At Home

Student Handbook
2022-2023

Welcome to At Home!

Hello At Home families,

The 2020-2021 school year was an interesting time for all of us, but out of all the chaos, a new opportunity was born for our students: Mehlville at Home. Launched in 2020-2021, what we now call "At Home" is a program that allows our students to learn virtually. Though the At Home program may appear to have begun as a Covid response, we have been in the planning stages for this program for several years and this is an opportunity we plan to continue into the future, as well. Students who join At Home have the same curriculum as our on-campus students. Our teachers are Mehlville School District teachers. The difference is that our students connect to their classrooms and their teachers daily through their computers instead of by walking into a physical school building.

Because we have all our own teachers and specialists, our schedule will not fluctuate nearly much - we'll have shortened days when our seated peers have shortened days - following the Mehlville School District's calendar for attendance days. All grade levels will have the same start and end times. And we will all have asynchronous days one day per month held on the dates marked with "professional development". Several of those dates will be used for supply pickups or community gatherings which are optional in-person opportunities for our students to meet up with their teacher or their classmates for an organized activity.

We are so grateful you have decided to learn with us! We look forward to working with our students and their adult learners as we continue to grow and evolve this wonderful opportunity.

Christy Mathews, Director of Virtual Learning

At Home Calendar

2022-2023 School Calendar

Mehlville School District
A National District of Character

JULY 2022
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Important Dates

Date	Event
TBD	New Teacher Orientation
Aug 17	District Professional Development
Aug 18	PD - 1/2 Day District; 1/2 Day Building
Aug 19	Teacher Workday
Aug 22	First Day of School
Sep 5	No School - Labor Day
Sep 7	Half Day (PD)/PK AM attends
Oct 5	Half Day (PD)/PK AM attends
Oct 10	PK-Elem Parent/Teacher Conferences - 4 hrs
Oct 11	MS Parent/Teacher Conferences - 4 hrs
Oct 12	HS Parent/Teacher Conferences - 4 hrs
Oct 13	Half Day, Parent/Teacher Conferences - 3 hrs 20 min
Oct 14	No School - Conference Comp Day/Fall Break
Oct 21	End of 1st Quarter
Nov 2	Half Day (PD)/PK AM attends
Nov 8	No School - Election Day - 1/2 PD, 1/2 Workday
Nov 23-25	No School - Thanksgiving
Dec 7	Half Day (PD)/PK AM attends
Dec 22-Jan 2	No School - Winter Break
Jan 3	No School - 1/2 PD, 1/2 Teacher Workday
Jan 4	Classes Resume
Jan 13	End of 2nd Quarter
Jan 13	No School - Teacher Workday
Jan 16	No School - Martin Luther King Jr Day
Jan 25	Half Day (PD)/PK PM attends
Feb 20	No School - Presidents Day
Feb 22	Half Day (PD)/PK PM attends
Mar 13-17	Parent/Teacher Conferences
Mar 17	End of 3rd Quarter
Mar 20-24	No School - Spring Break
Mar 29	Half Day (PD)/PK PM attends
Apr 4	No School - Election Day - 1/2 PD, 1/2 Workday
Apr 7	No School - Good Friday
Apr 21	No School - Eid al Fitr
Apr 26	Half Day (PD)/PK PM attends
May 22 - 26	Finals Week/Early Dismissal/Last Day of School
May 29	No School - Memorial Day

Start/Dismissal Times for Early Release
Tier 1: 7:15 am to 11:25 am
Tier 2: 8:00 am to 12:10 pm
Tier 3: 8:45 am to 12:55 pm
Mosaic: 9:10 am to 1:20pm

Inclement Weather Days: school will make up the day(s) after the end of the school year. The district does have the ability to implement AMI days if the inclement weather significantly hinders the school calendar implementation.

Legend:
- Student First & Last Day of School
- Student Half Day
- No School for Students - PreK-12
- No School/District Offices Closed
- Staff Professional Development
- Teacher Work Day or Teacher Half Work/Half PD Day
- Staff Half PD Day

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BOE Approved 12/16/2021

- Student schedules, attendance expectations, curriculum, and instructional minutes will be comparable to their in-person peers.
- Students will follow their resident district's testing dates and are required to participate in all testing with their resident district.

