



Judson ISD

Virtual Learning Instructional Program Plan

Handbook

2021-2022





SECTION 1: WELCOME

Welcome to the Judson ISD Virtual Learning Program! JISD strives to ensure every child is afforded the best possible learning environment, and for most students, on-campus learning leads to the greatest academic success. Therefore, we encourage families to return to school as we strive to provide a safe and healthy learning environment for all. However, we understand that there may be a need to offer virtual instruction for immunocompromised students who do not currently have access to the COVID-19 vaccine.

For this reason, Judson ISD launched a Virtual Learning Program (VLP) for students in grades 1st – 6th who are identified as immunocompromised. Students enrolled in the VLP will complete their entire coursework virtually and must satisfy all district attendance and work requirements. Please note that the VLP will be re-evaluated at the end of the first semester to determine if the program will continue.

SECTION 2: STUDENT EXPECTATIONS

Qualifications:

Students must meet all 4 criteria listed below to qualify **and remain within the Virtual Learning Program.**

- Students must be currently immunocompromised
- Students must pass each quarter grading period
- Students must meet the 90% attendance rule
- Students must not have any discipline referrals
- Students must have camera on during live virtual instruction to be counted present
- Students must be self-motivated and complete all assigned work
- Students must manage their learning time with the support of the parents and teacher
- A parent will be notified of excessive absences - 3 or more unexcused absences in a 4 week period constitutes a warning. A second warning will result in immediate removal from the Virtual Learning Program.

Technology/Equipment:

Students/parents will quickly communicate with their teacher about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on their assignments.

Students should use school-issued Chromebooks for all online lessons and assignments. A dependable wireless internet connection is essential for e-Learning. Students are assigned a Chromebook by the Technology Department and are responsible for its proper care. This device is to be your main working device as you need access to the camera and microphone. Please report malfunctioning equipment or internet to the helpdesk within 24 hours.

Students are to complete online work by the assigned due dates. Students are to use their assigned school email address to access G-Suite or Canvas, our Learning Management System, when submitting work and registering for websites. Using personal email addresses can make it harder to organize students and doesn't always protect students under the same privacy policy assigned to the school profile.

You are required to participate in all class activities during the directed time, have your camera on during live virtual instruction and have fun while learning!



Communication:

All students will communicate using email with their teachers when there are questions, or using the chat function during a video conference. If a student fails to complete an assignment and there has been no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then the student or the parent must call/email the teacher as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined between teacher and student/parent.

Email accounts have been created for all students and are to be the main form of communication between students and teachers. Students are expected to check email daily to promptly access teacher emails, assignments, and other important school notices. If a student fails to complete an assignment and there has been no communication, the student may earn a failing grade for the assignment. If technology is the issue, then the student or parent/guardian must call the Help Desk (210-945-5473) as soon as a technology issue is identified to inform staff, and at that time, a new deadline can be determined. You can also email the Help Desk at Techhelpdesk@judsonisd.org

Each class has a Google Classroom for all students enrolled in the course. Each Classroom should be checked daily for further communication from teachers. It is suggested that students turn on Classroom notifications. An accelerated learning block is used by the teacher to provide more personalized/small group tutoring as assigned by teacher based on student needs.

Student Responsibilities:

VLP students are expected to read all of the material provided and expected to use the links provided in order to complete items that are assigned. It is very important to understand that online work is just as important as in person work. Students should utilize links set up by teachers to ask questions during video conferencing or via email. Log in each day by the times provided by your teacher and check for assignments, items posted, and/or to interact with classmates.

It is expected that students keep interactions online positive and constructive. Students are required to attend LIVE sessions when scheduled in order to experience success in the virtual learning program. Attendance will be taken daily. If a student is not present and a reason has not been communicated to the teacher/school it will be considered an unexcused absence. Class time live sessions are meant for learning - please mute yourself and try to eliminate background noise and distractions so your classmates do not miss material. We kindly ask parents to not interrupt the virtual learning environment.

Students will need to make arrangements to pick up all textbooks, chromebooks, literacy and math kits, and hot spots if needed no later than September 15, 2021 at the Judson Educational Resource Building, School Campus and/or Technology Building.

Students caught plagiarizing online material (copy and paste from another website or another student) will earn a zero for the assignment.



SECTION 3: ATTENDANCE

Mandatory Attendance:

The JISD Virtual Learning Program includes a combination of remote synchronous and asynchronous instruction, with daily attendance for synchronous instruction taken at 9:30 am and attendance for asynchronous instruction determined through the daily attendance measures described below.

Synchronous Instruction: Reading and math classes will be taught synchronously, meaning that students are expected to participate in online school LIVE on a daily basis with camera on, facing the teacher, and actively participating for all virtual synchronous live instruction. This means students must log in daily, and complete any check-ins, assignments, reading etc. by the time frame given by your teacher.

Asynchronous Instruction: Science and Social Studies, as well as PE and Music will be taught asynchronously, meaning independently using a software program. Acceptable indications of daily attendance in an asynchronous class can include:

- Student attending a video conference with teacher
- Student attending a virtual tutoring session with teacher
- Student submission of an academic assignment through the LMS or email
- Student submission of an exam, quiz, or project through LMS or email
- Student phone call with teacher (s)

Students participating in the VLP will follow the same schedule as students in school from 7:30 am – 2:55 pm. Daily schedules will be announced weekly to ensure logging in at the correct time and may be subject to change by the teacher.



