



**FRASER VIRTUAL**

**2021-2022**

**Grades 7 – 12  
Procedures and Expectations**

## TABLE OF CONTENTS

<i>Introduction</i> .....	3
<i>Fraser Virtual Procedures and Expectations</i> .....	5
Attendance.....	5
Count Day.....	5
Teacher Communication.....	5
Schedule .....	5
RMS Seminar and FHS SMART Classes.....	5
Types of Learning in Fraser Virtual Learning Environment .....	6
Course Changes .....	6
Learner Environment Changes.....	6
Academic Integrity .....	6
Benchmark Assessments .....	6
State Testing .....	6
Technology .....	7
PowerSchool Parent Portal.....	7
Athletics.....	7
Clubs and Other Extra-Curricular Activities .....	8
Student Code of Conduct.....	8
Virtual Course Catalogs .....	8
<i>Richards Middle School Virtual Grading Information</i> .....	9
Richards Middle School Course Grading Scales .....	9
7th and 8th Grade Course of Study Requirements.....	10
<i>Fraser High School Virtual Grading Information</i> .....	11
Career and Technical Course Grading .....	11
Fraser High School Course Grading Scales .....	11
Fraser High School Graduation Requirements .....	12
<i>Appendix List</i> .....	13
Fraser K-12 Virtual Learning Expectations.....	14
Profile of a Successful Online Learner .....	15
At Home Learning: Student Tips.....	16
At Home Learning: Parent Tips .....	17

## Introduction

Fraser Public Schools has developed a curriculum that is comprehensive and challenging for our students. Student learning and student success are the focal point for instruction. Our staff continues to refine and improve the curriculum, teaching techniques and learning opportunities for our students.

We understand the need to be flexible and provide families options for learning in an environment that fits their needs. Fraser has two learning environments available for students enrolled in grades 7 – 12.

**Face-to-Face Learning Environment:** Students are enrolled in our traditional middle and high school programs. All courses are taken in person at Fraser High School or Richards Middle School. Our face-to-face program offers two types of classes:

*Face-to-Face Classes* – a learning environment where students receive instruction in a classroom setting directly from their teacher. Students are expected to be in attendance at Fraser High School for all scheduled class times.

*Hybrid Classes* – a blended learning environment where the student spends part of their time in the classroom learning directly from the teacher in the same manner as a face-to-face class and part of their time completing work online. Face-to-face and online days vary and are determined by the course and teacher.

**Virtual Learning Environment:** Students are enrolled in our fully virtual program. All courses are completed at home via an online setting. Fraser Public School teachers will provide course content and materials through Blackboard and content will be delivered with both synchronous and asynchronous learning opportunities. Learning will be robust and expectations will be identical to our face-to-face school model.

Making a decision which learning environment is best for your family can be difficult. This booklet outlines important procedures and expectations of our secondary virtual program to help students and parents make informed choices. It is important to note that students in our virtual learning environment will need a learning coach at home to help facilitate the direct instruction they receive from Fraser teachers. In addition, students should be self-motivated learners and commit to:

- Attend regularly scheduled class meetings throughout the day and on time.
- Actively participate in class meetings by responding to questions and providing feedback.
- Complete and submit assignments in a timely fashion.
- Maintain academic integrity when working on all course work.
- Be present with cameras on, unless noted by the classroom teacher.
- When requested, attend school in-person for extended learning opportunities, benchmark testing, or State testing (M-Step, PSAT, SAT).
- Understand final grades will be issued and will count towards GPA for all high school courses

The Counseling Department and school Administration is available to assist students and parents with the scheduling process. Appointments and/or phone calls may be made to discuss issues or concerns. Do not hesitate to contact if you need assistance.

