

# Surry Online Magnet School Student/Parent Handbook Grades 3-12

**2020-2021**



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## **Nondiscrimination Statement**

In compliance with federal law, the Surry County School system administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

# Surry Online Magnet School

209 N. Crutchfield Street, Dobson, NC 27017

336/386-8215

336/386-4279

This handbook serves as an important means of communication between students, parents/guardians, and school staff. Much information is contained here and may be referred to as needed throughout the year. You will find general rules and regulations, as well as local and state policies.

It is our goal that students achieve their maximum potential. This can be accomplished through cooperation, involvement, and utilizing community resources. Close cooperation between home and school is essential to promote the best interests of students. Parents/guardians are encouraged to call and visit schools and to attend scheduled meetings and conferences.

The faculty and staff look forward to seeing each of you and working with you in a cooperative effort to provide a positive environment where all students can learn. Please feel free to call the school if you have questions or concerns throughout the year.

**The Surry Online Magnet School (SOMS) is a unique school in that it serves three grade spans and also offers unique blended learning opportunities for students. Therefore, while all Surry County Schools policies and procedures apply to SOMS students, some policies and procedures will *only* apply to the online magnet school students when the student is physically on campus of a Surry County School or in attendance at a school or district-sponsored event.**

**Therefore, students and parents will reference the elementary, middle, and high school handbooks for general rules and regulations, as well as local and state policies.**

[Elementary Student/Parent Handbook](#)

[Middle School Student/Parent Handbook](#)

[High School Student/Parent Handbook](#)

## **Surry Online Magnet School Student/Parent Handbook** **(Information Here Applies to Online Students Only)**

**Criteria for Enrollment** – Online courses can provide opportunities for students to attend anytime from anywhere; however, studies have shown that often students are unprepared for the challenges involved with this method of delivery. The online student must take responsibility for his or her own learning. In any distance education program, the capacity for self-directed learning is crucial. While teachers and fellow students can provide some support, the online distance learner is expected to have internal motivation to manage his or her own learning during the course of study and have a basic grasp of Internet navigation skills.

**Technology and Instructional Use Policies** – Teachers and administrators of online classes support and enforce all of the Surry County Schools Board of Education (SCSBOE) policies including Technology and Instructional Use policies (10000 series). Violation of the Technology and Instructional Use policies will result in disciplinary action, which may include being ineligible to take or complete an online class and/or removal from Surry Online Magnet School.

All students taking online classes are expected to conduct their communications in a professional, respectful manner. The proper use of Internet etiquette, or netiquette, is expected at all times. Students may not use technology resources to engage in conduct involving harassment, intimidation, bullying, discrimination or similarly offensive or harmful communications as defined and prohibited by SCS BOE policies, including 1710/4021/7230 and 10100.

**Learning Environment** – Students work on their own device from home or another location with Internet access in order to complete their assigned courses. While the Online Magnet School aims to provide a daily flexible learning environment, the school operates on the assumption that students are logging in to their coursework every day, Monday-Friday. Since the online platform is always accessible, students have the option to work any time of day or night and on the weekends.

**Communication/Assistance** - Your teachers will speak with you primarily through emails, messages within the online platform, or by phone call if necessary. When needed, teachers are available for online support and interaction through online conferencing tools.

**Computer Accessibility** – Each student must own or have access to a computer with Internet capabilities and for grades 6-12 access to the Surry County Schools student email system. Surry Online Magnet School students can obtain a computer from the school by completing the appropriate forms.

Online classes require a working knowledge of computers and the Internet. Students should be comfortable using these technologies before entering an online class.

Students who are experiencing technical issues can contact their teacher and/or the **Surry County Schools Technical Support Hotline by phone at 336-356-8324, 8:00am - 4:00pm, Monday through Friday**. It is very important that students notify appropriate personnel if they are having difficulty accessing content in an online class to ensure they do not fall behind on class work and assignments.

