

MCALESTER DISTANCE & VIRTUAL LEARNING

McAlester Distance or Virtual Learning is an educational program delivered via the Internet and is an outcome-based learning program available to our students. McAlester Public School believes “in-person instruction” is the best educational process for most students.

ANY STUDENT WISHING TO PARTICIPATE IN THE MPS DISTANCE LEARNING or VIRTUAL EDUCATION MUST HAVE ACCESS TO THE INTERNET OR BE WILLING TO TRAVEL TO ONE OF THE 32 MPS INTERNET ACCESS POINTS. A map with all of the sites listed can be found on our website.

DEFINITIONS

Traditional Learning is the delivery of instruction and education in which the student is physically present at school utilizing in person face to face instruction. Students may need at times to move from Traditional learning to Distance learning for reasons of scheduled Distance Learning days, illness, and school closures. All Traditional Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

Distance Learning is the delivery of instruction and education in which the student is not physically present at school. The reason for Distance Learning could be due to the health of the student (including quarantine), the environmental conditions of the community which creates school closure(snow/flooding), the health environment of the site, district or community creating a temporary closure. Distance Learning can include instruction delivered via the internet, or other forms of digital technologies without in person physical face to face interaction between the teacher and the student. Distance Learning is any instruction delivered outside of a traditional setting. Parents and students may opt for full-time Distance Learning. All Distance Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

Virtual Learning is the delivery of instruction and education through the Alternative Education Center in which the student is not physically present at school utilizing face-to-face instruction. Rather, it is an asynchronous instruction that is not dependent upon teacher and student interaction in real time. Instruction is through a computer-based program. MPS uses Edgenuity as its virtual platform. Virtual Learning is provided via electronic means, utilizing the internet and devices as the primary tools to delivery of instruction, assessment and interaction. All Virtual Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

Blended Learning is the delivery of instruction and education in which the student blends the Traditional Learning model with the Distance Learning model. The student may be physically present during some courses (Traditional) and not be physically present in others (Distance). Not all classes are available for Blended Learning and approval is at the discretion of the Building Administration.

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real-time. Asynchronous instruction allows the student to engage in learning activities without the teacher present. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Distance Learning Policy means a plan which is Board approved that includes the instructional plan implemented under the distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting and the reason such plan is implemented. A distance learning plan must meet the requirements set forth in the state accreditation standards.

Approved Means and Mediums means equipment and electronic programs and platforms that have been pre-approved by the Board of Education for instructional delivery and communication/interaction with students and their legal guardians(s) appropriate to the grade level and subject matter concerned.

DISTANCE & BLENDED LEARNING **Pre-K through 12th Grades**

MPS Distance Learning will consist of MPS Classroom Teachers posting recorded instruction, posting online assignments, hosting virtual meetings, conducting assessments and directing the instruction for the student.

A. Enrollment:

1. A student will get one opportunity each semester to move from Distance to Traditional or Traditional to Distance Learning within the first 10 school days of each semester.

B. Requirements:

1. Class Requirements:
 - a. Students must be enrolled in a full class load as required by the state of Oklahoma;
 - b. An emphasis will be placed on Reading and Math;
 - c. Students will have to access Schoology or Seesaw daily.
 - d. Teachers may require students to participate in LIVE classroom sessions. These sessions will be scheduled through Schoology or Seesaw.
 - e. There are times in which some assessment testing may be required on site. School personnel will communicate by phone to work out the details for a student to come on-campus and take the assessment.
2. Students must use a district-issued device to complete school work.
3. Weekly grade checks will determine the success of the student. If a student falls behind or begins to fail, the district may require the student move back into the Traditional Learning environment.

C. Attendance:

1. For student to be counted present while participating in Distance Learning one of the items listed below must be completed:

- a. Attend a live online session for the class;
- b. Complete the daily assignment; or
- c. Respond to the daily question.

D. Eligibility:

1. Students participating in Distance Learning must meet the same requirements as the students in the brick and mortar school.

E. Blended Learning (Grades 7-12 ONLY):

1. Blended learning is when a student is taking both regular, face-to-face classes with an MPS teacher and virtual, computer-based classes.
2. The rules for the face-to-face classes apply for the regular education classes.
3. The rules for the distance learning / virtual classes will apply for the computer-based classes.

Pre-Arranged Distance Virtual Absences

A pre-arranged absence may be excused or unexcused depending upon the circumstances of the specific situation. A student may pre-arrange an absence by following these steps:

- A. Advanced notice should be provided to the office from the student's parent or guardian. Notice of less than three (3) days will be considered on an individual basis.
- B. A student must be academically eligible in order to obtain a pre-arranged absence approval.
- C. All assignments must be completed by the end of the school day on the day it is assigned once the absence is approved for Distance Learning or it will be a zero.
- D. For subsequent requests for pre-arranged absences, building administration may request documentation for excessive absences and non-completion of work.

VIRTUAL SCHOOL - ALTERNATIVE EDUCATION (9th -12th Grades)

The MPS Virtual School will consist of an online curriculum, Edgenuity, monitored by MPS Staff Members. Once enrolled, students will receive login information for Edgenuity. Students must maintain a pace that will allow them to get their yearly progress or credits for graduation. Students are encouraged to work ahead and may finish classes at an accelerated rate. Any student who wishes to graduate ahead of his/her class must get school board approval. Edgenuity calculates 2 different grades: an Overall Grade and an Actual Grade. The Overall Grade consists of the grades for the completed course assignments. The Actual Grade is a combination of the grade earned on completed assignments as well as the overall course progress percentage. The Actual Grade is used to determine eligibility.