**Richards Middle School Administration**

Administrator	
Mr. Huston Julian 439-7495	Principal
Mrs. Kris Robinson 439-7494	Assistant Principal

**Richards Middle School Counseling**

Counselor	Student last name:
Mr. Mike Ermanni 439-7465	A – K
Mrs. Lynn Zaglaniczny 439-7464	F – Z

**Fraser High School Administration**

Administrator	
Mr. Ryan Sines 439-7202	Principal
Mr. Brent Brasure 439-7221	CTE Director
Mrs. Helena Fisher 439-7240	Assistant Principal (Last Names: A – D)
Mr. Kyle Ray 439-7280	Assistant Principal (Last Names E – M)
Ms. Amy Jager 439-7270	Assistant Principal (Last Names N – Z)
Mr. Shane Redshaw 439-7252	Athletic Director

**Fraser High School Counseling**

Counselor	Student last name:
Mrs. Stacy Kalpin 439-7264	A – E
Mr. Eric J. Howell 439-7268	F – L
Mrs. Andrea Hammer 439-7265	M – R
Mrs. Marsela Dusaj 439-7266	S – Z

Building a sound educational program is not the single concern of the student, but also involves parents, counselors, and teachers. This booklet should be studied carefully and if there is anything that is not clear, be sure to get in touch with a counselor.

The material contained in this book is constantly subject to review. The faculty, administration and the Board of Education are always striving to keep the Fraser High School curriculum purposeful.

## Fraser Virtual Procedures and Expectations

### Attendance

All Fraser Virtual students are required to adhere to the attendance policy. Attendance is measured in three ways:

- Student is in attendance for virtual synchronous instruction with teacher
- Student is making progress and up to date with course assignments
- Student participates in weekly 2-way communication with assigned teachers

Failure to regularly attend classes will result in written documentation and notification to administration. If an extended absence becomes necessary, written communication with student's counselor and administrator is required. Continued absences will require Fraser to file truancy and possible removal from Fraser Virtual courses.

### Count Day

All Fraser Virtual students are expected to be in attendance for all virtual courses on count days. This year, Count Day occurs October 6, 2021 and again February 9, 2022.

### Teacher Communication

All Fraser Virtual students are required to maintain weekly 2-way communication with his/her teacher throughout the semester for all courses. Communication may be in person, via email, within a GoTo meeting, or by successful completion of course assignments. Exceptions are during school breaks. Failure to communicate with teachers will result in documentation to administration. Continued absences will require Fraser to file truancy.

### Schedule

Fraser Virtual students will follow Fraser Public Schools district calendar as well as the Richards Middle or Fraser High School Blue/Gold class schedule. Teachers will provide synchronous and asynchronous learning opportunities during scheduled class times. In addition, teachers will be available for additional help during scheduled class time.

#### **Middle School Class Times**

1 <sup>st</sup> Hour	8:05 - 9:00
2 <sup>nd</sup> Hour	9:04 - 9:58
3 <sup>rd</sup> Hour	10:02 - 10:56
4 <sup>th</sup> Hour OR Lunch & Seminar	11:00 - 11:55
5 <sup>th</sup> Hour OR Lunch & Seminar	11:59 - 12:54
6 <sup>th</sup> Hour	12:58 - 1:52
7 <sup>th</sup> Hour	1:56 - 2:50

#### **High School Class Times**

<u>Blue Day</u>		<u>Gold Day</u>	
Block 1	7:30- 8:58	Block 6	7:30- 8:58
Block 2	9:04 - 10:31	Block 7	9:04 - 10:31
Block 3 & Lunch	10:37 - 12:01	Block 8 & Lunch	10:37 - 12:01
Block 4/9	12:37 - 1:22	Block 4/9	12:37 - 1:22
Block 5/10 (SMART)	1:28 - 2:18	Block 5/10 (SMART)	1:28 - 2:18

### RMS Seminar and FHS SMART Classes

All Fraser Virtual Middle School students will have 25 minutes of Seminar daily. Students are expected to have 2-way communication during this time with their seminar teacher at least once per week.

All Fraser Virtual high school students will have a 50-minute SMART period daily. Students are expected to complete weekly goals during this time AND have 2-way communication with their teacher at least once per week.

