

LVUSD Middle Schools Online Distance Learning Expectations

2020-2021



AEW - www.aewrightmiddleschool.net

ACS - <https://www.lvusd.org/acsms>

LCMS - <https://www.lvusd.org/lcms>

VA - <https://www.lvusd.org/virtualacademy>

Hello Students and Parents!

We miss seeing you on campus and hope you and your families are doing well. Below are the LVUSD Middle School Guidelines and Expectations for any online distance learning. Please read and review it. Think of these as the school rules when students are learning on their computer daily and interacting with peers and teachers.

Daily Schedule:

You will follow your daily class schedule and report to your class online daily. Attendance will be taken. Please use the schedule below to see times and which classes you are to attend daily. Student support period is for students who need to check in and get help from teachers. It is not designed for parent meetings.

MIDDLE SCHOOL VIRTUAL LEARNING BELL SCHEDULE				
Time	<i>Monday (ODD)</i>	<i>Tuesday (EVEN)</i>	<i>Thursday (ODD)</i>	<i>Friday (EVEN)</i>
7:00-7:50	"0" period	"0" period	"0" period	"0" period
8:00 - 8:40	Student Support*	Student Support*	Student Support*	Student Support*
8:40 - 10:20	Period 1	Period 2	Period 1	Period 2
10:20 - 10:40	Nutrition	Nutrition	Nutrition	Nutrition
10:40 - 12:20	Period 3	Period 4	Period 3	Period 4
12:20 - 12:50	Lunch	Lunch	Lunch	Lunch
12:50 - 2:30	Period 5	Period 6	Period 5	Period 6
2:30 - 3:00	Student Support*	Student Support*	Student Support*	Student Support*

MIDDLE SCHOOL VIRTUAL LEARNING BELL SCHEDULE

Time	<i>Wednesday (ALL)</i>
7:00-7:50	"0" period
8:00 - 8:40	Period 1
8:50 - 9:30	Period 2
9:40 - 10:20	Period 3
10:30 - 11:10	Period 4
11:10 - 11:40	Lunch
11:50 - 12:30	Period 5
12:40 - 1:20	Period 6
1:20 - 3:00	<i>Wednesday early dismissal for all students will be maintained for teacher collaboration time.</i>

Student Expectations:

1. **ATTENDANCE:** We understand these are challenging times; however, commitment to daily school attendance even online is important and mandated. Through consistent attendance, students learn important life skills that carry through into adulthood. Attending online class, daily and on time, is extremely important to your child's academic success. Please try to schedule appointments before or after school hours.
 - a. Students are expected to be logged into their online classes at the beginning of the scheduled time and stay until dismissed. As defined at school, the definitions of tardy, late, and absent will apply. Arrival to class within the first ten (10) minutes after the beginning of class constitutes a tardy. An absence is defined as being 31 minutes or later to class.
 - b. Absences must be reported to your school attendance email within three days (72 hours) of the absence. (AEW- aewmsattendance@lvusd.org, ACS- acsmsattendance@lvusd.org, LCMS- lcmsattendance@lvusd.org) If not, the state of California requires the school to automatically consider it a truancy as well as AR 5113. The following absences are unexcused: vacation, overslept, transportation problems, truancy, etc.
 - c. Students who accumulate multiple tardies from all their classes will receive tardy letters. Teachers will address tardies with students and families and then refer to administration if tardies persist.
 - d. If tardies persist after multiple interventions by teacher and administration, tardy letters will be sent and school consequences will be assigned.

2. Make Up Work

- a. Students have the right to make up work missed due to an excused absence -- full credit earned will be given. The make-up period shall be no less than the length of the absence plus one day. Teachers have no obligation to allow make-up work for unexcused absences or truant absences.

3. FOLLOW ONLINE CLASSROOM RULES: Just like in the physical classroom, your teachers will have their own rules and expectations for what learning looks like. In all classes, please:

- a. follow classroom rules, procedures, and agenda each day (ex: work on independent work while time is given, work on group work in groups while time is given, etc.)
- b. use school appropriate, academic/professional language during classes and throughout assignments
- c. demonstrate respect for self and others
- d. engage in classroom community as appropriate
- e. display their first and last name on Zoom or Google Meet
- f. remain muted unless called upon by teacher
- g. display their video throughout instructional time unless directed otherwise by teacher and student must be sitting in a school appropriate location and dressed in school appropriate clothing
- h. refrain from using a distracting digital background during instructional time
- i. refrain from engaging in disruptive behavior during instructional time (ex: eating, doing other things in front of their camera, etc.)
- j. Phones should not be visible in student's video unless otherwise directed for an educational purpose (ex: not scrolling insta, tik tok, texting, etc. during class)

4. TEXTBOOKS AND MATERIALS: Students are responsible for proper care of the textbooks, computers, or other materials issued to them by the school or by teachers. A fee will be assessed for damaged or lost books, materials, and computers. This includes damage occurring while the items are at home.

