

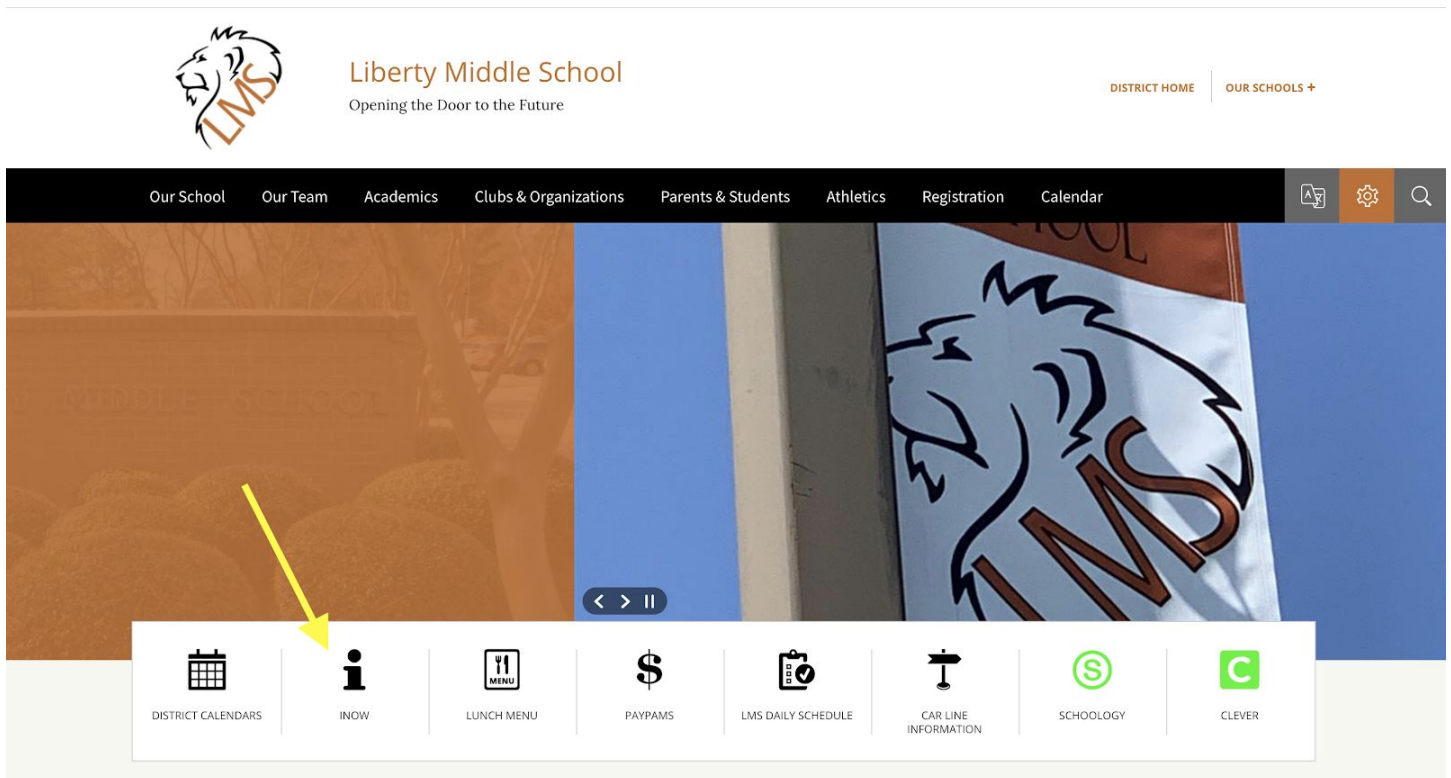
# 2020-2021

## Liberty Middle School

### Frequently Asked Questions

#### 1. How do I see my student's schedule?

**Answer:** You can view your student's schedule through the Parent Portal in INOW. If you cannot log in due to username / password issues, please complete this [LMS Parent Portal Access Form](#). **Please note that Spring semester schedules will change if you are a Virtual Learning Academy student and choose to stay virtual for the second semester. School-based student schedules may also change depending on teacher availability and seat capacity for classes.**



#### 2. What does a typical schedule look like?

**Answer:** Every student will have a year-long English/language arts class and math class. Social Studies and Science are semester-long courses (7th Grade Social Studies is Civics and Geography which are 9 week classes to total a semester-long course). Depending on your electives, the rest of your schedule could be filled with nine-week electives, semester electives, or year-long electives. Every student must have at least one 9 weeks elective of PE. Every 6th grader must have at least one 9 weeks elective of a world language. Students are not guaranteed elective choices. Replacement electives may have been scheduled due to lack of availability of primary and alternate choices. In some cases, scheduled electives were the only available option.

