications platform that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

G-Suite: An integrated suite of Mail, Docs, Sheets, Slides, Keep, Forms, and Sites for productivity and collaboration.

Flipgrid: A website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.

Nearpod: A student engagement platform that can be used to create presentations that can contain quizzes, polls, videos, images, drawing boards, and web content.

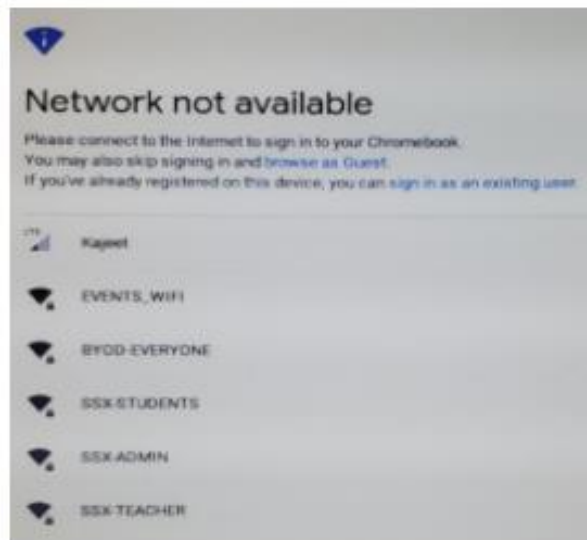
****All technical issues need to be reported to your child's school.***

Logging into your CHROMEBOOK

1. Power on.



2. Connect to your wifi or preferred wireless network.



3. Sign in with your sussexschools.com credentials.



Logging into your WINDOWS LAPTOP

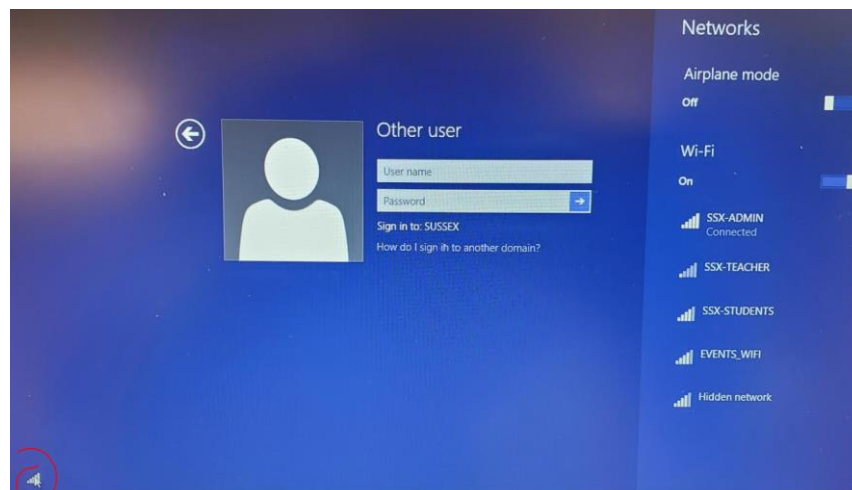
1. Power on.



2. Read and Accept the Acceptable Use Note by clicking “OK”



3. **User Name should already be in place (No need to type anything).** Leave the password field blank (Just hit ENTER) Connect to your wifi or preferred wireless network.



SCES students: username: sces-student
SCMS students: username: scms-student
SCHS students: username: schs-student

