



Murphey Middle School

“Home of the Mavericks”

“Where students are educated and empowered to become globally competitive life long learners”

Online Academy Parent & Student Handbook 2020-2021

Online Academy Support
Monday – Friday by appointment only
Please Call the Support Hotline
(706) 737-7350

Murphey Middle School
<http://murphey.rcboe.org/>

Username: _____

Password: _____

Greetings Murphey Middle School Families,

Welcome to a new school year and new experiences! Each of you have chosen for your students to receive instruction virtually via the Online Academy (AM or PM). The Online Academy is a program and is subject to the rules and regulations of the Georgia Department of Education and the Richmond County School System. The Online Academy will follow the Richmond County School System's calendar. (Begin and End dates, test dates, and holidays) Virtual learning is defined as a system for teaching and learning using the internet and special software. This method of learning involves a range of methods and strategies that are designed to provide instruction that is standards based, rigorous and engaging.

Teachers will connect with your students on a weekly basis both synchronously and asynchronously to focus on instruction, and opportunities for intervention and acceleration. **Synchronous** learning allows the teacher(s) and students to gather in real time using a virtual online meeting tool such as Microsoft Teams in order to engage, review, and discuss material and assignments. **Asynchronous** learning allows students to learn the same material at different times and locations. This includes online learning in which students learn from instruction such as prerecorded video lessons or game-based learning tasks that students complete on their own (without the teacher) that is not being delivered in person or in real time.

This handbook is designed to provide you with information and resources that will guide our partnership as your students receive instruction virtually. This is the beginning of a new educational journey for us all. As such there may be some adjustments that may need to be made in the coming weeks. We appreciate your patience, support and grace as we move forward together. Welcome to Online Learning Murphey Family!



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1921 Eagles Way, Augusta. GA 30901

Phone: 706-737-7350 Fax: 706-737-7353

School Staff Hours:

Monday - Friday 8:15am – 4:15pm

Administration

Principal: Dr. Justin Durham, durhaju@boe.richmond.k12.ga.us

Assistant Principal: Ms. Pamela Forston, forstpa@boe.richmond.k12.ga.us

Assistant Principal: Mr. Carl Prescott prescca@boe.richmond.k12.ga.us

Support Services

School Counselors: Mrs. Ebonni Beharry, behareb@boe.richmond.k12.ga.us

Mrs. Inga Coleman, colemi@boe.richmond.k12.ga.us

Registrar: Mrs. Donna Dingle, dingldo@boe.richmond.k12.ga.us



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Murphey Middle School Faculty

Teacher	Subject	Email Address
Allen, Ilyia	Language Arts	allenil@boe.richmond.k12.ga.us
Augustine III, Walter	Mathematics	auguswa@boe.richmond.k12.ga.us
Bennett, Tavius	Language Arts	beneta@boe.richmond.k12.ga.us
Benning, Jasmine	Language Arts	bennija@boe.richmond.k12.ga.us
Carter, Summer	Language Arts	cartesu@boe.richmond.k12.ga.us
Casanova, Maacah	Mathematics	casanma@boe.richmond.k12.ga.us
Clover, Derek	Mathematics	clovede@boe.richmond.k12.ga.us
Connolly, Chris	Orchestra	connoch@boe.richmond.k12.ga.us
Dean, Chelsea	Language Arts	Deanch1@boe.richmond.k12.ga.us
Edwards, Karen	Science	edwarka@boe.richmond.k12.ga.us
Foster, Venesa	Social Studies	fosteve@boe.richmond.k12.ga.us
Frost, Mecca	Physical Education	frostme@boe.richmond.k12.ga.us
Fuller, E'lexis	Science	fulleel@boe.richmond.k12.ga.us
Green, Dosha	Language Arts	greedo@boe.richmond.k12.ga.us
Harris, Natasha	Science	harrina@boe.richmond.k12.ga.us
Harris, Sunja	Spanish	harrisu@boe.richmond.k12.ga.us
Hill, Ashley	Science	hillas@boe.richmond.k12.ga.us
Hill, Ronessa,	Art	hillro@boe.richmond.k12.ga.us
Horan, Donna	Mathematics	horanDa@richmond.k12.ga.us
Jenkins, Andrew	Science	jenkian@boe.richmond.k12.ga.us
Law, Charone	Language Arts	lawch@boe.richmond.k12.ga.us
Millier, Tonia	Language Arts	milleto@boe.richmond.k12.ga.us
Moore, Katricka	Mathematics	mooreka2@boe.richmond.k12.ga.us
Morris, Donna	Mathematics	morrido@boe.richmond.k12.ga.us
Nobles, Jeanette	ELA/Science	noblele@boe.richmond.k12.ga.us
Perez, Dimaris	ESOL	perezdi@boe.richmond.k12.ga.us
Reddick, Connell	Health	reddico@boe.richmond.k12.ga.us
Roselli, Sonelda	All	roselso@boe.richmond.k12.ga.us
Scott, Delois	Science	scottde1@boe.richmond.k12.ga.us
Smalls, Carolyn	Mathematics	smallca@boe.richmond.k12.ga.us
Sowell, Antonia	Science	sowelan@boe.richmond.k12.ga.us