### 3. Why would my student's schedule change?

**Answer:** Schedules change due to seat capacity and teacher availability. We also work hard to balance the numbers in our classes, so we can best meet students' needs. For the Spring schedules, we will be creating Spring Virtual Learning Academy and school-based master schedules based on the number of students who will be returning to the school-based classroom for the second semester. Because of this, spring schedules are subject to change for both school-based and Virtual Learning Academy students. Once we receive student confirmation of virtual or school-based options for the second semester, the master schedule will be changed. Regardless of whether or not you choose school-based or virtual, your student's Spring schedule could potentially change.

### 4. Why does my schedule say "VIR" in front of the course titles?

**Answer:** VIR is an abbreviation for virtual. This means that you are enrolled in the Virtual Learning Academy for the first semester. The only courses that will be virtual, but will not have a VIR before the course name, are Alabama Achievement Standard (AAS courses). No classes in the spring semester are labelled VIR because we do not know how many students will choose to be enrolled in the second semester Virtual Learning Academy. If you see VIR in front of your course title in the fall semester, but you are a school-based student, please see #5.

### 5. There is an issue with my student's schedule. Who do I contact?

**Answer:** Requests for specific teachers or blocks are not considered "schedule errors." Students are also not guaranteed elective choices. Replacement electives may have been scheduled due to lack of availability of primary and alternate choices. In some cases, scheduled electives were the only available options. Here are examples of schedule errors:

1. I am missing a core class (Science, Social Studies, ELA, or Math).
2. I am missing the one 9 week requirement of PE.
3. I am a 6th grader, and I am missing the one 9 week requirement of a world language.
4. I am in the incorrect level of a core class (i.e. I requested accelerated math, but I am in traditional math).
5. I have the same elective twice.
6. I have been enrolled in a class before taking the prerequisite (i.e. I am in Speech & Debate, but I have not taken Introduction to Public Speaking. I am in App Creators, but I have not taken CSIM).
7. I signed up for the "Virtual Learning Academy" for the fall semester, but I am not in virtual (VIR) classes.
8. I did not sign up for the "Virtual Learning Academy" for the fall semester, but I am enrolled in virtual (VIR) classes.

If you feel like your issue qualifies as a schedule error, please email your student's counselor.

Students A-L: Ms. Lateef [slateef@madisoncity.k12.al.us](mailto:slateef@madisoncity.k12.al.us)

Students M-Z: Ms. Clayton [kaclayton@madisoncity.k12.al.us](mailto:kaclayton@madisoncity.k12.al.us)

### 6. Can I change my classes after school starts?

**Answer:** If there are errors in your schedule, yes. For example, if a student requested accelerated math but was accidentally enrolled in standard math, we will fix those mistakes. If you are missing a core course such as social studies or science, we will fix your schedule. If you are missing a PE, we will fix your schedule.

If you simply want to to replace an elective or pick a different class, no. If you changed your mind about an elective, we cannot change it because of staffing and seat capacity.

## 7. My student needs help with his/her MCS username and password. Who do we contact?

**Answer:** Please complete [this Google Form](#). It is also located on the LMS website.

## 8. I need help navigating through virtual learning. Where can I find more information to help my student?

**Answer:** Please visit the Madison City Schools website and click Parent Virtual Academy. There are videos and tutorials to assist you, and they are very informative! <https://www.madisoncity.k12.al.us/domain/2088>