**Software Licensing** – Software licenses are protected under copyright laws. If students do not have a license for required software, it will be available to them only for the duration of the class.

**Instructional Materials** – Instructional materials required for a class, such as books and software, will be checked out and returned to the school. Students will be responsible for any loss or damage in accordance with School Board Policies.

## **Academic Policies**

**Attendance** – Regular attendance is required in the Surry Online Magnet School. Attendance will be recorded daily and is defined as contact between the student and teacher and will be measured by logging into the learning management system, submitting assignments, and participating in online discussions and other class activities on a weekly basis. Students who are not following attendance guidelines for two or more weeks will be referred to the principal. Any student not meeting these requirements will require a parent conference with administration to discuss a plan of action. Lack of fulfillment of that action plan may result in the student being removed from the Surry Online Magnet School and placed back in a traditional educational setting at the end of the school year. \*Coaches of student athletes will also be notified when a student is absent from the class for 5 days. Students will be in danger of disciplinary action and failure of the course.

**Excused absences** - If a student is absent from an online class, the parent must email the online teacher to inform him or her of the absence. According to Surry County Schools policies, the following shall be considered excused absences:

- personal illness or injury that makes the student physically unable to attend school;
- isolation ordered by the State Board of Health;
- death in the immediate family;
- medical or dental appointment;
- participation under subpoena as a witness in a court proceeding;
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
- participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
- pregnancy and related conditions or parenting, when medically necessary; or
- a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by SCS BOE Policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Coursework is expected to be completed by the student upon return to school.

**Unexcused absences** - An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Continued unexcused absences will be considered cause for disciplinary action.

**Report Cards and Progress Reports** – Grades for online classes will be included on the student’s report cards and progress reports following the provided schedule.

First Quarter - August 17th - October 21st

Second Quarter - October 22nd - December 22nd

Third Quarter - January 5th - March 8th

Fourth Quarter - March 9th - May 27th

**Academic Dishonesty** – Academic dishonesty in online classes will not be tolerated. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the online teacher, the principal, or another supervising professional employee, taking into consideration written materials, observation, and/or information from students. Teachers will refer incidents of academic dishonesty to administration for disciplinary action.

Behaviors defined as cheating may include any or all of the following:

- giving or receiving information, looking at someone else’s work, or allowing someone else to see one’s work during an exam, test or quiz
- unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key
- use of unauthorized resources such as notes during an exam
- taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual
- copying work assigned to be done independently or letting others copy one’s work

Behaviors defined as plagiarism may include any of all of the following:

- misrepresentation of another’s work as one’s own
- copying of sentences, phrases, images, entire essays, passages from an undocumented source

Academic dishonesty will be reviewed by the principal and disciplinary actions may result in one or more of the following actions:

- action plan created with administration
- loss of grade points
- removal from course
- failure in the course
- loss of eligibility to earn credits through online options

**Student Success in Online Coursework** - As in any course of study, student success in online courses is dependent upon the amount of attention the student gives to each assignment, assessment, or experience brought to the course and the assistance received while taking the course. Surry County School System encourages students to give each assessment their best effort, seek assistance from their teacher regarding course content, seek technical support regarding technical problems, and/or contact the Surry Online Magnet School office for other needs or questions.

Due dates must be adhered to or the student may receive a reduction in points and possibly a zero on assignments. Communication between the student and the teacher will be through e-mail/Google Meets/phone/learning management system. Upon enrolling in the course, the student will receive an introduction from his/her teacher. It is important that the student follow the instructions provided. Teachers will respond to e-mail within 24 hours. Grades will usually be posted within a week of completion. There will be exceptions to the standard response time. If needed, the teacher will notify students of the adjusted timeline. Students are expected to maintain communication by logging into their learning management system daily. Parental support and supervision will ensure student success. Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The students and parents can obtain grades at any point through the gradebook within the learning management system. Parents will be contacted by the teacher or a school administrator if the student is having discipline issues, is more than one week behind on course requirements, or has failed to login to the course for more than 5 days.

