



# *Junior High School*

## **Virtual Handbook**

**2020-2021**

**Marshall Jr. High School**

**2710 East Travis Street**

**Marshall, TX. 75672**

**Phone: (903) 927-8830**

General Guidelines



**MARSHALL JUNIOR HIGH SCHOOL**  
**VIRTUAL LEARNING EXPECTATIONS**  
**2020 - 2021**

Marshall Independent School District and Marshall Junior High School (MJHS) will use Google Classroom as the primary assignment and communication board. The classroom teacher will use Google Meets or Zoom synchronous learning. The Edgenuity online program will be used for our blended and virtual learning curriculum/work. The goal of the program is to ensure that all students are given the opportunity to access aligned and rigorous curriculum. The Edgenuity program will be used to accumulate grades for each six weeks that the student participates in the virtual classroom/program. MJHS teachers will use the synchronous teaching time to activate student learning. Each assignment given will be done via the Edgenuity program.

**Attendance**

During the time of virtual learning, the student is expected to meet with their teacher using Google Meets or Zoom at the assigned time. **If the student has not logged into the virtual meeting within 5 minutes of it starting, they will be marked absent.** If a student fails to attend the synchronous meeting, attendance will be marked as absent. The Texas Compulsory Education Law requires children between the ages of six and eighteen to attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. If a student becomes ill and is not able to make the synchronous learning time, a doctor's note can be sent to the MJHS Attendance clerk at [hamiltonbk@marshallisd.com](mailto:hamiltonbk@marshallisd.com) and the absences will be excused.

***Excessive Absences:***

Both the child and the parent are responsible for unexcused absences. A compulsory attendance notification will be sent to the parent or guardian if a student has 10 or more unexcused absences. This also includes parts of days during a six weeks period. Notice it says "parts of days." This means that not showing up for all scheduled synchronous classes in a day's schedule will result in a part day unexcused absence.

The compulsory attendance letter gives the parents notice that the student has accumulated too many unexcused absences and gives the parents the opportunity to correct the child's attendance problem. A student with excessive absences, during the virtual learning period, is subject to truancy measures. MJHS will enforce the 90 percent rule, which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. This rule applies to ALL absences, including excused. If a student does not meet this rule, the grade placement committee will have grounds for retention in the current grade.



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**Office Hours**

MJHS operates from 8:00am - 4:30pm

Phone: (903) 927-8830

Fax: (903) 927-8837

Teachers will provide their conference time via the Google Classroom for one-on-one virtual meetings.

**Administrator Responsibilities**

- Oversee the Edgenuity program at the school
- Meet regularly with teachers that are supporting the Edgenuity (virtual) students
- Monitor implementation of the virtual learning experience
- Observe and support classroom management in Google Classroom and Edgenuity
- Complete walkthrough and T-TESS observations in the virtual classroom
- Assign the Teacher of Record
- Ensure staff have been trained to use Edgenuity program

**Teacher of Record Responsibilities**

- Provide aligned course content
- Monitor student progress
- Meet with students using Google Meets or Zoom for synchronous learning
- Take daily attendance
- Monitor and give student grades in a timely manner
- Discuss progress with students and parents

**Student Responsibilities**

- Communicate - let your teachers know how you are doing
- Follow the virtual schedule
- Log into Google Meets or Zoom within 5 minutes of the scheduled time
- Log into Google Classroom, Google Meets, and Edgenuity
- Attend all synchronous meetings with the teacher
- Actively participate in the synchronous meetings
- Be dressed appropriately
- Attend to each learning task
- Submit work in Edgenuity on time



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- Be active in requesting help when needed
- Stay emotionally and physically healthy

**Parent Responsibilities**

- Please make sure the teacher of record has your current email address
- Let your students' teachers do the teaching and guiding
- Help your student establish a routine
- Communicate with your teachers if you see the student experiencing difficulties with classwork.
- Contact Francine Spark at [sparksfm@marshallisd.com](mailto:sparksfm@marshallisd.com) ; Academic Dean, if you need help with the program.
- Be a cheerleader for the learning
- Have patience and a sense of humor

**Schedule:**

Each schedule will consist of:

Virtual Schedule	
4 Core Subjects	Math
	Reading
	Science
	History
If student was in PE or Athletics	Physical Education
Elective	Elective
Study Hall	Time to complete work in Edugenity.

The times you are to log into your subjects will be the same as on the schedule you will be assigned.

**When do we start?**

The virtual learning environment will begin on Thursday, August 13, 2020. Virtual teachers will be contacting you to let you know your login information.



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**What if I want to change?**

If you have chosen to do virtual learning and want to change to face-to-face, you must wait until the end of the current grading period. You may begin face-to-face (in the building) learning once the new grading cycle begins.

**Grades**

Students will have **A minimum of 10 daily grades and 3 major grades for all core content areas are required per 6 weeks.** A maximum of 15 daily grades and 4 major grades may be recorded. A **minimum** of 6 daily grades and 3 major grades for non-core subjects is required per 6 weeks.

Major grades will comprise 60% of a student's report card grade. Daily grades will comprise 40% of a student's report card grade.

**Deadlines for grades are as follows:**

**Grading Periods:**

**1st Six Weeks: August 13th - September 25, 2020**

**2nd Six Weeks: September 28th - November 6, 2020**

**3rd Six Weeks: November 9th - December 18, 2020**

**4th Six Weeks: January 5th - February 19, 2021**

**5th Six Weeks: February 22nd - April 16, 2021**

**6th Six Weeks; April 19th - May 27th, 2021**

**Counseling Services**

If you have concerns about your child's academic, behavior, social or emotional well-being, you can refer your child for counseling services by contacting their grade level counselor via email:

6th grade counselor: Jasmine Johnson at [johnsonjl@marshallisd.com](mailto:johnsonjl@marshallisd.com)

7th grade counselor: Melonia Johnson at [johnsonm1@marshallisd.com](mailto:johnsonm1@marshallisd.com)

8th grade counselor: Brenda Dalme at [dalmeb@marshallisd.com](mailto:dalmeb@marshallisd.com)

You may also contact the counselor by completing the [Parent - Counselor Referral Form](#). If you would like to refer your child for testing for Special Programs (SPED, 504, Dyslexia, G/T, or RtI), the request must be made in writing and addressed to your grade level counselor or the Special Education Department.