



MMC Operational Plan 2020-2021

Mission Statement

The mission of Midlands Middle College is to prepare 11th and 12th grade high school students for a successful work and educational future through the integration of high school, technical college, and the world of work by providing targeted students with a rigorous and relevant academic program.

Operational Priorities for 2020-2021

1. Provide students and parents with a choice of multiple, high-quality learning models.
2. Maintain a healthy, safe and supportive environment for all students and staff.
3. Maintain consistent and stable routines throughout each learning period.
4. Maintain consistently high academic expectations across all learning models.
5. Communicate clearly with all stakeholders so that expectations are understood.

Learning Models

Students and parents have the option of three learning models and may choose the one that best fits the student's individual and family needs. Dividing students into these models will reduce the number who are present on campus at any time and will keep in-person class sizes to a maximum of 10 students, allowing for social distancing to be maintained.

Option 1: Hybrid Model

The hybrid (A/B) model will allow students to receive face-to-face instruction two days a week (Monday/Wednesday or Tuesday/Thursday) and virtual instruction on the alternating days. Fridays will consist of Personalized Learning Time (PLT), virtual learning, and support. This model mirrors a typical college schedule and is consistent with our school's mission to prepare students for higher education.

Option 2: Fully Virtual Model

The fully virtual model will utilize the VirtualSC program with additional support from the MMC staff. Any required course not available through VirtualSC will be provided through a curriculum developed by MMC teachers. Students participating in the fully virtual model will check in at least weekly with MMC staff to monitor progress and provide support.

Option 3: Fully In-Person Model

In order to reduce the number of students on campus and maintain social distancing, students and parents are encouraged to choose either the hybrid or fully virtual model. However, any student with unique circumstances who needs to attend in person five days a week will be provided with a personalized schedule allowing that option.

Midlands Middle College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle the nondiscrimination policies. For questions pertaining to Section 504 and Title IX contact Midlands Middle College at 1260 Lexington Drive, West Columbia, SC 29170, 803-822-7043.

Model Transitions

To maintain consistent and stable routines, students are expected to stay in the model they choose for at least the first semester. The overall plan will be reviewed near the end of the first semester to determine possible continuation of these models through the remainder of the year. Students may select a different available choice for the second semester.

MMC is committed to maintaining the in-person aspect of the hybrid model as much as possible. If a state or local order requires school closure, students in this model will transition to “hybrid-at-home”. The same weekly schedule will be maintained, with in-person classes being held via Google Meet at the designated times. This will allow for smooth transitions if there are multiple instances of closing and reopening. MMC will follow the guidelines set forth by Midlands Technical College and the State Department of Education for returning to in person instruction upon the ending of a school closure. All social distancing and health guidelines will be followed to ensure the safety of students and staff.

School Calendar

MMC has evaluated its school calendar and revised the fall 2020 start date to August 24. The end date remains June 4. Additional changes will be made only if necessary and will be posted at MidlandsMiddleCollege.com/Calendar.

Schedules

Hybrid Model Schedule (Weekly)	
Group A	Group B
Monday - Face to Face	Monday - Virtual Learning
Tuesday - Virtual Learning	Tuesday - Face to Face
Wednesday - Face to Face	Wednesday - Virtual Learning
Thursday - Virtual Learning	Thursday - Face to Face
Friday - Virtual/Personalized Learning	Friday - Virtual/Personalized Learning

Hybrid Model Schedule (Daily)				
Monday (Group A)	Tuesday (Group B)	Wednesday (Group A)	Thursday (Group B)	Friday
9:30 - 11:00 Teacher Planning & Professional Development				Personalized Learning Time Virtual Office Hours & Support Collaborative & Individual Planning Professional Development
Block 1 11:00-12:20	Block 1 11:00-12:20	Block 1 11:00-12:20	Block 1 11:00-12:20	
Block 2 12:25-1:45	Block 2 12:25-1:45	Block 2 12:25-1:45	Block 2 12:25-1:45	
Lunch 1:45-2:15	Lunch 1:45-2:15	Lunch 1:45-2:15	Lunch 1:45-2:15	
Block 3 2:15-3:35	Block 3 2:15-3:35	Block 3 2:15-3:35	Block 3 2:15-3:35	
3:35 - 5:00 Teacher Planning & Professional Development				

Fully online and fully in-person model scheduling will vary by student and courses taken. MMC staff will collaborate with each student to develop an individual schedule that meets the student’s needs.

