Academic Guide for the COVID-19 School Closure

Madison
CITY SCHOOLS
EMPOWERING STUDENTS FOR GLOBAL SUCCESS

Introduction

On March 26, 2020, Governor Kay Ivey and State Schools Superintendent Dr. Eric Mackey issued a directive for schools to remain closed for the rest of the school year and shift to alternative learning methods as established by the state superintendent. The Madison City Schools Academic Continuity Plan is designed to support our students through the remainder of the school year. This document provides e-learning guidelines for faculty as they support student learning. The details in this plan address unprecedented times and may need to be revised based on changing circumstances. Many families are encountering unique situations of work and school from home, which brings a renewed sense of understanding and flexibility. The virtual setting has become the new normal and each of us understands that behind the computer there may be a family member or a family pet, which means that there may be unexpected interruptions during virtual lessons, virtual meetings, etc. Flexibility and understanding are crucial during these unconventional times.

E-learning Expectations for Students

Students will continue to be held accountable to the [Madison City Schools Code of Conduct](#) during this time of online learning, as they would if they were attending face-to-face instruction. However, it is important to identify specific circumstances that should be highlighted when working in a digital environment.

Students are responsible for logging into each class, each day.

Teachers will monitor your communication within the Google Classroom. Only use communication within the Google Classroom for classroom activities. Any communication within the Google Classroom that is not focused on the class will be addressed by your teachers.

Your parents have signed [Madison City Schools Acceptable Use Policy](#) and they are responsible for your online actions.

Cyberbullying will not be tolerated and will be addressed by your teachers and your administrators. This is addressed in the [Madison City Schools Code of Conduct](#).

Do not copy work from the internet or from your peers. This is considered plagiarism and is addressed in the [Madison City Schools Code of Conduct.](#)

Do not post your work online for others to plagiarize. This is addressed in the [Madison City Schools Code of Conduct](#).

Complete assigned work by the assigned due date. If you have questions, contact your teacher. Teachers will hold virtual office hours daily.

When participating in virtual meetings, follow these netiquette rules:
1. Be on time to your meetings.
2. Meet in a room free of distractions if possible.
3. Leave your mic on mute until you want to communicate.
4. Be respectful of others: allow for others to speak, listen to their comments, provide your own opinions.
5. Dress appropriately.

E-learning Expectations and Supports for Elementary Instruction

E-learning will look different from traditional classroom learning. However, our goal during this time is the same; we will continue to ensure students are learning and growing academically. Elementary e-learning instruction will focus on the critical standards that have not previously been taught or mastered. These critical standards have been identified by the Alabama State Department of Education (ALSDE). In addition to instruction, elementary e-learning will include appropriate levels of practice for students, teacher monitoring of student progress, and frequent communication between the teacher and the students/parents.

E-learning is required for all students and will be conducted through Google Classroom. Students are expected to complete assignments, and they will receive feedback from teachers in a timely manner.

Content / Lesson Guidelines

- Weekly instructional guides and assignments will be posted to Google Classroom by 8:00 a.m. each Monday morning. During the first week of e-learning, assignments will be posted by 8:00 a.m. on Thursday, April 9, 2020. The assignments posted on April 9 could possibly be the assignments for the first 7 school days of e-learning.
- Assignments will be due at the end of each week to provide choice and flexibility for families.

Due Dates

- Due dates for student work will be scheduled for the purpose of helping students and families manage the workload. Work completion is required during the e-learning timeframe.

Communication

- Teachers will hold office hours for 2 hours each day through various platforms (i.e. email, virtual, phone).

Report Cards/Progress Reports

- Parents will receive information on how to view the third nine weeks report card through INOW.
- Third nine weeks grades will serve as final grades; however, information collected during the fourth nine weeks will be used to determine students' level of mastery on the critical standards.
- Students will have the opportunity to deepen their understanding of a standard and demonstrate mastery of a standard during the period of e-learning.

Specialty Area Teachers (Art, Counselors, Music, PE, Spanish, STEAM)
- Specialty area teachers will send weekly lessons through the homeroom teacher's Google Classroom (links to video, PowerPoint instructional guides, Google Classroom codes).

Counselors
- Elementary School Counselors will be available to support students/families as needed during this time, and they can host meetings as needed or as requested.

Gifted Teachers
- Gifted Teachers will create a Google Classroom for each grade level to provide instruction and assignments to students. Gifted teachers will hold office hours daily for students and/or parents having questions or to assist students with assignments.

Elementary Learning Academy
- Students in the elementary Learning Academy will continue to receive assignments from the home school teacher(s) and should be invited to the home school teacher's/teachers' Google Classroom(s). This will provide the academic resources the students need to continue learning during the school closure.

First Class Pre-K Teachers
- Pre-K teachers will send weekly lesson/activity ideas to Pre-K parents via email. Teachers will hold office hours for a minimum of two hours daily to be available to answer questions from students and parents.