Getting Started

Prior to Day 1
- Attend the Meet the Teacher / Supply Pickup event and double check the supply list to ensure you have all materials ready for learning.
- Identify a quiet learning space where all materials can be organized and stored, ready to be used.
- Make sure your chromebook is charged and ready to go.
- Post the daily schedule provided by your teacher(s) in a space where the student and the adult learner can access it.
- If needed, set timer reminders for return-to-learn times.

Day-to-Day
- Start every day by checking your email or Canvas Inbox (per teacher).
- Look at any recent feedback given from your teacher.
- Check the calendar for due dates each day and upcoming events.
- Complete learning tasks as assigned.
- Contact your teacher with any questions.

Additional Support
- Office Hours: Teachers host office hours for general questions from 7:50-8:00 and 2:50-3:10.
- Intervention Time: Teachers may assign individual students or small groups to meet for additional instruction from 12:00-12:30. Students who would like additional assistance may join the teacher's Google Meet during this time, as well, for additional support.

Establishing a Home Routine

It's important to establish a consistent routine at home.

Here's an example of what a student's day may look like:

7:00: Wake up and get dressed

7:15: Eat breakfast

7:45: Check to make sure you have all materials for today's learning.

8:00: Log into your first class

9:30: Brief Break #1: Strike a yoga pose, stretch, or have a quick snuggle with your furry friend.

11:05: Independent study--start working on your assignments. If you have any questions, plan to join your teacher's intervention time at 12:00.

11:35: Break time! Eat lunch and make time for recess (play outside, take a walk, enjoy yoga)

12:00: Join intervention time as needed or as prescribed by your teacher.

2:05: Brief Break #2: Strike a yoga pose, stretch, or have a quick snuggle with a furry friend.

2:50: Check in with any teacher to ask a quick question.

3:10: Log off of classes for the day and organize your learning space for homework and for tomorrow's lessons. Be sure to make time for movement this afternoon.

After you've finished your homework, begin your home evening routine: play, eat dinner, watch TV--do what you normally do with your family after school.

Be sure to rest up tonight! Tomorrow is another day of learning.

Creating a Learning Space

We recommend that learners have a designated space where they can work each day. This space could include several essential items:

- Desk or table with a comfortable chair
- Space for workbooks, notebooks, paper
- Teacher-provided materials
- Writing utensils
- School supplies (scissors, crayons or markers, glue, etc.)
- Chromebook, charger, and headphones

Successful Learner Profile

Successful Learners?

Time Management

Students need to be able to manage their time. They should think through a study schedule, set aside time for homework, set alarms for class meetings, and plan long range assignments. It is important that students log on consistently and complete their coursework on time to avoid falling behind.

Self Motivation

Without the presence of an in-person teacher, students need to have the discipline to log in daily, complete assignments, and communicate with teachers.

Communication Skills

In an online setting, communication is key. Students need to have appropriate, timely communication with both their teachers and their classmates.

Technology Skills

In order to be successful in an online setting, students need basic technology skills and a willingness to learn new ones.

Self Advocacy

All courses are live with an assigned instructor. Students needing additional help should message their teacher. If a student is unsure of how to complete an assignment or needs additional instruction, they must advocate for help.

Student Support: Adult Learners

Establish a Routine

- Help your child create and maintain a routine.
- Monitor daily progress using the parent portal in SIS and the parent observer account in Canvas.
- Integrate daily and weekly check-ins with your child.

Support and Sustain

- Provide additional guidance and redirection (as needed)
- Encourage, motivate, and offer reassurance.
- Engage in frequent communication with your child's teachers

Assist with Content

- Reinforce the importance of doing well and participating regularly.
- Check for content mastery: quizzing, asking questions, etc.
- Encourage your student to have their camera on during live lessons and to actively participate in class activities.

Technical Support

- Make sure your student has a working device; contact MSDChromebookHelp@msdr9.org with any questions.
- Make sure your student knows how to join classes and navigate Canvas.

