School District of Manatee County
Instructional Continuity eLearning
Program Handbook
2019-2020

Dear Teachers, Students, and Parents:

Please read this manual carefully for eLearning guidance.

The School District of Manatee County Instructional Continuity eLearning Program provides:

- Academic rigor aligned to Florida Standards;
- High quality instruction to eligible district students using online and distance education technology;
- Highly qualified, Florida certified teachers;
- Frequent communication with students and parent(s) / guardian;"
- Additional support when needed.

The information in this Handbook is based on Florida Statutes 1002.45 and 1002.415 as well as other statutes and will be updated annually to reflect any changes in legislation(s). All students and parents are required to abide by the policies set forth in this handbook as well as the District's Student Progression Plan and Code of Conduct manuals.

Platform
The School District of Manatee County uses *Schoology* as its learning platform.

Attendance and Truancy
All students enrolled in the Instructional Continuity eLearning Program are subject to compulsory attendance requirements of 1003.21 Florida Statutes. Attendance must be verified by the teacher. State law requires the regular attendance of children between the ages of 6 and 16 and makes parents and legal guardians legally responsible for seeing that their children attend school. 5 unexcused absences in one month or 10 unexcused absences in a 90 day period will result in a referral for truancy court action. Once a full-time student earns fifteen (15) consecutive absences, he/she will be withdrawn from the virtual program and reported to truancy. All other truancy rules apply per the District's Code of Conduct manual.

The parent should contact the teacher or the school if the student is going to be absent and explain the absence(s). If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician.

If a student is at or above pace for a specific course, the student will not be counted absent for that course.

A student is counted as present for five days of the week if:
- A PreK-12 student has completed all work/lessons on the planner for the previous week. A week is defined as Monday through Sunday.

Academic Integrity and Plagiarism

Academic integrity means:

- Student work on each assignment is completely his/her own.
- Collaboration with another classmate on any assignment must be pre-approved by the instructor.
- A student will not practice plagiarism in any form.
- A student will not allow others to copy his/her work.
- A student will not misuse content from the internet.

What is Plagiarism? Plagiarism is copying or using ideas or words from another person, an online classmate, or an internet or print sources and presenting them as one's own.

Classroom Telephone and Email Guidelines

In a virtual setting or classroom, the telephone is one of the key pieces of equipment needed to help facilitate the teacher-student communication. All teachers are required to have a designated phone number during work hours. Students should have access to a telephone during any virtual courses at a brick and mortar school. The Schoology Platform will be available to all students.

Curriculum and Instruction

All course curriculum is aligned to Florida Standards and focuses on the required Florida State Assessments. Course offerings are aligned to the Florida Course Code Directory and include all core courses and selected electives including Advanced Placement Courses.

Grading Procedures

Teachers are responsible for maintaining and reporting accurate grades. Grades are issued by the teacher and entered into the student information system according to the district timeline.

Instructional Materials

The district will ensure receipt of all student materials by Parent/Guardian signature of receipt of all said items that were mailed or physically delivered.

Multi-Tiered System of Support/Response to Intervention

Teachers are expected to utilize the Multi-Tiered System of Support and the problem solving process to ensure success of all students. The Multi-Tiered System of Support is based on defining the problem, analyzing the data to determine why the problem is occurring, developing and implementing a plan driven by results of the problem analysis; and measuring the responsiveness to determine appropriate next steps. The online teacher should provide differentiated support to address the needs of each student.

Parent Conferences

Parents/Guardian will be contacted as soon as a student concern is identified. The conference could be in person or over the phone.

Parent / Guardian Responsibilities

Every student, regardless of age and grade level, must be provided with adequate daily supervision and support by a responsible adult or guardian. The guardian's active participation is essential to ensure the success of the Instructional Continuity eLearning Program student. In the virtual environment parents can monitor their student's progress and learning content 24/7 (via the FLVS parent account).

- The parent/guardian must supervise all instruction and monitor the student's pacing and assignments completed.
- The parent/guardian shall be responsible for their child's school attendance as required by law. Absences of more than three (3) days must be reported to the school by the parent/guardian. If the student is absent for any reason, the parent must ensure that the student completes make up assignments for all absences. Please review the Attendance Policies in the virtual environment.
- The parent/guardian will establish the structure necessary for focused participation in classes; will provide motivation and time management; and will regularly communicate with school staff to ensure the student has a positive and productive experience.

Physical Education

Full Time virtual students in K-5 must be scheduled for 30 minutes of physical education each day. Twenty minutes of recess should also be scheduled into the student day.

March 20, 2020

Promotion/Graduation
Manatee's Instructional Continuity eLearning program is public school and therefore full-time students will be held to the promotion and graduation requirements as indicated in the district's [Student Progression Plan](#).

Expectations of Online Instructor:
- Complete a welcome communication.
- Maintain weekly contact with students and parents to ensure students are on pace.
- Grade assignments within 48 hours during normal work week.
- Return calls, emails, texts within 24 hours during normal work week.

School Day / School Calendar
Although students are working in an online environment usually from home, the overall time spent engage in school activities is similar to that in a traditional school environment. Elementary students should expect to spend approximately five hours per day, five days per week. Secondary students should spend between 6 and 7 hour per day, five days per week on their work. The parent / guardian should determine the actual hours each day. The established schedule must provide adequate time to complete all coursework to remain on pace, accommodate synchronous activities and provide adequate time to work with teachers.

Student Code of Conduct/Acceptable Use Policy
Internet access is required for students. Internet access offers valuable, diverse and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner.
- Students are responsible for good behavior on the computer network. Do not use obscene, profane, threatening or disrespectful language.
- Think about the social consequences of any publicly accessible online community forum or other program you interact with. Email is not private.
- Any sending of unsolicited email to your online classmates is prohibited. Email with your online classmates should be of a course-related nature only.
- Students must use an email address that is appropriate for an education environment.
- Protect your password.
- Students are required to adhere to the District Student Code of Conduct.

Student Contact Policy
Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements (Pace Chart). It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, this process will be followed:
- If the student does not submit the expected number of assignments within a period of seven (7) consecutive days or is behind in pacing for the course, the student and parent(s) will receive a contact from the instructor. The communication will require the student to contact the instructor to discuss plans for getting back on pace. If the student does not respond, the teacher will contact the parent.
- An official final grade report will be emailed to the student and his/her school upon completion of the course and the return of any course materials.

Student Responsibilities
- The goal of every student should be that of an engaged, focused student. The student is expected to dedicate the online time required to complete the course assignments and assessments.
- The student is responsible for completing his/her own work according to each course's pacing guide.
- The student is responsible for contacting the teacher to arrange any verbal or online assessments.
- The student is responsible for contacting the instructor for additional help and support if needed.
- If the student is absent, he/she must complete the make-up assignments as soon as possible.
- The student is responsible for participating in the required state assessments at his/her zoned school.
- Seniors must complete all course work and assessments by the deadline for graduation decisions.
- The student must contact the teacher in a timely manner to schedule the discussion based assessment. The discussion based assessments must be passed to earn credit in the course.

March 20, 2020