## Types of Learning in Fraser Virtual Learning Environment

<b>Synchronous</b>	<b>Asynchronous</b>	<b>Unplugged</b>
<p>This type of learning is done with a teacher <b>online</b> (live) at a designated time:</p> <ul style="list-style-type: none"><li>• Live content mini-lessons</li><li>• Lesson follow up</li><li>• Assignment check-in</li><li>• Online discussions</li><li>• Teacher read-alouds</li><li>• Live reflections</li><li>• Digital games</li></ul>	<p>This type of learning can be done by students digitally at any time during the day without the teacher present:</p> <ul style="list-style-type: none"><li>• Teacher-recorded content mini-lessons</li><li>• Tasks assigned from a website</li><li>• Expert videos (view and respond)</li><li>• Recorded reflections</li></ul>	<p>This is time spent on activities that require little to no technology:</p> <ul style="list-style-type: none"><li>• Journals/Workbooks</li><li>• Writing pieces</li><li>• Performance tasks</li><li>• Nature/backyard exploration</li></ul>

### Course Changes

Any request to transfer from a class after the start of the semester must be submitted to the counselor in writing and may require a parent meeting with the principal. All course changes must be completed by September 17, 2021.

### Learner Environment Changes

Requests to switch between the virtual and face-to-face learning environments will be permitted at semester break only. All requests must be submitted in writing to the counselor by December 3, 2021.

### Academic Integrity

All Fraser Virtual students are expected to exhibit academic integrity in all aspects of their education. Academic integrity means making a sincere effort to learn, and avoid cheating, plagiarism, and other forms of academic dishonesty. Academic integrity violations will be a written referral to administration where the student code of conduct will be enforced.

### Benchmark Assessments

Teachers will conduct district academic and social emotional benchmark assessments on all students three times per year. These assessments will be completed in person. The data collected during our benchmark testing periods is used to guide instruction and ensure that teachers are able to meet the needs of all learners.

### State Testing

All students are required to take all appropriate grade-level state assessments. You must appear at the designated location, date, and time to take your state assessments.

- 7<sup>th</sup> Grade:
  - **MSTEP Math and English Language Arts** is *required* to assess student knowledge on state standards administered in the spring of 7<sup>th</sup> grade year

- 8<sup>th</sup> Grade:
  - **PSAT 8/9** is a *required* preliminary version of the SAT that test for college readiness and AP Potential administered in the spring of 8<sup>th</sup> grade year
  - **MSTEP Science and Social Studies** is a *required* to assess student knowledge on state standards administered in the spring of 8<sup>th</sup> grade year
- 9<sup>th</sup> Grade:
  - **PSAT 8/9** is *required* preliminary version of the SAT that test for college readiness and AP Potential administered in the spring of freshmen year
- 10<sup>th</sup> grade:
  - **PSAT 10** is *required* preliminary version of the SAT that test for college readiness and AP Potential administered in the spring of sophomore year
  - **PLAN** is an *optional* pre-ACT primarily for sophomores who want information on their skills, interests, and to develop plans for future goals.
- 11<sup>th</sup> grade:
  - **National Merit Scholarship Qualifying Test and Preliminary Scholastic Aptitude Test (PSAT/NMSQT)** is an *optional* preliminary SAT test that qualifies students for the National Merit Scholarship and is administered the Fall junior year
  - **SAT (Scholastic Aptitude Test)** is a *state mandated* test that qualifies students for college entrance and is administered the Spring of junior year
  - **Michigan Merit Exam (MME)** is a *state mandated* series of tests that include WorkKeys -a test for career ready skills and MSTEP- tests students proficiencies in Social Studies and Science; both are administered in the Spring of junior year
  - **ACT** is an *optional* test that students can take for college entrance during junior year or fall of senior year

### Technology

Any student using equipment (computer, iPad, internet, etc.) owned by Fraser Public Schools, agrees follow the [MacBook/ iPad student and parent agreement](#) . Students must contact the tech department if they are having technology issues. Any Fraser Public School property, including but not limited to laptops, iPads, and power cords must be returned to Fraser Public Schools within 5 days of the end of the school year or upon transferring out of Fraser Public Schools. Failure to return Fraser Public School property may result in legal action.