Technology Resources

[Chromebook Care](#)
[Chromebook Troubleshooting](#)
     *If you are having issues with your district Chromebook, please email
     msdchromebookhelp@msdr9.org.
[Google Meet Guide](#)
[Screencastify](#) (make sure you've added this extension to Chrome)
[Screencastify Tutorial](#)

Chromebook Procedures

Every student will be issued a Chromebook and a charger for educational purposes from their school district. Students should ensure that their Chromebook is safely stored and charging each night so they can connect with their class Google Meets each day.

Chromebooks must be **charged and ready for use each school day.**	**NEVER** store a Chromebook on the floor.	Chromebooks should **not be used next to liquids.**

Virtual Learning Expectations

1. **Keep your Chromebook charged** throughout the day.
2. **Be logged into your computer and present in your Google Meet by 8:00 am.** Just like in person school, new content will be delivered daily. It is critical that you are present in your Google Meets just as you would be present at school.
3. **Be actively engaged in class and submit your work on time.** Your teachers use your performance on learning activities to help them create the best instruction they can for you. **Active engagement includes having your camera turned ON and participation in the activities.**
4. **Follow all At Home expectations** throughout the school day.
5. **Ask for help when you need it.** If you are struggling, reach out to your teachers and counselors.

Digital Citizenship

Choose difficult passwords and **keep them private!**	**NEVER** take pictures of other people on the Meet.	Don't post, send, or forward **inappropriate content.**
Make sure you **cite all digital content you use in class!**	**If you see something inappropriate or dangerous, TELL AND ADULT.**	

Teamwork Makes the Dream Work

For your child to be successful, there are three crucial people who must work together: your child, your child's teachers, and you!

	Teacher	Student	Parent or Adult Learner
Instruction	Direct teaching in whole groups and small groups.	Attend meetings with teacher and complete assignments and tasks.	Ensure student attends designated meeting times for whole group and small group instruction.
Daily Schedule	Teacher will provide daily / weekly schedule.	Attend class meetings and work independently as needed.	Be available to help and redirect your child throughout the day.
Communication	Communicate with students via Canvas Inbox. Provide feedback on assignments. Make contact with parents via phone or email.	Check Inbox messages and class announcements. Read teacher feedback. Participate in class meetings.	Check student Inbox messages, announcements, and teacher feedback. Assist student in participating in class meetings.
Canvas / Google Meet	Host class meetings, small group and whole group instruction. Post announcements. Contact parents and students.	Log in each day to check announcements and attend classes. Complete and turn in assignments.	Check parent portal and observer account. Assist student with logging in. Ensure student attends regularly and completes assignments.

Enrollment Process

For a student to participate in At Home, the student must be enrolled in the Mehlville School District, one of the partnering school districts, or should be enrolled through the MOCAP program.

The resident district will be responsible for collecting all enrollment documents, including proof of residency, proof of guardianship, qualification for free and reduced lunch programs, and immunization information.

If your child is not a Mehlville School District resident and you would like more information about the At Home virtual program, please complete this form and someone from our team will contact you.

State Testing Requirements

All MOCAP (virtual education) students are required to participate in the MAP Grade Level Assessments (GLA) and End of Course (EOC) testing. MAP tests measure a students' progress toward mastery of the Missouri Learning Standards, which are the educational standards in Missouri.

- **GLA / MAP:** All students in grades three through eight in Missouri will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science.
- **EOC:** End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required for the courses of Algebra I, Biology, English II, and Government.
- **WIDA ACCESS** (MODESE English language proficiency assessment): "The ACCESS for ELLs® is a federally and state-required annual assessment and participation is a component of Every Student Succeeds Act(ESSA)accountability." DESE
- The local school is responsible for administering the assessments. Students are expected to participate in MAP testing according to the testing schedule of their local school. DESE

Standards Based Learning

All classes for grades K-8 will utilize Standards Based Learning.

Standards-based grading is a research-based system designed to inform student progress towards mastering specific learning standards. Standards-based grading identifies what students know and can do, as opposed to simply averaging grades over the course of the grading term, which can mask what a student has learned, or not learned, in a specific subject.

Teachers will use a 3 point scale:
- *A score of 3 (Meeting Expectations of the Standard): the student can independently and consistently demonstrate mastery of the standard.
- *A score of 2 (Approaching Expectations): the student is inconsistent or needs support to meet the standard.
- *A score of 1 (Beginning to Learn): the student shows limited evidence of understanding the standard and needs a lot of additional instruction/support.
- *A score of IE (Insufficient Evidence to determine mastery): the student has not completed enough work to demonstrate any level of mastery.
- *A blank box indicates that a standard has not yet been assessed in class.