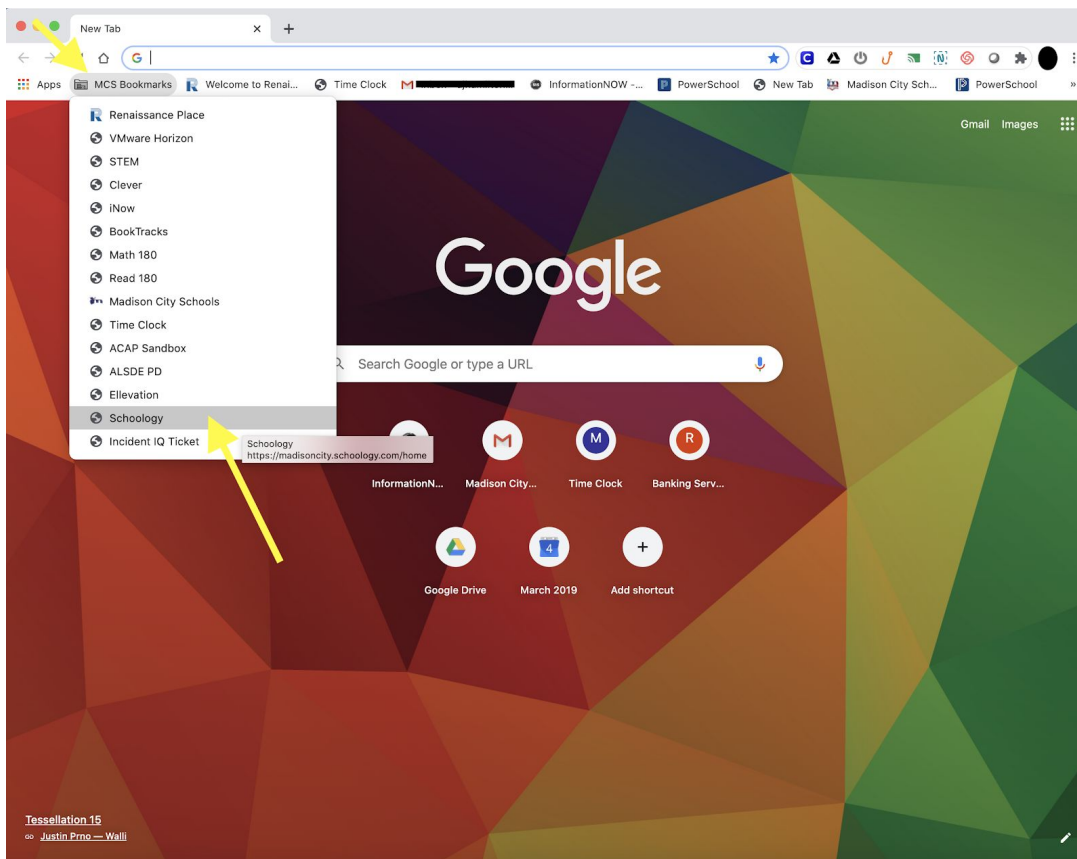
## 9. What is Schoology?

**Answer:** Schoology is a Learning Management System (LMS) that is accessible to every school district in the state of Alabama. It is replacing Google Classroom for Madison City Schools. Teachers and students will be able to do things in Schoology that weren't options in Google Classroom. It's a new platform that our teachers have been working with and learning about over the past few weeks, and we are excited about how it will help us with our teaching and learning!

