

## MHS/Prep Virtual Learning Student Handbook

Welcome to Virtual Learning! This handbook will help you navigate the virtual learning classroom environment and protocols.

Engagement and participation is vital to the success of your student and their learning. We encourage all students and families to enter into this virtual learning with the same enthusiasm and commitment for learning as they would for an in-person learning experience.

The following are protocols and guidelines that are in place to ensure success and understanding for the virtual learning classroom.

### Student Attendance

- Students must log in to their class on time for the live instruction
- Participation points will be earned for attendance
- Failure to log in will result in no participation points for that day as well as being marked absent
- Failure to log in within the first 5 minutes of class will result in a reduced participation point value and/or marked absent

### Live Instructional Sessions Expectations

- Students should log in for live instructional sessions in a “ready to learn” posture and environment
- Parents and guests should not be participating in live sessions for confidentiality reasons
- Common Norms will be established for live sessions to maintain an appropriate and safe learning environment. Norms that follow the MHS school code of conduct will automatically be included. These will include, but are not limited to:
  - Appropriate attire while video is on
  - Use of inappropriate language is prohibited (cussing, swearing or belittling)
  - Student’s screen name **must** be real name

### Grading System

- Students will be graded utilizing a standard grading scale

100 - 97 = A+	96 - 93 = A	92 - 90 = A-
89 - 87 = B+	86 - 83 = B	82 - 80 = B-
79 - 77 = C+	76 - 73 = C	72 - 70 = C-
69 - 67 = D+	66 - 63 = D	62 - 60 = D-
Below 60 = E		
- Each core department has consistent grading criteria
- All grading will be maintained in MiStar/Student and Parent Portals  
Parent Portal: <https://mistar.oakland.k12.mi.us/madison/parentportal/>

### Edmentum Courseware

- Self paced online courseware that follows the curriculum alignment and standards of Michigan Common Core
- Courses post the following information (*teachers will be posting current and more accurate grades in MiStar*):
  - *Current grade*: grade based on assignments/assessments completed
  - *Course grade*: based on pacing of lessons/units in the entire course.

## Student Schedules - Live Instruction

### Student Full Day Schedule

8:30 - 9:15	1st hour class
9:15 - 9:30	<i>Break</i>
9:30 - 10:15	2nd hour class
10:15 - 10:30	<i>Break</i>
10:30 - 11:15	3rd hour class
11:15 - 11:45	<i>Lunch</i>
11:45 - 12:30	4th hour class
12:30 - 12:45	<i>Break</i>
12:45 - 1:30	5th hour class
1:30 - 1:45	<i>Break</i>
1:45 - 2:30	6th hour class
2:30 - 3:30	<b>Tuesday - Friday:</b> Student support, Exact Path learning, and counseling & social work meetings <b>Monday:</b> Professional Staff Meeting

### Student Half Day Schedule

8:30 - 9:00	1st hour class
9:00 - 9:05	<i>Break</i>
9:05 - 9:35	2nd hour class
9:35 - 9:40	<i>Break</i>
9:40 - 10:10	3rd hour class
10:10 - 10:15	<i>Break</i>
10:15 - 10:45	4th hour class
10:45 - 10:50	<i>Break</i>
10:50 - 11:20	5th hour class
11:20 - 11:25	<i>Break</i>
11:25 - 11:55	6th hour class

## Navigating MHS/Prep Virtual Platforms and Instructional Programs

Clever - <https://clever.com/in/mdps>

\*Sign in *ONCE* and Clever will store your usernames and passwords:

\*Edmentum - <http://login.edmentum.com/>

\*Google Suite - School-Issued email account

- Gmail - [www.gmail.com](http://www.gmail.com)
- Google Classroom - <https://classroom.google.com>
- Google Meet - <https://meet.google.com/>

\*MI Star Student Portal - <https://mistar.oakland.k12.mi.us/madison/studentportal/>

### Students enrolled in Oakland Schools Technical Campus Southeast Programs (OSTC-SE)

<https://www.ostconline.com/ostc-se>

Attend your daily scheduled AM or PM session for live virtual face-to-face learning:

#### **OSTC-SE Schedule (M/T/TR/F)**

8:15 – 9:00 Live Academic/Early College Instruction\*

**9:00 – 9:45 Live CTE Instruction (AM Session)**

9:45 – 10:45 Office Hours/Small Group Instruction

12:15 – 1:00 Live Academic/Early College Instruction\*

**1:00 – 1:45 Live CTE Instruction (PM Session)**

1:45 – 2:45 Office Hours/Small Group Instruction

(Wednesdays = asynchronous learning and student interventions)

OSTC Student Enrollmenttrack:

<https://oakland.enrollmenttrack.com/studentportal/#>

### Students enrolled at the Center for Advanced Studies and the Arts (CASA)

<https://www.casa-online.org/>

Live Virtual Instructional Schedule:

A Hour: 12:15-1:10 pm

B Hour: 1:15-2:10 pm

C Hour: 2:15-3:10 pm