Standards Based Learning is a process where teachers will work with students to determine their current level of understanding, provide specific feedback, teach students to set goals and reflect on their work and even redo many assignments to help students through their learning journey.

Performance Expectations & Monitoring

For our students to have the most successful virtual learning experience, students will be expected to

- Attend all class meetings
- Participate with their camera on and an appropriate background
- Maintain a charged, working, district-issued Chromebook
- Communicate with teachers and parents
- Demonstrate success to maintain their place in At Home

We want the best experience for our At Home students. For our teachers to have the most access to their students and to most effectively help them, they need to be able to monitor students' body language and their online work. Keeping their cameras on their faces and using the district-issued Chromebook allows for the use of GoGuardian, a program that facilitates 1:1 conversations between the teacher and student, and provides opportunities for the teacher to redirect the student.

Process for student and parent concerns:

1. All concerns and issues should first be directed to the student's teacher via phone or email.
2. If the concern is not resolved through the teacher, guardians are advised to contact Mrs. Christy Mathews, the Director of Virtual Learning at cmathews@msdr9.org or at 314-467-7845.
★ If you need assistance of a language interpreter, please contact Christy Mathews, Director of Virtual Learning, at 314-467-7845.

Academic Integrity

Using someone else's work and claiming it as your own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. At Home has a specific plagiarism policy and list of consequences. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- **1st offense:** Student will be allowed to redo assignment for full credit and a formal warning will be issued.
- **Subsequent offense:** Student will receive a zero for the assignment or have a grade reduction.

In addition to the consequences specified here, school officials will document violations in the student's discipline file pursuant to Board policy. For students participating in At Home from another district, Information will be shared with that district's leadership.

Technology Requirements

Any student enrolled in the Mehlville School District will be issued a Chromebook through the district. Students from a collaboration district will be issued a Chromebook through their sending district. The Chromebook must meet the technology requirements for online courses. The district will not provide internet access; this is the responsibility of the parents / guardians.

Chromebooks should be in proper working order, including a fully functional camera which should be turned on during class meetings.

Problems with your Chromebook?

Mehlville students needing Help Desk support should contact MSDChromebookHelp@msdr9.org with any questions related to their device.

Students enrolled through collaborating districts should contact their district's helpdesk for assistance.

Community Days and other Outings

At Home may sponsor optional outings for students and families that enhance the curriculum/learning activities. While attendance is not required, these are wonderful opportunities for our students and families to build positive relationships with peers and teachers. It is our hope that the teachers and parents will work together for a successful outcome. Parents are responsible for the transportation and supervision of their children at these events. Teachers will be present to facilitate but will not be supervising.

Outings could be scheduled in various locations throughout the St. Louis area. Every effort is made to maximize outing locations throughout the year.

At Home expects student dress and grooming to be neat, clean, and appropriate for school so that each students may share in promoting a positive, healthy, and safe atmosphere. Clothing should not disrupt the learning environment. No procedure will impose dress and grooming rules based on gender in violation of Title IX.

At Home parents, or guardians, and students are expected to conduct themselves appropriately at all optional outings. Parents and guardians are responsible for supervision of their children at all times.

Attendance and Reporting Absences

Be Present to Learn

Students learn best when they are present, prepared, and engaged with their teacher and the learning material. For students with excessive absences (10 or more) or other attendance concerns, virtual learning may not be the right academic environment for their best opportunities for success. At Home administration reserves the right to conference with parents regarding a new placement for the new semester or the new school year.

Reporting an Absence

If your student will be absent, please leave a message on our Attendance Line at 314-467-7810 email the classroom teacher(s) and Christy Mathews, the At Home administrator, at cmathews@msdr9.org.

Student absences should be reported on a daily basis as if you were in the regular school year. Documentation for excused absences such as doctor's visits must be submitted to and approved by At Home's administration (Mrs. Christy Mathews, cmathews@msdr9.org). Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc.

Excessively absent students, those who miss 10 or more days, will be at risk of being recommended not to continue in the At Home program.