Tillman, Kenyatta	Mathematics	tillmke@boe.richmond.k12.ga.us
Utley, Shaniquia	Mathematics	utleysh@boe.richmond.k12.ga.us
Warren, Chronnia	Social Studies	warrech@boe.richmond.k12.ga.us
Williams, Ava	Mathematics	williav@boe.richmond.k12.ga.us
Williams, Fred	Mathematics	willifr2@boe.richmond.k12.ga.us
Williams, James	Mathematics	willija4@boe.richmond.k12.ga.us
Williams, Sherlonda	Mathematics	willish@boe.richmond.k12.ga.us
Williams, Sonja	Language Arts	williso@boe.richmond.k12.ga.us
Wilson-White Katrina	Social Studies	rodgeka@boe.richmond.k12.ga.us
Wyatt, Delores	Language Arts	wyattde@boe.richmond.k12.ga.us





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Murphey Middle School Online Academy Schedule (AM Students)

Period	Time	Synchronous Instruction	Asynchronous Instruction
First	9:00-9:50	Monday - Thursday	
Second	10:00-10:50	Monday - Thursday	
Third	11:00-11:50	Edgenuity or Tutoring	Edgenuity or Tutoring
Fourth	12:00-1:00	Lunch	Lunch
Fifth	1:00-1:50		Monday - Thursday
Sixth	2:00-2:50		Monday - Thursday

Murphey Middle School Online Academy Schedule (PM Students)

Period	Time	Synchronous Instruction	Asynchronous Instruction
First	9:00-9:50		Monday - Thursday
Second	10:00-10:50		Monday - Thursday
Third	11:00-11:50	Edgenuity or Tutoring	Edgenuity or Tutoring
Fourth	12:00-1:00	Lunch	Lunch
Fifth	1:00-1:50	Monday - Thursday	
Sixth	2:00-2:50	Monday - Thursday	

COVID-19 Virtual Considerations

- Online offerings will be limited to courses required for promotion; connections courses will be optional and offered via Edgenuity and available asynchronously.
- Specialty programs provided in F2F may not be available in the COVID-19 online instructional offerings.



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Murphey Middle School Online Academy Attendance Policy

The Online Academy is designed and intended to be an at home virtual learning environment. Instruction is computer based, therefore, students can work anywhere there is an internet connection. The Online Academy program requires that students work in their online courses every day. Student progress will be monitored closely. **Murphey Middle School Online Academy students (AM and PM) must meet attendance requirements.** Murphey Online Academy teachers will track absentees every day. While students may not be responsible for daily classroom participation as in a traditional classroom setting, there is still an important need to participate on a daily basis. Your student’s learning and the success of other students depend upon your student’s participation. Be aware of the guidelines and expectations set forth by your student’s Online Academy teacher at the beginning of each class. Extended absence from an online class (AM or PM), failure to hand in assignments, post to discussion boards, communicate with teachers, etc. will quickly cause problems with your student’s grades.

State Guidance

- Students are considered to be in attendance when participating in active instruction and/or educational services from a school or district. This active instruction may occur in person or through virtual/distance/remote learning.
- Virtual student attendance will be recorded 2 ways:
 1. Synchronous Instruction – Teachers will document attendance by student being present for synchronous class.
 2. Asynchronous Instruction – Teachers will document attendance by logging into Canvas.

Enrolled Student Absence Protocol

1. On the **4th day** of school investigate the “No Show” students by calling parents and/or emergency contacts for each student who has not reported to school or logged into the Canvas platform.
2. On the **7th day** of school an “Enrollment No Show” Report is generated and a Social Worker referral completed for students who were not able to be contacted.
3. On the **11th day** of school the administration and Social Worker will collaborate to determine if a DFCS referral is needed.