For all technology issues, families should submit a request for [Device and Instructional Support](#).

### PowerSchool Parent Portal

The Parent Portal application offers parents the opportunity to access real-time student information, such as grades, attendance, and class information. An Internet connection and email address is the only requirement to use this tool. All student information is delivered securely and can only be viewed by using the username and password information provided by your child's school. For assistance please contact Fraser High School: 439-7200 or Richards Middle School 439-7400.

### Athletics

Fraser Virtual students are permitted to participate in Athletics. Please contact the athletic department with any questions and to ensure eligibility. Check the [Fraser Athletics Webpage](#) for more information.

### **Clubs and Other Extra-Curricular Activities**

Fraser Virtual students are permitted to participate in after-school and other extra-curricular activities provided they meet eligibility requirements.

[List of Richards Middle School Clubs](#)

[List of Fraser High School Clubs:](#)

### **Student Code of Conduct**

All Fraser Virtual students must abide by the rules and procedures outlined in the Fraser Public Schools Student Code of Conduct and Acceptable Use Policy.

[Student Code of Conduct and Acceptable Use Policy](#)

### **Virtual Course Catalogs**

Availability of virtual courses at Richards Middle School and Fraser High School may be limited. Student schedules will be driven by course requests.

[Richards Middle School Virtual Course Catalog](#)

[Fraser High School Virtual Course Catalog](#)



## Richards Middle School Virtual Grading Information

Richards Middle School remote learning period will follow the same grading procedures as our traditional face-to-face program. Students are expected to follow all course procedures and assignment deadlines. All grades will count towards quarter and semester grades.

### Richards Middle School Course Grading Scales

Final course grades are determined based on the below grade scales:

#### **RMS Course Grading Scale**

Grade	Percentage
A	94 - 100
A-	90 - 93
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	< 60

## 7th and 8th Grade Course of Study Requirements

There are seven periods in a school day at Richards Middle School that consist of both academic and exploratory classes. Four periods will consist of the core academic classes, one period is Seminar and lunch, and two periods are exploratory and other required classes \*.

### Academic Classes

Math \*  
Language Arts \*  
Science \*  
Social Studies \*

All 7<sup>th</sup> grade students must take our Quest course **(20 weeks)** \*

### Exploratory Classes

Physical Education **(20 weeks)\***  
Life Skills **(10 or 20 weeks)**  
Computer Literacy **(10 or 20 weeks)\***  
Art **(10 or 20 weeks)**  
Applied Technology **(10 or 20 weeks)**  
Band **(20 or 40 weeks)**  
Choir **(20 or 40 weeks)**

7<sup>th</sup> Grade Band and full-year Choir students will take Band or Choir (40 weeks), Quest (20 weeks), and a choice of 20 weeks of either: Physical Education or Computer (10 weeks) plus one other 10 week elective.

7<sup>th</sup> Grade Non-Music Students will be scheduled into all the exploratory classes except Band and Choir. They will have an option of taking Choir (20 weeks) instead of two 10-week electives.

## Fraser High School Virtual Grading Information

Fraser Virtual will follow the same grading procedures as our traditional face-to-face program. Students are expected to follow all course procedures and assignment deadlines. All grades will count towards graduation progress, GPA, and class rank.

### Career and Technical Course Grading

As of the 2019-2020 school year, Fraser High School and Fraser Virtual will use a different grading scale for all CTE courses. This includes any courses taken in the business, culinary, family & consumer science, health sciences and patient services, and industrial technology. This scale is due to State and National requirements for CTE programs. This policy is based on the four levels of rigor that students can demonstrate when receiving Career & Technical Education, per the program's Gap Analysis.