Child Abuse Reporting & Hotline Access

What Should You Do When You Suspect Abuse or Neglect

Investigators need specific information to be able to respond to a complaint of abuse or neglect. Try to have the following information:

- The name of the child
- The name of the parent(s)
- The name of the alleged abuser
- Where the child can be located

You will also be asked:

- What are the worrying behaviors that you are calling about today?
- What happened to the child/children as a result of the worrying behaviors?
- What are you most worried about will happen to the child/children if nothing in the family changes?
- What actions have been taken other than making this call?
- Is there anything going on in or around that family that would make this situation more difficult to handle?
- What are the best aspects of the adult's care for the child/children?
- What needs to happen differently for you to be confident the children are safe enough?
- On a scale of 0-10 where 10 means the child is completely safe right now and 0 means that if no action is taken, the child could be seriously hurt or injured in the next 24 hours, where would you rate this family?

The Missouri Child Abuse and Neglect Hotline Unit utilizes Signs of Safety when screening calls. To learn more about Signs of Safety, please visit https://www.signsofsafety.net/.

Let's Stop Child Abuse – It's Okay to tell!

Please report child abuse or neglect! Contact the child abuse and neglect hotline at 1.800.392.3738 or use the Missouri Department of Social Services website.

This information is provided in accordance with Missouri Section 160.975 " All schools to post child abuse hotline number, signage, contents – rulemaking authority."

Course Participation and Completion

While we want all students to complete and be successful in their coursework, it is essential to define what course completion means:

- In grades 6-8 course completion means the student earned a grade in the course at the end of the semester. This grade could be a passing or failing grade.
- In grades, K-5 course completion means the student earned a complete in the course and not an incomplete or identified to repeat the course.

Students are expected to attend all live class sessions, whole group and small group. Additionally, students should use their district-issued Chromebook and have their cameras turned on during class. For those concerned with backgrounds, a background filter or blurring tool is perfectly acceptable.

It is the responsibility of the parent/student to follow-up on any missed work. Attending class sessions is equal to attending school. Students are expected to attend all sessions, unless notified by their teacher that their attendance is not required.

Course completion and grades will be reported to the student's resident district at the end of each month. Based on the student's course completion reported, your student's resident district may allow or not allow your student to continue.

Exceptional Learners: Special Education

At Home in partnership with Special School District will provide accommodations/modifications, adaptations, and assistive technology supports for students with disabilities according to the Individualized Education Plans (IEP). Students from partner districts will maintain their home-district case manager.

If you have questions regarding the implementation of IEP accommodations/modifications, curriculum or course adaptations, or assistive technology needs, please contact your child's case manager and teacher.

Exceptional Learners: English Language Learners

At Home will provide accommodations, adaptations, and assistive technology supports for students with English language (EL) needs according to individualized plans developed by students' resident school district.

If you have questions regarding the implementation of EL Plan accommodations, curriculum or course adaptations, or assistive technology needs, please contact your child's case manager or Mrs. Christy Mathews, Director of Virtual Learning. For those in our partner school districts, please contact your resident school district with any questions or needs for new supports.

Exceptional Learners: Section 504 and Health Plan Supports

At Home will provide accommodations, adaptations, and assistive technology supports for students according to their 504 Plan or Health Plan developed by students' resident school district.

If you have questions regarding the implementation of 504 Plan or Health Plan accommodations, curriculum or course adaptations, or assistive technology needs, please contact Mrs. Christy Mathews, Director of Virtual Learning. For those in our partner school districts, please contact your resident school district with any questions or needs for new supports.

Exceptional Learners: Gifted and Talented Students

It is the goal of At Home to provide a quality education and to ensure appropriate learning opportunities that will foster maximum mental, physical, and emotional development of each student. Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, showing an unusually high capacity for leadership, or excel in a particular academic field.

With guidance from the student's resident school district, At Home is able to provide extension activities, accommodations, adaptations, and assistive technology supports for students identified as gifted according to their Gifted Plan. The student's resident school district is responsible for the development of Gifted Plans, conducting evaluations, and providing services.

Please contact your resident school district for any questions or need for supports. If you have questions regarding the implementation of your student's Gifted Plan please contact PERSON.