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Student Expectations

To be successful in your classes, you will need to work independently, stay on task, and maintain a regular schedule of logging on and keeping up with the readings, course assignments, homework, discussions, and other expectations. There is no way to ‘sit in the back’ and be silent in an online course! So, stay engaged and good luck. Be sure to stay in contact with both your online and Murphey teachers and reach out to them as soon as you run into any problems. Here is a summary of your responsibilities in an online class:

Daily

- Log in with your correct username and password
- Check your email
- Check class announcements
- Check discussion groups for student and teacher postings
- Access your course content and assignments
- Begin working where you left off in the previous class session
- Make sure you do your own work!
- Use a notebook to take notes for assignments as well as make note of problems with the online class
- Anticipate when you will have a quiz or test and allow yourself enough time to complete it without running the risk of submitting incomplete work. If time allows check your answers before you submit your work.
- Don't forget to log off

Weekly

- Stay in contact with your online teacher
- Check your class grade book to see how you are progressing in your classes
- Discuss any questions that come up with your online teachers and/or administrators
- Email your teachers about any problems you encounter with your classes. Be constructive with any criticism

Grading Policy

Teachers issue student grades based on a professional assessment of demonstrated mastery of course content, satisfactory application of required skills, and effective course participation. The teacher provides a course syllabus for each semester with grading policies and guidelines.

Parents and students are able to review grades and student progress at all times using the Infinite Campus Portal. Determination of the letter grade for any Murphey Middle School Online Academy class will take into account all course work (including online assignments and offline assignments, as applicable) and will be calculated according to the formula included in the teacher's course syllabus.

Final letter grades for classes are established by the following percentages:

A 100-90

B 89-80

C 79-75

D 74-70

F 69-0



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Student Conduct

The goal of our educational program is to provide a school climate and atmosphere that encourages and provides for academic achievement, independence, responsibility, and physical and emotional well-being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place. All students enrolled in the Murphey Middle School Online Academy are subject to the rules and restrictions implemented by the Richmond County School System’s Code of Conduct policies.

Academic Honesty

The Richmond County School System expects a full commitment to academic integrity from each student. The Murphey Middle School Online Academy promotes three basic principles: respect, responsibility and integrity. Each student is expected to demonstrate these principles in his/her academic work. Academic misconduct is a denial of these three principles in that it is evidence of lack of respect for self and others, lack of individual responsibility, and lack of personal integrity.

Academic Integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be in accordance with your teacher
- You will not practice plagiarism of any form
Plagiarism is defined as copying or using ideas or words from another online classmate, an internet or print source or face to face classmate and presenting them as your own

- If an instructor confirms that a student has plagiarized work, the student will be subject to consequences determined by the Richmond County School System Code of Conduct.

Maverick Netiquette

A high sense of personal honor and integrity is expected for students taking online courses. All students and teachers participating in online courses are expected to conduct their communications in a professional, respectful manner as outlined in the Richmond County School System Student Code of Conduct. The use of proper Internet etiquette is expected at all times. Inappropriate language or behavior will result in disciplinary action and possible termination of your enrollment.

Procedures outlined in the local school district's Acceptable Use Policy will apply to all online courses. Remember that email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.





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Special Education

Special Education Services are available to students identified with a disability and appropriate IEP (Individualized Education Program). Murphey Middle School utilizes a full inclusion model to provide specialized services. Services will be in accordance with the student’s IEP and may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing.

504 Students

504 services are available to students with Individual Assistance Plans. To receive other related services, a student may contact their designated support personnel.

School Communications

It is the goal of the Murphey Middle School Online Academy to foster a sense of connection for our families during this unprecedented school year. In an effort to help families connect to their child’s learning, you will receive information about your child’s progress and important announcements through the CANVAS learning platform as well as via email.

Extra-Curricular Activities

Since the Murphey Middle School Online Academy is an extension of the local school, students are allowed to participate in all clubs and athletics offered at the local schools. Students who wish to participate in clubs and athletics must contact the school. The Online Academy will have frequent announcements to pass on information to students for all extracurricular activities.

Technology Support

If you encounter any issues with school issued equipment such as laptops and Wi-Fi hotspots, please contact your teacher to report your problem. The teacher will create a work order ticket and provide information on how to proceed.