E-learning Expectations and Supports for English Learner Students

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All classes will work through Google Classroom

EL Teachers will
- communicate assignments and/or weekly plans to EL students once a week
- hold office hours to support active EL students
- tailor instruction and assessments to students' English Language proficiency needs in all four language domains (Listening, Speaking, Reading, and Writing)
- ensure 2-way communication with EL parents

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EL Teacher Classes
EL Resources

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General Education Class Support

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K-5

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All EL Classes:
● EL Teachers will
- post work in Google Classroom each Monday by 8:00 am

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● EL and General Education Teachers will
- tailor instruction and assessments to students' English Language proficiency needs in all four language domains (Listening, Speaking, Reading, and Writing)
- ensure 2-way communication with EL parents

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6-8

and

9-12

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EL Elective and EL-ELA classes:
● EL Teachers will
- post work in Google Classroom each Monday by 8:00 am
- offer Google Hangout direct instruction sessions for newcomer groups

Co-teaching classes:
● EL Teachers will
- be available to EL students via Google Classroom and office hours in classes they co-teach with General Education Teachers

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E-learning Expectations and Supports for Homebound Instruction

- Homebound instructors will be in email communication with their homebound students and send assignments electronically.
- Homebound instructors will also be in contact with the students' home school teachers
- Face-to-face meetings will not take place; homebound learning will take place electronically due to COVID-19 health guidelines.

E-learning Expectations and Supports for Secondary Instruction

Secondary e-learning will include instruction focused on the most **critical standards** in each class that have not been taught or mastered, appropriate levels of practice for students, teacher monitoring of student progress, appropriate assessments, and constant communication between teacher and students/parents. ALSDE has identified the critical standards for K-8 core classes that must be taught and assessed. All other teachers will determine the critical standards for their classes (standards that students must learn in order to be prepared for the next school year). Our goal for the remainder of the year is to provide instruction that helps close gaps, strengthens students' foundational knowledge, and prepares students with the skills they need to move on to the next grade level / course.

E-learning is not optional. Each teacher will use **Google Classroom** to provide instruction for their students. Students are still bound by the Madison City Schools Code of Conduct, with specific **E-Learning Expectations**. Students are expected to complete their assignments in a timely manner and teachers are expected to provide feedback in a timely manner.

Content / Lesson Guidelines

- Weekly instructional plans and assignments will be posted to Google Classroom by 8:00 a.m. each Monday morning.
- For students who are failing at the end of the 3rd nine weeks (specifically 6-12 grades)
  - Students will be given an opportunity to gain credit by the end of the school year
  - The teacher will identify the standards students have not mastered and work with the students on mastering those standards.

Communication
- Teachers will be available for two virtual office hours daily through various platforms.

Counselor / College & Career Counselor / Media Specialists
- All will be available via telephone, email, and/or virtual office hours for two hours daily.

Report Cards/Progress Reports
- Parents will receive information on how to view the third nine weeks report through INOW.
- Third nine weeks grades will serve as final grades. Students do still have the opportunity to deepen their understanding of a standard and demonstrate mastery of a standard during the period of e-learning.

Seniors
- The Alabama State Department of Education (ALSDE) has issued the following

statement for seniors in the graduating class of 2020.
- "Seniors who are on track to graduate and in good standing as of the third nine weeks reporting period will be considered 'as meeting the graduation requirements' for the state of Alabama."
    - If seniors are in good standing, then they are not expected to complete any online course work through the end of the school year.
    - If seniors are failing graduation requirements, then they should only focus on those remaining graduation requirements.

E-learning Expectations and Supports for Section 504

- All instructional/classroom accommodations will continue to be provided during e-learning instruction.
- Any student receiving HI, OT, or PT will be contacted by the appropriate Madison City Schools school service professional.

E-learning Expectations and Supports for Special Education

The Special Education Department collaborated with the MCS Instructional Team to ensure that students with disabilities have access to a Free and Appropriate Education (FAPE). Differentiated instructional supports and various resources are embedded in the general curriculum which allow students with disabilities to participate in instruction.

Special education teachers will continue to provide specially designed instruction to meet the individualized needs of students. This instruction will focus on meeting individualized student goals by collaborating with general education teachers to ensure students can access instructional lessons. Self-contained teachers and related service providers will deliver direct services by determining best methods of delivery for individual students. No in-person instruction, therapy, or other services will be provided based on CDC and state guidelines.

- Teachers will hold two virtual office hours daily for students/parents through various platforms.
- **Individualized Education Program (IEP)** meetings and **Eligibility** meetings will be held virtually or by telephone conference to remain compliant with appropriate timelines.
- Any **IEPs that expired during closure,** will be held as soon as possible.
- Students in **Referral and Eligibility processes** will meet to determine what testing can be completed. Keeping in mind that any evaluation requiring face-to-face testing will be delayed until buildings are ready for re-entry for students in light of the health/safety mandates currently in place.
- **Transfer Students** with a current IEP will be assigned a case manager and a virtual meeting (with appropriate IEP team members) will take place to accept the current IEP and provide comparable services.