In order to get credit for CTE classes at FHS, students must pass with at least a 70%.

Failure to earn at least 70% results in a failing grade AND the student will not be able to continue with subsequent classes in the program.

Students who receive an FC in a CTE program are not eligible to move on into subsequent classes in the program.

### Fraser High School Course Grading Scales

Final course grades are determined based on the below grade scales:

Non - CTE Courses		CTE Courses		SMART	
Grade	Percentage	Grade	Percentage	Grade	Percentage
A	94 - 100	A	90 - 100	A	85 - 100
A-	90 - 93	B	80 - 89	B	80 - 85
B+	87 - 89	C	70 - 79	C	75 - 80
B	83 - 86	F	< 70	F	< 75
B-	80 - 82				
C+	77 - 79				
C	73 - 76				
C-	70 - 72				
D+	67 - 69				
D	63 - 66				
D-	60 - 62				
F	< 60				

## Fraser High School Graduation Requirements

8 Semesters of Attendance

AND 27.5 Credits

Fraser Virtual requires 27.5 credits for graduation. Below lists the mandatory courses for graduation.

COURSE	CREDITS
English	4
Algebra 1	1
Algebra 2	1
Geometry	1
Math or Math Related Course (1 credit of Math must be taken in the 12 <sup>th</sup> Year)	1
Biology	1
Chemistry I	½
Environmental I*	½
Physics I	½
Level II Science (Chemistry, Environmental, or Physics)	½
Government	½
Economics	½
American History	1
World History	1
Physical Education	1
Health	½
Fine Arts**	1
Career & Technical Education** *	1
World Language (K-12) ****	2
SMART*****	
Online Experience	

**NOTE:** One credit courses are full year courses. The student must sign up for both semesters to receive a full year of credit.

\*Environmental Science I - Successful completion of AP Biology A and B, College Chemistry A and B, or Accelerated Chemistry A and B and Accelerated Physics A and B fulfills the Environmental Science I requirement.

\*\*Fine Arts credit is earned through successful course work in the areas of World Languages, Art, Humanities, Stagecraft, Vocal and Instrumental Music.

\*\*\*Career and Technical Education credit is earned through successful course work in the areas of Business Tech, Health Sciences and Patient Services, Family and Consumer Sciences, Industrial Tech, and Career Prep Center courses.

\*\*\*\*A pupil may partially or fully fulfill 1 credit of this requirement by completing a department-approved formal career and technical education program or curriculum or by completing a visual or performing arts course.

\*\*\*\*\*SMART Hour is required every semester unless you are in a school approved activity that conflicts with this time.

## **Appendix List**

Appendix A – Fraser K-12 Virtual Learning Expectations

Appendix B – Profile of a Successful Online Learner

Appendix C – At Home Learning: Student Tips

Appendix D – At Home Learning Parent Tips



## K-12 Virtual Learning Expectations

### Fraser Public School Virtual Student Expectations:

- Attend regularly scheduled class meetings throughout the day and on time.
- Actively participate in class meetings by responding to questions and providing feedback.
- Complete and submit assignments in a timely fashion.
- Be present with their cameras on, unless noted by the classroom teacher.
- When requested, attend school in-person for extended learning opportunities, benchmark testing, or State testing (M-STEP, PSAT, SAT).
- When using equipment (computer, iPad, internet, etc.) owned by Fraser Public Schools, agree to follow the [MacBook/ iPad Student and Parent Agreement](#).
- Adhere to policies and procedures outlined in the [FPS Student Code of Conduct and Acceptable Use Policy](#).

### Supports to ensure success with Virtual Learning:

1. Classroom teacher will discuss/review expectations with the virtual student.
2. Documented parent contact from the classroom teacher to review virtual expectations.
3. The building principal or their designee will reach out to address further concerns followed by written communication.
4. Mandatory parent/student meeting with the building administrator or their designee to revisit requirements.
5. Possible transfer out of the Virtual Learning Program and into the Face to Face Program at a predetermined time (end of semester, etc.) at the sole discretion of district and building leadership.
6. Parent/Guardian may submit a letter of appeal to the Director of Elementary or Secondary Curriculum within 7 days of the notification of removal from the Virtual Learning Program.