Health and Safety

MMC takes seriously the health and safety of its students and staff. This operational plan was developed to meet guidelines set forth by the South Carolina Department of Education for all public high schools as well as by Midlands Technical College for our campus. The following guidelines will be adhered to:



Guidance regarding school health and safety is being updated continuously. Students and parents are encouraged to check the following sites for the latest information:

<https://www.scdhec.gov/schools-childcare-centers-covid-19>

<https://www.midlandstech.edu/student-information>

<http://dedicationtoeducation.com/parents-students>

Student Responsibilities

Students are responsible for fully participating in their education and learning, regardless of the model chosen. Students are expected to:

- Attend in-person and/or virtual class meetings.
- Participate in all assignments and activities.
- Submit assignments in the time allotted.
- Communicate directly with the teacher when having difficulties with course content or assignments. This may be done in person or via email, Google Meet, or phone call.
- Respond to teacher emails in a timely manner.
- Answer phone calls from teachers. Voicemail should be checked and calls returned as needed.
- Use school-appropriate language and behavior in both in-person and virtual school settings. All guidelines in the Student Handbook should be followed.
- Adhere to all health and safety requirements.

Staff Responsibilities

MMC staff are responsible for providing high-quality educational opportunities for students in all learning models. Staff are expected to:

- Utilize Google Classroom to post all assignments and instructional materials; including external websites or programs.
- Communicate frequently with students via Google Classroom, Google Meet, in person, or by phone.
- Respond to student questions or requests for assistance in a timely manner.
- Respond to parent phone calls and emails in a timely manner.
- Post grades for assignments weekly.
- Adhere to all health and safety requirements.

Parent/Guardian Responsibilities

Parents and guardians are responsible for collaborating with school staff to ensure the student's success.

Parents/guardians are expected to:

- Encourage daily attendance and lesson completion.
- Provide a conducive space at home for E-Learning assignments.
- Check PowerSchool frequently to monitor student grades and attendance.
- Respond to staff calls and emails regarding student progress.
- Participate in scheduled conferences to support student learning.

Attendance

MMC has established attendance procedures which reflect a blend of both high school and college-level expectations. Students are expected to demonstrate responsibility with their hours and are offered flexibility when appropriate.

For students choosing the hybrid model, attendance will be taken for all in-person class sessions. In the event of school closure and implementation of the hybrid-at-home model, attendance will be taken for each scheduled virtual class session. If absent, a student must present a written excuse signed by a parent/guardian, physician or other appropriate person within three days after returning to school. The excuse must include: the date the excuse is written, the date of the absence, reason for the absence, and the required signature. If a student fails to provide a proper excuse, the absence may be recorded as unexcused.

For students choosing the fully virtual model, attendance will be determined by completion and submission of weekly assignments. During the required weekly check-ins, MMC staff will work with each student to establish assignment completion rates that will keep the student on track to finish each course and thus be counted "present".

For all learning models, MMC staff will closely monitor student attendance and will intervene when a student's attendance becomes problematic. Attendance at school is instrumental in determining academic and personal success. While it is very important for students to be present in the classroom everyday, the health, welfare, and safety of our students and staff are vital. If a student is experiencing symptoms of or has been exposed to COVID-19, they are asked to not come to school. If a student or family member has been exposed or tested positive for COVID-19, school administration should be notified immediately. Communication is key to maintain a healthy and safe school.

Personalized Learning Time

Personalized Learning Time (PLT) is an opportunity for students to work in small groups or one-on-one with their teachers for additional instruction or to complete assignments. Students in need of additional support or needing to make up unexcused absences or time for tardies should attend. Students attending PLT will benefit from participating in coaching conversations with their Advisor in developing a plan for the most efficient way to spend their time.

Teacher Absences

Teachers will develop and submit a set of emergency plans to be used in the event a teacher becomes too ill to work. MMC utilizes other members of the team to act as substitutes in the event of a teacher absence. Teachers will be asked to work remotely to the extent possible given their individual reason for the absence.

Grading

MMC will follow the grading policy found in the Student Handbook to include assignment completion, quality of the work submitted, and demonstrating set levels of mastery. MMC will issue any credit associated with E-Learning courses for graduation requirements. Grades of E-Learning courses will be recorded on the student's official transcript.

MMC will follow the guidelines for work submission as outlined in the Student Handbook. Work assigned by teachers will be due at the date and time set by the classroom teacher to receive full credit. Work not completed may be turned in by the end of the following week for a maximum grade of 60%.

Dual-Enrollment

Students participating in dual-enrollment courses through Midlands Technical College will follow the direction provided by MTC for continuation and participation in those courses. Students are assigned to an advisory group led by an MMC school counselor. This staff member will work directly with the students taking dual-enrollment courses to ensure progress continues to be made and to assist students with difficulties encountered.

Assessments

State-mandated assessments such as the SAT, ACT, and Ready-to-Work must be administered in-person. MMC will establish small groups for this purpose and will maintain social distancing and all safety guidelines.

E-Learning Technology



Google Classroom

MMC uses Google Classroom to deliver and support our distance learning efforts. Students will receive, complete, and submit assignments through their teacher's Google Classroom. Other electronic instructional platforms may be used based upon individual course requirements. These additional resources will be pushed out through the Google Classroom platform.