5. MAINTAIN ACADEMIC INTEGRITY STANDARDS: The district does not allow any forms of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or a course. This includes, while online learning, copying from others on homework, classwork, or tests, communicating with another student during a test or when only individual work is required, storing notes in a programmable calculator or electronic device, taking an exam for another student, etc. More information, refer to the Student Handbook.

6. DRESS CODE and LEARNING ENVIRONMENT: Students should approach online school with seriousness in order to maintain a positive, productive, and safe educational environment. When participating live, such as on Zoom/Google Meets, students need to be visible to their teacher. Wherever you choose to learn should also promote positivity and adhere to school rules. Be mindful of what is in the background when projecting to your teacher and peers. Nothing worn or seen should be any obscene or vulgar material, sexual in nature, promotes alcohol, drugs or other controlled substances, weapons, or is discriminatory. All items worn should be school appropriate. More information, refer to the Student Handbook.

7. **TECHNOLOGY:** All students are still expected to follow the LVUSD Acceptable Use Policy available in the [Parent, Student, & Staff Legal Notification Handbook](#). Students and teachers should be familiar with their teacher's email address, their Google Classroom, Aeries portal to check grades, and other apps or websites teachers expect students to access, read or submit work. In the event of technical difficulties:
- a. Students need to email teachers immediately if they are unable to get into class session due to technical difficulties and must include a screenshot and description of the issue as well as CC parent.
 - b. Parent must email teacher any WIFI issues as soon as issue is resolved (within 24 hours of missed class session).
 - c. Student must have a working microphone and be able to answer/ask questions as appropriate. If an Acer needs to be fixed, contact support@lvusd.org immediately.

8. BREATHE, SMILE, AND HAVE FUN!

Consequences:

When students do not follow school rules, appropriate teacher interventions and documentation may take place; however, the following actions, but not limited to, may take place when an infraction of regulations occurs consistently and needs to be reported to administration:

- *Warning from administration*
- *Teacher online white slip referral to AP office*
- *Referral to Counseling Office*
- *Referral to Student Study Team*
- *Points off*
- *Online or phone conference with student and/or parent regarding violation*
- *Check-ins or educational sessions with Assistant Principal or Principal*
- *Revoke of permit*

Parent Expectations:

- 1. ATTENDANCE:** Students are expected to follow their daily schedule. For example, if students are expected to interact live on Zoom or take an exam for 1st period, they are expected to attend at 8:40am. Just like when in the classroom, you can help your child be successful by making sure they get to bed at a reasonable time, eat a healthy breakfast, are dressed, and have the materials and access they may need.
- 2. HELP MAINTAIN ACADEMIC INTEGRITY STANDARDS:** The district does not allow any forms of dishonesty or deception that unfairly, improperly, or illegally enhance a grade on an individual assignment or a course. This includes, while online learning, copying from others on homework, classwork, or tests including sending photos of completed work, communicating with another student during a test or about an assignment when only individual work is required, storing notes in a programmable calculator or electronic device, taking an exam for another student, etc. More information, refer to the Student Handbook. You can help by limiting their cell phone use while doing school work and encouraging your child to reach out to the teacher or counselor for help.
- 3. COMMUNICATION TO TEACHERS:** Distance learning can be challenging for everyone. Keep a few things in mind when communicating with your child's teacher:
 - a. Together, we are the child's team. Teachers want all students to be successful and learn, as do you.
 - b. Encourage your middle schooler to email their teacher first.
 - c. Avoid blaming, assuming, using all caps, and using offensive or disrespectful language. Instead, come from a place of curiosity; keep in mind there could be something you or the teacher are missing. Keep your email professional and avoid lengthy "venting" sessions. Take a breath before you email.
 - d. Most teachers have 100-200 students and over a 50% increase in emails, meetings, and calls. Be patient for your reply.
 - e. Please schedule meetings with teachers before or after school hours; teachers can not hold conferences with parents during instructional time or during support periods.
- 4. GRADES AND ASSIGNMENTS:**
 - a. Due dates must be enforced; please familiarize yourself with your child's teachers' grading and late work policies. These can be found in the class syllabus. Students have the right to make up work missed due to an excused absence -- full credit will be given. The make-up period shall be no less than the length of the absence plus one day. Teachers have no obligation to allow make-up work for unexcused absences or truant absences.
 - b. The Aeries website can be your best friend. Students' grades, scores and teachers' comments can be viewed here. The Aeries app is modified and allows for students to make changes that are not reflected in the teacher's gradebook, so the website is recommended when viewing.
 - c. In addition to academic grades, students' citizenship grades are also earned and reflected on their progress report cards.
 - d. Enforce Academic Honesty at home. Encourage students to do their best and refrain from too much help from their peers if it is not a collaborative assignment. Also encourage students to reach out to their teachers for help.

Looking forward to a great 2020-2021 school year!



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