\*\*\* Please note that the above protocols are not necessarily sequential and violations of the [Fraser Student Code of Conduct](#) may result in immediate removal from the virtual program\*\*\*\*

## Profile of a Successful Online Learner

Instructors with years of online teaching experience agree that students who have successful, satisfying experiences learning online share several critical characteristics.

Review these characteristics and answer these questions for and with potential online learners.

- **Good Time Management:** Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?
- **Effective Communication:** Can the student ask for help, make contact with other students and the instructor online, and describe any problems she/he has with learning materials using email, text messaging and/or the telephone?
- **Independent Study Habits:** Can the student study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule?
- **Self-Motivation:** Does the student have a strong desire to learn skills, acquire knowledge, and fulfill assignments in online courses because of an educational goal? Can she/he maintain focus on that goal?
- **Academic Readiness:** Does the student have the basic reading, writing, math and computer literacy skills to succeed in the class?
- **Technology Prepared:** Does the student know how to open, create and/or save a document; use various technology tools (e.g., dictionary, thesaurus, grammar checker, calculator); and identify various file formats (e.g., doc, xls, pdf, jpg)? (from Michigan Educational Technology Standards for Students 2009).

Adapted from: [State of Michigan Mentor Teacher Log](#)

## At Home Learning: Student Tips

- \* Set a wake-up time each day
- \* Eat healthy meals and snacks
- \* Include physical exercise each day
- \* Set academic times for schoolwork
- \* Include rest and quiet time
- \* Make time for friends and family
- \* Set a healthy bedtime

## At Home Learning: Daily Student Routine

### 1 - Identify a place to study

- Avoid TV, phones, and other conversations
- Find a comfortable place to sit upright and organize your materials
- Let other people around you know its your study time



### 2 - Set a school work schedule. *What will your day look like?*

- Think about your day. When is the best time for school work?
  - Consider other responsibilities you have: babysitting, work, chores, etc.
  - Consider your free time and plan that in, too
  - Plan your day. Decide when you will do homework. Commit to that time.
- Take breaks as needed



### 3 - Determine your tasks for the day

- Log into Blackboard each day
- For each class, determine what your tasks/assignments are for that day
- Work on one class at a time to complete the task/assignments that have been posted for the week












### 4 - Complete the tasks

- Remember to turn your task/assignment in to your teacher
- Need assistance?
  - Reach out to fellow classmates
  - Join your teacher's scheduled GoTo Meeting
  - Reach out to your teacher via email. Remember, your teacher is not 'on call'. Be patient waiting for a response.



## At Home Learning: Parent Tips

	<b>Set up a learner-friendly area</b> Make sure your child has a well-lit place to complete homework. Keep supplies within reach.
	<b>Schedule a regular study time</b> Set a time of day for school work. Some kids work best in the morning while others may prefer the afternoon. Set a time that works for your family.
	<b>Help them make a plan</b> Encourage your child to break up the work into manageable chunks and take breaks as necessary. Create a work schedule for the day.
	<b>Keep distractions to a minimum</b> Reduce or eliminate TV, loud music, or phone calls.
	<b>Make sure kids do their own work</b> Children will learn when they think for themselves. Parents can make suggestions and help with directions.
	<b>Be a motivator and monitor</b> Ask about their school work. Give encouragement, check completed homework, and make yourself available for questions and concerns.
	<b>Set a good example</b> Does your child ever see you diligently working on something or reading a book? Be a good role model.
	<b>Praise their work and efforts</b> Praise their efforts in learning at home.
	<b>Get help when needed</b> Encourage your child to reach out to friends in their class with questions. Contact the teacher when needed.

Adapted from: <https://kidshealth.org/en/parents/homework.html>