Google Meet

Google Meet will be used to conduct virtual class meetings and instruction. Students participating in the fully virtual model or the hybrid-at-home model will be required to participate in the virtual class time set by their teacher. Guidance for accessing the virtual class will be provided through the teacher's Google Classroom.



PowerSchool

PowerSchool will be used to keep the official record of grades and attendance. Each student and parent will be granted access through the Parent/Student Portal, and they are encouraged to monitor PowerSchool frequently. Any questions or concerns regarding a student's grades or attendance should be brought to the attention of the classroom teacher immediately.



Gmail will be used as the primary means of communication among students, parents, teachers, counselors, and administrators. Students will be assigned an MMC Gmail account for school use. They will receive instruction the first week of school and frequent reminders to check email regularly and respond promptly. Most communication regarding schoolwork should be sent through Gmail.



Remind will be used as an additional means of communication for quick class announcements and reminders. Students and parents can choose how to receive these messages - via app, email or text - and can communicate individually with the teacher. This program provides a more secure means of communication than direct text messaging.

Each student will be issued a school-owned chromebook for the completion of assignments while at school. Prior to the start of the year, students will be surveyed about the availability of student-owned devices to be used at home. If enough devices are available, students who do not have a device at home will be issued a second device to keep at home, which will reduce the likelihood of damage from being transported back and forth. If demand is too high that this cannot be met, then the first device issued to the student may be taken home daily.

Students experiencing technical difficulties with their student device or assignments will reach out to their individual teacher for assistance. If the concern cannot be resolved, students will contact an administrator. If the issue is not easily resolved, an alternative will be provided until the issue can be resolved. Teachers having difficulty will seek technical assistance from another staff member or an administrator.

Students who do not have access to reliable internet services should communicate this to an administrator. If available, the school will provide a mobile hotspot for student use. Alternatively, the student may receive paper copies of instructional materials. Students will need to communicate their need for paper copies to the MMC administration and arrangements will be made for these materials to be picked up from the school office and returned for grading.

Communication

MMC will provide instruction on expectations and requirements of E-Learning to students during the first week of school. Students choosing the fully virtual model will attend a required orientation where expectations and protocols will be explained. Communication of this plan will be provided to teachers during staff professional development days. Parents and community stakeholders can access MMC's policy and procedures for E-Learning via the school's website or by contacting the school.

Staff Training

MMC staff will receive ongoing professional development in identified areas of need to increase their comfort and proficiency in delivery of virtual instruction. This professional development has begun through the summer months with teachers being offered learning opportunities and will continue with in person professional development prior to the start of school. Continued learning opportunities will be provided to teachers throughout the year as needs are identified.

Student Training

Students participating in the hybrid model will receive instruction on accessing E-Learning assignments and participating in the virtual classroom the first week of school. Teachers will provide hands-on instruction and practice opportunities to students to ensure understanding and ease of access. Students requiring assistance will be supported individually.

Students choosing to participate in the fully virtual model will receive instruction on accessing assignments during the required virtual orientation session. If further assistance is needed, students can work individually with their teachers to ensure understanding. Students may also make an appointment to meet with MMC staff individually to receive in-person instruction as their comfort level allows.

Parent Training

Parents are encouraged to take part in their student's educational progress. Any parent wishing to learn and understand how to access the platforms used for E-Learning may sit in on the orientation offered to students or make an appointment with an MMC staff member to receive guidance.

Support Services and Intervention

Students with IEPs, 504 Plans, and English Learners will receive an instructional delivery model, chosen by the parent, that includes appropriate services, related services, supports, accommodations, and/or modifications designed to provide meaningful educational benefit (FAPE) in the least restrictive environment.

IEP and 504 meetings will be held according to state and federal guidelines. These meetings may be held in-person, by phone or through Google Meet. In the event of school closure, meetings will continue to be held via Google Meet.

Physical and Emotional Health

MMC collaborates with Midlands Technical College to provide emergency medical assistance as needed. Additionally, the school is consulting with a licensed nurse to assist in developing protocols for addressing physical health needs.

MMC recognizes the importance of mental and emotional health and is committed to providing support in this area. Students, parents, and staff are encouraged to talk to a school counselor or administrator to learn about these opportunities.

Food Services

MMC students are responsible for providing their own lunch. Students may bring their own packed lunch or purchase a meal from local vendors near the campus. Students will not have access to refrigeration and are encouraged to plan ahead using personal lunch boxes with ice or freezer packs. Students will have access to microwaves to heat their lunch. Cleaning protocols will be followed between each use.

Continuing Plans

This operational plan was developed with the latest guidance available as of July 20, 2020. While MMC is committed to providing a consistent and stable learning environment for all students throughout the year, new guidance may require some adjustments. Any changes will be communicated to all stakeholders via email and the MMC website. Urgent changes will also be communicated through Remind.

Any questions regarding this plan should be sent to info@midlandsmiddlecollege.com. MMC staff may also be reached by calling the school's main office at (803) 822-7043.