STUDENT/PARENT EXPECTATIONS

STUDENTS will...	PARENTS will...
<ul style="list-style-type: none"> ● Complete and submit all assignments when due. ● Actively participate in all class meetings daily. ● Communicate with teachers as needed when not live in the virtual classroom. ● Should not share work or complete work for others, or submit work that is not their own. ● Follow Internet safety guidelines ● Never share logins or passwords with other students or friends. ● May share passwords with parents or guardians; however, parents and guardians must keep passwords confidential. ● Should not develop programs to harass others, hack, bring in viruses, or change others' files. ● Should never post personally identifiable information online - full name, birthdate, address, family member names, pictures of self or family. ● Always carry the Chromebook/ laptop with two hands. ● Charge the Chromebook/Laptop fully each night. ● Completely shut down the Chromebook/Laptop after each school day. ● Store the Chromebook/Laptop on an elevated, flat surface (never on the floor). ● Protect the Chromebook/Laptop from extreme heat or cold, food and drinks, small children, and pets. ● Log in at the scheduled time for each virtual class. 	<ul style="list-style-type: none"> ● Ensure they or someone they designate will support their child(ren) at home through online and offline learning experiences as designated by the teacher. ● Monitor child's assignments/ requirements through Canvas. ● Monitor child's grades through the PowerSchool Parent Portal. Ensure that your child maintains a consistent, daily schedule. ● Ensure child completes all assignments independently unless specified as an accommodation in the child's IEP/504. ● Should the need arise for students to miss class due to illness/etc., promptly communicate with the school. ● Notify the school of any technology issues that prevent students from attending virtual classes or submitting electronic work within twenty-four hours of the missed class/assignment. ● Establish routines and support student expectations. ● Maintain regular communication with teachers, administrators, and counselors as needed. ● Assist child in creating a location that is dedicated to virtual lessons and classwork. The space should be quiet and free from distractions. ● Ensure child maintains SCPS standards in regards to respect when speaking, writing, communicating with teachers and peers. ● Ensure child is dressed appropriately and is in an appropriate setting during virtual instruction.

All students must adhere to the Acceptable Computer Use Policy and Technology Use Guidelines as outlined by Sussex County School Board Policies.

EXPECTATIONS OF TEACHERS

- ❖ **Develop instructional plans based on pacing guides and individual student needs.**
- ❖ **Provide meaningful, interactive live classes daily during the assigned time periods.**
- ❖ **Grade assignments and provide feedback in a timely manner.**
- ❖ **Assess student progress with a variety of formative and summative assessment tools.**
- ❖ **Adhere to specific instructional schedules for each assigned period, block, and class.**
- ❖ **Review expectations until students are comfortable with virtual learning.**
- ❖ **Communicate with students and parents weekly or more as needed.**
- ❖ **Deliver a minimum of thirty-minutes of daily instruction, for each block, which should involve active instruction as a “live” (synchronous) ZOOM/CANVAS Conference.**
- ❖ **Allow time for students to collaborate during virtual learning.**
- ❖ **Encourage discussions, questions and opinions.**
- ❖ **Be available to answer or return phone calls and emails from students and parents during specified office hours.**
- ❖ **Monitor student progress and provide appropriate feedback or assistance when needed.**
- ❖ **Monitor and track student attendance.**
- ❖ **Remain active and available to students during the full scheduled block on ZOOM/CANVAS Conferences for student assistance and feedback.**
- ❖ **Choose to move into a Break-away room with individual or small groups of students for more targeted remediation and assistance.**
- ❖ **Provide students with assignments that are reflective of program, course requirements, and ability.**

Student Mifi Hotspot/ Laptop Check- Out Agreement

The following policies must be followed. Please read this document and sign below indicating acceptance of the terms and conditions of being issued a laptop:

- 1) The laptop issued to you is and will remain the property of Sussex County Public Schools. The privilege of being assigned a laptop may be revoked for not following these policies and other reasons deemed appropriate by division or school administration.
- 2) This laptop computer is being furnished for school related instructional purposes ONLY. Installation of personal software is not permitted on the laptop without written permission from the Division Superintendent or his designee.
- 3) Use of this laptop on or off school division property requires adherence to the Internet Acceptable Use Policy which is located in the school division's policy manual (IIBEA-R/GAB-R).
- 4) You will be required to periodically bring the laptop back to school for regular maintenance or special needs of the school division.
- 5) For accounting purposes, assigned laptops may not be swapped among Student / Staff members. You are responsible for the laptop assigned to you.
- 6) Laptops needing repair or other service will be treated no differently than other computers in the school division and will be prioritized accordingly. While every effort will be made for a quick turn around, due to the large number of computers in the division and the limited number of technology Student / Staff, delays could exist.
- 7) The laptop computing equipment is being distributed in good working order. It is the responsibility of the person to which the equipment is assigned to ensure that the equipment remains in good condition. Lost, stolen, or damaged equipment should be reported as soon as possible after occurrence.
- 8) Continuation of the laptop assignment program is contingent upon several conditions including continued funding and support requirements.

PLEASE NOTE: COVID-19 EQUIPMENT PICKUP IMPLIES SIGNATURE AND CONSENT TO FOLLOW THE AUP ABOVE