Magnolia Middle School
Digital Learning Guide

If the middle school goes to a hybrid schedule or closes for an extended period that requires digital learning, students in grades 6-8 will work from home within the parameters listed below. We have listed the student responsibilities, teacher commitment, and district commitment below.

Student Responsibilities

● On a given day, students are expected to do work for any class that would typically meet that day.
● Attendance may be collected through the use of video conferences, completion of assignments, or other communication methods (email, phone call, or Teams check-in).
● Students will attend video classes, complete assignments, and submit work electronically.
● Students are expected to check email, Teacher Pages, and Teams daily.
● If students need additional help, live support may be available from teachers, counselors, media specialists, and administrators.
● Students participating in live online interaction should adhere to all handbook rules.

Schedule for Hybrid School-Wide Virtual Days (Wednesday)

During a hybrid schedule on school-wide virtual days, students will follow the normal bell schedule to attend video conferences/view instructional videos from home.

	Video Conference	**Work on Assignments**
1st Period:	8:00-8:30	8:30-8:55
2nd Period:	9:00-9:30	9:30-9:55
3rd Period:	10:00-10:30	10:30-10:55
4th Period:	11:00-11:30	11:30-11:55
Lunch Break:	11:30-12:30	----------
5th Period:	12:30-1:00	1:00-1:25
6th Period:	1:30-2:00	2:00-2:25
7th Period:	2:30-3:00	3:00-3:20

Schedule for <u>Full Closure</u> Video Conference

During a full school closure, students will adhere to the following schedule to attend video conferences/classes.

Mondays & Thursdays: 1st Period: 8:00-8:30
2nd Period: 9:00-9:30
3rd Period: 10:00-10:30

Tuesdays & Fridays: 4th Period: 8:00-8:30
5th Period: 9:00-9:30
6th Period: 10:00-10:30
7th Period: 11:00-11:30

Wednesdays: Students will complete independent assignments on Wednesdays.

Teacher Commitment

● Teachers will provide weekly agendas and/or announcements for parents on Teacher Pages.
● Teachers will post curriculum-based instructional recordings and/or assignments on Teams by 8:00 am each morning.
● A minimum of 20 minutes of instructional live or recorded videos should be provided, adhering to the above schedules.
● Teachers will provide feedback for students who complete the work in 48 hours. Teachers may take longer to evaluate essays, projects, or extended assignments.
● Attendance may be collected through the use of video conferences, completion of assignments, or other communication methods (email, phone call, or Teams check-in).
● At least two grades per week should have a calculated score contributing to the grade.
● Teachers will be available from 8:00-3:20 Monday through Friday.
● Teaching essential standards and maintaining district pacing should be the goal for each teacher.
● Teachers will communicate to assigned administrator those students who have not logged in or completed assignments.

Special Education Teacher Commitment

● Special Education teachers will maintain regular contact with students and parents.
● During a hybrid schedule, Special Education teachers will be available by appointment on school-wide virtual days (Wednesdays) to meet with students and/or parents.
● During a full closure, Special Education teachers will be available by appointment each day to meet with students and/or parents.

Counselor Commitment

● Contact outside agency counselors to work with students who receive counseling services.
● Call and check on at-risk students each day.
● Communicate office hours when they are available by Zoom and email for clarification and instructions.
● Assist teachers throughout the day.

Administrative Assistants Commitment

● Work with the assigned administrator to contact students who have not logged in or completed assignments.

Administrators Commitment

● Check-in on Teacher Pages and Teams of teachers.
● Gather attendance of students and contact those who have not logged in to their coursework.
● Communicate with students not able to access digital resources and provide paper-based activities.

Paraprofessionals Commitment

- Monitor progress and communicate with assigned students.
- Assist teacher partners with assigned students.

Nurse Commitment

- Monitor progress and communicate with students in need.

Media Specialist Commitment

- Monitor and respond to teacher and student technology questions.
- Serve as the Teacher Pages Representative.
- Assist teachers in the development of alternative methods of instruction.

Faculty meetings will be scheduled by Ms. Carter and held as needed. All faculty and staff are required to attend.