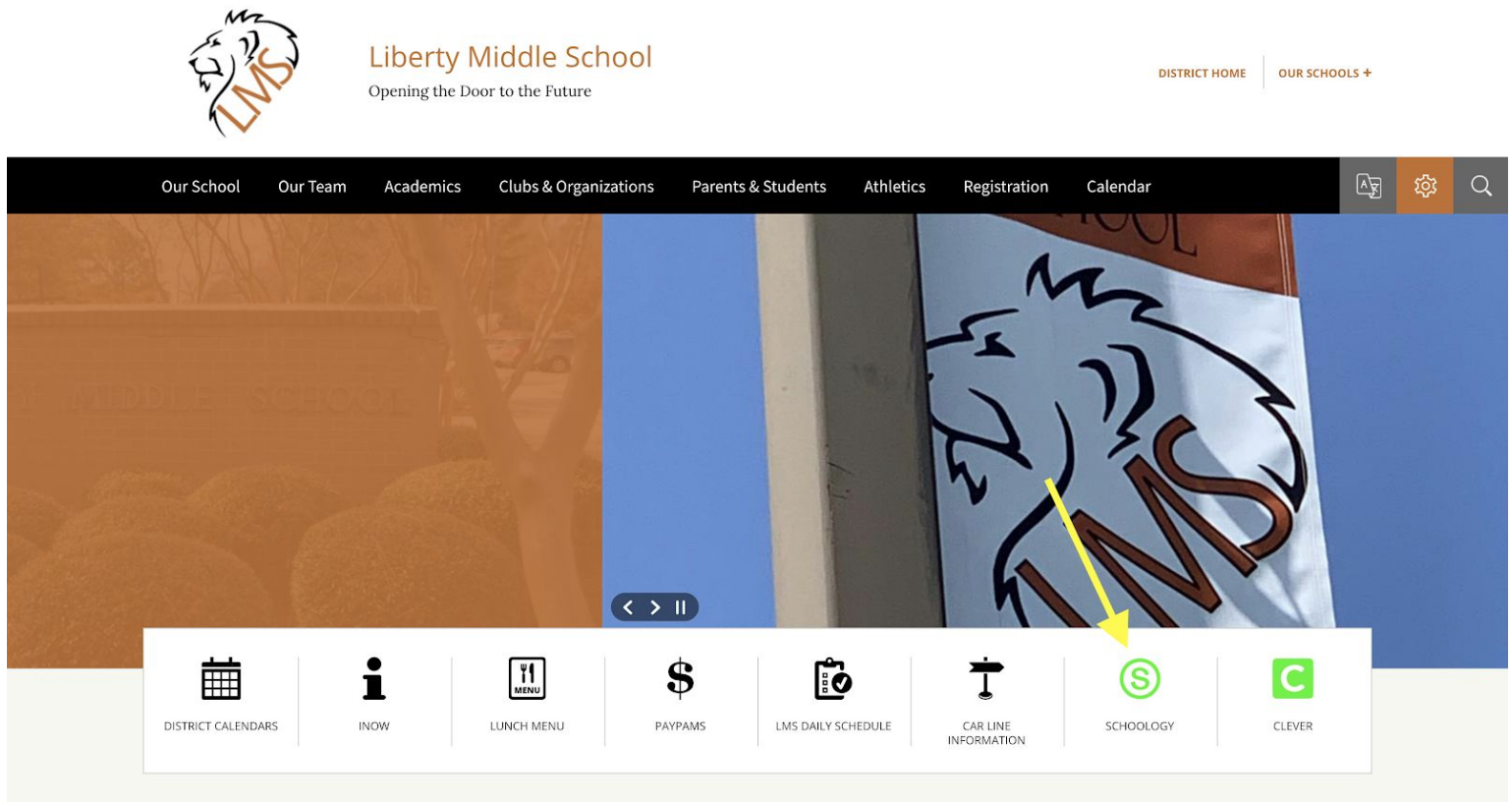
## 10. How does my student access Schoology?

**Answer:** There are a variety of ways to find Schoology. First, if you are in Google Chrome and logged-in globally with your Madison City email address and password, you have the Madison City schools bookmarks at the top left of your web browser. You can click those bookmarks and scroll down to find Schoology. Click it and login with your Madison City Schools Google account. You can also go to Liberty's website and just below the slideshow at the top of the homepage, there is a button for Schoology. Please see the below images.

MCS Bookmarks Link:



## Liberty Middle School Website:



### 11. How do I get access to my student's Schoology account?

**Answer:** Parents/guardians will find instructions on creating a parent account in Schoology on the Madison City Schools website: <https://www.madisoncity.k12.al.us/Page/5177>.

### 12. How do I view my grades and attendance for my classes?

**Answer:** All grades and attendance may be viewed in the [INOW Portal](#).

### 13. How do I contact my student's teachers?

**Answer:** Please use email as the primary mode of communication. You can find teacher email addresses on the LMS website under "Our Team."

### 14. Who is my student's counselor?

**Answer:** We have two full-time school counselors at LMS, Ms. Lateef and Ms. Clayton. They currently split the alphabet; however, we are excited that we will be introducing a third counselor who will serve both Liberty Middle and Discovery Middle in the future. For now, please contact your student's current counselor through the below email addresses:

Students A-L: Ms. Lateef [slateef@madisoncity.k12.al.us](mailto:slateef@madisoncity.k12.al.us)

Students M-Z: Ms. Clayton [kaclayton@madisoncity.k12.al.us](mailto:kaclayton@madisoncity.k12.al.us)

## 15. What does the first day of school look like for my student?

**Answer:** We would like all students to log into Schoology on the first day of school. Some teachers might hold live sessions on Day 1 while others might post welcome activities or videos. Your student should follow the [LMS 2020-2021 Virtual Schedule](#) to see the times to log in. If you can't log in or have technology difficulties on the first day of school, it's okay! We are learning this new platform together. If you need tech assistance, you can email your teachers or submit a technology ticket with the district technology department <https://madisoncity.incidentiq.com/guest/E4T4A24X/remote-support>.

## 16. What is the daily schedule for my student?

**Answer:** The daily schedule is on our LMS Website, [LMS 2020-2021 Virtual Schedule](#). We encourage all students to participate in both synchronous and asynchronous instruction. If students need further assistance, each teacher will provide Online Support and an Online Office Hour in each student's assigned block (reflected in schedule). If students cannot login virtually during the designated block, don't worry, there will be instructional videos and assignments posted daily. Teachers will work with all students to make sure they have the needed support during virtual learning. Make sure your student(s) log into each class daily!