The sample teacher schedule for the Virtual Learning Program may be found here: [Virtual Learning Program Schedules](#)

A parent will be notified of excessive absences - **3 or more unexcused absences in a 4-week period constitutes a warning.** A second warning will result in immediate removal from the Virtual Learning Program. If student is sick, teachers should be notified, and make up work should be completed within a reasonable timeframe as indicated in the JISD Grading Guidelines.

SECTION 4: GRADING

The Virtual Learning Program follows the same Grading Guidelines as students enrolled in on-campus face-to-face learning. Students caught cheating or plagiarizing materials will earn a zero. Often, you will see that homework and reading will be assigned and expected to be completed before your class time. That reading will be utilized during your online instruction, therefore it is very important to complete all assignments/reading in these classes. The Grading Guidelines may be found here:

<https://www.judsonisd.org/cms/lib/TX50000485/Centricity/Domain/93/revised%2008-30-2021Elementary%20Grading%20Handbook%2021-22%20SY.pdf>

SECTION 5: TESTING AND EXAMS

Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that you have ample time to complete your test when you start online, you may not be able to start over once you have begun a test. Read all of the directions as you would a regular test, so you understand what you are being asked to do. If technical difficulties occur during an online assessment, take a screenshot of the problem so the teacher can be notified immediately. Double check that ALL of the items have been completed before submitting, as most submissions can only occur once.

SECTION 6: VIDEOCONFERENCING (ZOOM OR TEAMS) GUIDELINES

In Judson ISD, we use Zoom or Teams for videoconferencing. Your teacher will select one mode and use that mode throughout the year.

Videoconferences are a way for students to interact with their teachers and classmates while participating in the VLP. These are set up for specific times and a link will be available at least 15 minutes in advance of the start time.

In order to participate, click the link provided by the teacher, and then click "Join". Students should keep microphones on mute unless they have questions or comments. Students are asked to use the camera with video on- this is a critical component for attendance purposes. A student **must be visible to be counted as "present" in class.**

For videoconference calls, parental permission is implied, as the link to a video call will be communicated via the student's email address. Essentially, by virtue of the student logging on to



the call, permission is assumed.

For all Videoconferencing Sessions:

- Students must abide by the school's acceptable use policy.
- Login to the meeting 5 minutes prior to the scheduled start time.
- Camera must be turned on and student visible during class.
- Students must have school-appropriate dress at all times and appear to be in a conducive learning environment without distractions or interruptions.
- Use professional and polite language.
- Attempt to keep all background noise and distractions to a minimum.
- Mute your microphone when the teacher is teaching, and use the chat box for questions.
- Promptly exit the meeting when it is over. The teacher is the first one on and the last one off the meeting.
- Only accept videoconference invitations from your teachers and JISD staff.
- Give your best effort while participating.

SECTION 7: PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

We understand that the purpose for your student to participate in the Virtual Learning Program is because s/he prefers to be in the safety of the home due their medical condition. Therefore, JISD expects that the student will limit participation in sports and extracurricular activities, and these will be contingent upon attendance during the school day and grades.

Students in the VLP may participate in virtual parties hosted by their virtual teacher, but may not attend parties at the physical school campus.

SECTION 8: MEETING NEEDS FOR STUDENTS WITH DISABILITIES

It is highly encouraged that students with disabilities attend school in person so that interventions and accommodations can be fully provided in real time in the classroom environment. However, interventions and accommodations will be provided virtually to the best extent possible.

Virtual Interventions:

JISD is committed to providing interventions focused on IEP goals and accommodations. However, it may not be possible to service all goals as written in a virtual setting since most IEPs were written with the intent of in person instruction. After an evaluation of the IEP, parents will be notified of the services to be provided or modified during virtual instruction.

Appropriately supporting students in virtual learning environments requires a lot of preparation and planning, therefore, virtual interventions will focus on IEP goals. Help with classwork may be given when the work is directly related to IEP goals. Students should continue to contact their content area teachers for more in-depth help with assignments.

Accommodations:

Many students have accommodations that apply to test situations, such as extended time and read aloud. If you have a student in that situation, here is the Chromebook version of text to speech directions:

To have pages read aloud to you, turn on your Chromebook's built-in screen reader:



At the bottom right, select the time. Or press Alt + Shift + s.



At the bottom, select Advanced.

In the "Accessibility" section, select Manage accessibility features.

Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).

SECTION 9: TEACHER EXPECTATIONS

Teachers will be clear and consistent, and communicate openly regarding:

- How will work be collected?
- How will online work, in class work, and homework look and be graded?
- How will attendance for online work?
- What will the students need at home to be successful when online?
- What forms of communication will you have with students and families?
- What is the participation policy?
- Do you use rubrics?
- How do students earn extra credit?
- How will late work be assessed?

Learning at home does not mean that all of the content must be online. You could send home items for students to do on their "online" days where there is very little online learning taking place. Authentic tasks that can be done at home and shared in class, are amazing opportunities. Students can take home materials that are provided for such type tasks.