**Course Calendar:** There will be an initial orientation to start the class. A student must complete the course work according to the teacher's due dates set in the course.

End of Grade tests, End of Course tests, and CTE exams will follow the same testing schedule as other schools. The student must be present to take the proctored final exam at the specified date, time, and location.

## Surry Online Magnet School Expectations

### Teacher Expectations

- Provide engaging and rigorous daily lessons
- Provide clear and concise instruction
- Provide explanations, demonstrations, independent practice, authentic feedback and assessment opportunities
- Provide flexible one on one conferencing and small group instruction as needed
- Provide clear rules and expectations for positive behavior management online
- Provide feedback on graded assignments within one week of the due date
- Respond to emails/messages from students and parents within 24 hours (weekdays)
- Provide assistance for troubleshooting minor computer problems

### Student Expectations

- Be an active participant by sharing work, discussing ideas with your teacher and classmates, and checking communication platforms daily
- Complete your own work
- Submit assignments when they are completed
- Complete all assigned work within the time it is assigned
- Follow the guidelines for online safety and etiquette
- Take care of provided devices and materials
- Make sure devices are charged for online courses
- Look for assignments that your teacher has reviewed, graded or commented on and returned to you
- Develop and utilize a weekly schedule for learning

### Parent Expectations

- Attend parents conferences and parent awareness sessions
- Help your child develop a weekly schedule and discuss what should be accomplished each week
- Provide a quiet work environment for your child
- Monitor the completion of your child's assignments and grades
- Contact teachers with questions and concerns
- Check communication platforms daily
- Monitor your child to make sure he/she is engaged and following rules and expectations for positive behavior management online
- Provide assistance for troubleshooting minor computer problems
- Talk to your child about his/her work and goals

**Questions:** Please contact the principal, Kristin Blake, at [blakek@surry.k12.nc.us](mailto:blakek@surry.k12.nc.us) or 336-386-8215.

**Students who violate any part of the expectations set forth in this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with Surry County School System grading and reporting procedures, Student Code of Conduct, and the Elementary, Middle, and High School Student/Parent Handbook.**

This document will remain in your child's permanent record and your permission will be effective during the 2020-2021 school year. If you wish to withdraw permission at any time or if you have questions about these activities, contact the school principal.

**I. Release of Information for School Purposes**

- A. Release of Information to the News Media.** I hereby authorize and grant officials of the Surry County Schools (SCS) the unlimited right to utilize and/or reproduce photographs, likenesses, the voice, or written articles of or including my child in any legal manner for internal or external promotional/informational activities of the SCS. I also agree to allow my child to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of the SCS in which he or she is involved. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.
- B. Release of Name and Photograph or Other Likeness.** I hereby grant permission for my child's name and photograph to be placed in the yearbook and on school website. I also grant permission for my child's name to be published in the media for honor roll purposes.
- C. Permission to Enter Student Artwork in School Sponsored Contests.** I hereby grant permission for my child's artwork to be entered in school sponsored contests. I understand that the SCS reserves the right to make a displayable copy and/or use in future school system publications.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**II. Health Screening**

As part of our ongoing efforts to identify student needs, the following services are provided to students in the SCS as needed:

- vision  hearing  speech and language  body composition  dental  health/first aid care

These services are provided at no cost to you. You will be notified if your child needs additional health services. Please indicate your willingness for your child to participate in these screening programs by checking the box(es), and by signing below.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**III. Release of Information to Military Recruiters (high school only)**

I understand that in accordance with federal guidelines, directory information (name, address, phone number) for students under the age of 18 is available to military recruiters unless otherwise requested by parents. I give permission for the release of information to military recruiters.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acknowledgement of Receipt of Student Handbook and SCS Policies**

I have received and read the 2020-2021 edition of the Surry Online MagnetSchool Student/Parent Handbook. I acknowledge that I know that all SCS policies are available on the SCS website. I further understand that a copy of any policy requested will be provided.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_