## 17. Will the blocks rotate weekly?

**Answer:** No. While we are all learning virtually, we will stay with the same ABCDE rotation each week.

## 18. Is the Alabama Compulsory Attendance State Law still applicable while students are learning virtual?

**Answer:** Yes. Students logging to each class daily will count as their daily attendance. Please see #17 regarding how virtual attendance will be taken? As outlined in our *Madison City Schools Code of Conduct* (2020), the Early Warning Truancy Prevention Program is described as the following:

- First unexcused absence (Warning-Phone Call)
- No Earlier than the fifth unexcused absence (Conference)
- No Earlier than the seventh unexcused absence, but within 10 school days (Court)
- Child under probation (pp.11-12)

## 19. How will attendance be taken?

**Answer:** Attendance will be taken by all teachers every day whether that attendance pertains to synchronous *or* asynchronous learning opportunities. Students are required to login to every class every day between the hours of 8 am and 11:59 pm. If students do not log in during the school day or evening, they will be marked absent and must submit an excuse.

## 20. Can I receive credit for my assignments if I am absent and do not submit an excuse?

**Answer:** No credit will be given for assignments missed on absent days until a note is submitted. Grades cannot be entered in INOW for assignments that were assigned on absent days. Students may be excused for the following reasons: personal illness, hospitalization, emergency, death in family, court subpoena, religious holidays, and absences approved by principal. (*Madison City Schools Code of Conduct*, 2020, p.11)

## 21. How do I submit a note for absences?

**Answer:** Please email excuses to [imsattendance@madisoncity.k12.al.us](mailto:imsattendance@madisoncity.k12.al.us)

## 22. What about fees? How do I pay fees for classes?

**Answer:** All fees will be paid online at a later date. We will send out more information in the future regarding 2020-2021 fees.

## 23. What are my options for food assistance during virtual learning?

**Answer:** During the virtual learning period, the Madison City Schools Child Nutrition Program has student meal packs available for pick up at our schools. Meal pick up days will be every Tuesday and Thursday from 9AM-12:30PM starting August 13th. For more information and to be eligible to pick up meals for your students, complete the Google Form: <https://forms.gle/jR5nrmVCgU6mAq5Y6>

## 24. I need technology assistance. How can I get it?

**Answer:** Please check the Madison City School website for all of the different technology resources, tutorials, and FAQs. Then, if you are still having issues, please contact one of your student's teachers. If you feel you still need further assistance please fill out a service request ticket at <https://madisoncity.incidentiq.com/guest/E4T4A24X/remote-support>.

## 25. I still have questions. Help!

**Answer:** Please see the following email addresses so you can connect with the appropriate person. If you are not sure who to contact, you can always call us at 256-430-0001.

Madison City Schools Website for Virtual Learning Resources: <https://www.madisoncity.k12.al.us/domain/2087>

Students A-L: Ms. Lateef [slateef@madisoncity.k12.al.us](mailto:slateef@madisoncity.k12.al.us)

Students M-Z: Ms. Clayton [kaclayton@madisoncity.k12.al.us](mailto:kaclayton@madisoncity.k12.al.us)

Athletics: Mr. Foy [rlfoy@madisoncity.k12.al.us](mailto:rlfoy@madisoncity.k12.al.us)

Re-Enrollment / Withdrawal: Ms. Davidson [medavidson@madisoncity.k12.al.us](mailto:medavidson@madisoncity.k12.al.us)

Schedules: Dr. Hamilton [ajhamilton@madisoncity.k12.al.us](mailto:ajhamilton@madisoncity.k12.al.us)

Special Education / ELL / 504s / Student Plans: Dr. Stewart [tdstewart@madisoncity.k12.al.us](mailto:tdstewart@madisoncity.k12.al.us)

LMS Nurse: Nurse Tunstill [bjtunstill@madisoncity.k12.al.us](mailto:bjtunstill@madisoncity.k12.al.us)

Technology: <https://madisoncity.incidentiq.com/guest/E4T4A24X/remote-support>

Mental Health / Social Worker: [emotionalsupport@madisoncity.k12.al.us](mailto:emotionalsupport@madisoncity.k12.al.us)

Principal: Mr. Brown [sdbrown@madisoncity.k12.al.us](mailto:sdbrown@madisoncity.k12.al.us)