A. Enrollment:

1. Virtual coursework is ONLY available to students who have applied and met the requirements for Alternative Education.
2. A student may return to the regular classroom within the first 10 school days of the semester.
3. Any other change of placement after the first 10 school days will require a meeting between the student, guardian and Educational Team (which includes the building administrator).
4. Principals have the discretion to allow students to enroll in Virtual classes due to a medical issue or other extenuating circumstances.

B. Requirements:

1. Class Requirements:
 - a. Students must be enrolled in a full class load as required by the state of Oklahoma.
2. Students must use a district-issued device to complete school work.
3. **Grades and credits** are calculated differently than in the regular classroom. Students will need 100% completion of their class (classes) with a minimum 60% Actual Grade in each unit in order to receive credit. Those classes in which the student does NOT have 100% completion of all coursework WILL receive an NG for that class. All students receiving an NG will have his/her progress reviewed by an Education Committee (includes a counselor, teacher and principal).
4. Students will participate in all state and federally mandated assessments/activities as required by state law in accordance with Oklahoma graduation requirements.
5. Students will abide by all McAlester Public Schools District and Building rules in regard to academics, behavior and conduct.

C. Attendance:

1. Students using Edgenuity may work ahead in course progress, which will enable them to complete the course(s) before the end of the semester. Credit will be awarded upon completion and passing of course(s). Students who work ahead will receive 100% attendance for the class.
2. Attendance may be measured by means appropriate for a Virtual Learning/Alternative Education Environment which may include but are not limited to:
 - a. On-site attendance;
 - b. Student participation in Virtual courseware;
 - c. Submissions or posts to Edgenuity;
 - d. Communication with a teacher; or
 - e. Other district-approved means and mediums.

D. Progress Monitoring:

1. Student progress is an essential part of the virtual school program. The Virtual School Coordinator will review progress and consider other factors, including parental input, when making student advancement or disciplinary decisions.

E. Extracurricular activities: (part of a competitive competition team or squad)

1. Eligibility will be in accordance with the OSSAA regulations.
2. Good attendance does not guarantee eligibility.
3. All participants in an extracurricular competitive activity MUST meet daily attendance requirements and weekly grade eligibility check. This pertains to everyone involved in the activity: from players, managers and student aides. All will have to meet the following eligibility requirements:
 - a. Students must be enrolled in at least 7 classes. (6 classes for Seniors).
 - b. Students must be on site every day for the extracurricular activity in which they are participating.
 - c. Eligibility will be determined every week based on the student meeting the following:

- i. Enrolled in the appropriate number of classes;
 - ii. Be on target with his/her grades with an Actual Grade of 60% or higher.
- d. If a student is ineligible at the time of a class change, he/she will be ineligible for 3 weeks after the switch.

MCALESTER'S ACADEMIC INTEGRITY STATEMENT

The McAlester Public School District expects a full commitment to academic integrity from each student. Your enrollment in an online course represents acknowledgement of your commitment to academic integrity. All School Board policies and regulations apply to online courses.

Academic integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.

Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print source) and presenting them as your own. Please be aware that all instructors utilize a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the McAlester Public Schools administration and may be removed from the course with a failing grade.

Social Media means:

Generally: Online platforms, websites, or networks on which users share information, communications, or other content and includes, but is not limited to, sites used for media sharing and social networking (e.g. YouTube, Facebook, Twitter, Snapchat, Instagram, etc.).

District Social Media:

Authorized District-related social media that is either school-based (e.g., approved, established and/or monitored by the building principal or designee) or District-based, District computer network-based, or subject area/department-based.

Personal Social Media:

Social media that is not District Social Media, which is established by a user for his/her personal or private use and objectives. Non-District Social Media: Social media that is not District Social Media, which is established by a third party or other organization.

FEDERAL AND STATE EMERGENCY DECLARATIONS

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may

implement distancing learning plans which provide for distance learning that is accessible to all Traditional learning students.

LOCALIZED EMERGENCY DECLARATIONS

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. This may also be due to shortage of Teachers and available substitutes. The school calendar may include one or more Distance Learning days within its distance learning plan.

IMPACT ON EXISTING POLICIES, RULES, AND SERVICES

Once this policy is effectuated, though instruction will be provided via virtual, blended or distance learning, each is a continuation of the District's instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and District personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy. Existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, privacy policies, and online procedures and policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

GRADING, CLASS RANK, PROMOTION AND RETENTION

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, and grade assignment shall remain in effect as if virtual, Blended and/or distance learning had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale. Any student whose grades drop or a student's grade drops to an F, the student shall be required to return to in-person instruction.

SPECIAL EDUCATION

While this policy is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for virtual, Blended, or distance learning. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure District-Approved Means and Mediums that are appropriate under the circumstances. The IEP team shall determine appropriate educational plans for each individual IEP student.

ENGLISH LEARNERS (EL)

EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this policy is in effect. In accordance with guidance from the OSDE, the District shall be intentional in ensuring instructors

are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

OFFICE HOURS AND TEACHER AVAILABILITY

Every instructor and building administrator must be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for instructors to hold "office hours." During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via District-Approved Means and Mediums within a 24-hour period. A portion of office hours may be utilized to conduct interactive virtual learning lessons with students in conformance with this policy or tutoring.