East Carroll Parish Schools

Virtual Learning Program Guidelines

2020-2021

Mission:

Our mission of the East Carroll Parish School System is to provide students the appropriate academic instruction for success.

- ➤ **Students should be able to secure access to internet.**
- ➤ **Daily online schedule will be followed.**
- ➤ **Student attendance will be mandatory.**
- ➤ **Certified teachers will provide support and teacher-led instruction via district-approved education platforms.**
- ➤ **Students identified as medically fragile/high risk, 504, or students with disabilities will be eligible.**

This is a living document and as new data is provided changes will occur.

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Overview

East Carroll Parish Virtual Learning Program will offer high quality, individualized education, through approved digital platforms to students in P-K through 12th grade. This virtual environment promotes the development of skills, attitudes, and self-discipline necessary to achieve success in the 21st century. While engaged in online learning students are expected to assume an increasing responsibility in their own learning.

Student learning in will be both synchronous (students are face-to-face with the teacher and other students via Google Meet) and asynchronous (students are working independently to preview material through videos or other digital resources, to complete assignments, to complete assessments, etc.). The total time spent in both synchronous and asynchronous learning will be comparable to a face-to-face school day. Student learning in the will mirror the course and content standards for student learning in the face-to-face school setting.

These guidelines give general guidance for parents and students participating in the East Carroll Parish Schools Virtual Learning Program. This program is subject to the rules and regulations of the Louisiana Department of Education and East Carroll Parish Schools.

Additionally, the rules and regulations that have been established for The Virtual Academy will apply to any occasion where the ECPS District is required to offer instruction virtually.

Parent Expectations

- Adhere to the guidelines in the parent/student contract.
- A healthy working relationship between the student/parent and the assigned teacher is essential. Parent/ is required to participate in conferences and class meetings with their students' teachers.
- Parents should utilize the Parent Center on the School Home Page. Teachers and Administrators can quickly notify you with school updates. Parents are expected to inform their (the school secretary) student's teacher of any changes to contact information. Teachers will ensure these changes are updated in JCampus.
- **Elementary** parents should understand students will need a Learning Coach (parent or designee), a person providing significant guidance and support to the child.
- All students with Significant Disabilities (PK-12), will need a Learning Coach.

   To ensure a successful and effective experience for all students and teachers it will be imperative that you, as the parent or guardian monitor your child's behavior while class is in session. We ask that parents:

   - **Not be overly engaged in the instruction and constantly interrupting the teacher during instruction (asking questions on the behalf of the student) allow the student the opportunity to ask the questions**
   - **Do not visibly complete work for your child**

- **Minimize background noise which prevents students from maintaining concentration (television, other siblings, profanity, etc.)**
- **Ensure the appropriate dress for screen time (students should not log in wearing underclothes, pajamas, etc.)**
- **Ensure the proper setting for screen time (students should not log in while in bed or eating)**

Discussing the Behavioral Expectations, Code of Conduct, and Acceptable Use Guidelines with your child(ren) is necessary to ensure that he/she is aware of the requirements set forth. It is also important that he/she understands the consequences for those who **CHOOSE** not to adhere to the expectations.

Student Expectations
- Adhere to the guidelines in the parent/student contract.
- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher(s).
- Check appropriate online platforms for information on courses, assignments and daily resources.
- Attend classes on a regular basis.
- Identify a comfortable and quiet place to study/learn.
- Engage in all learning posted with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.

Dress Code

No obscene language and/or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.

No hats, caps, head coverings, hair curlers, picks, or sunglasses will be worn.

Students are prohibited from wearing nose, tongue, eyebrow and body jewelry, and visible tattoos. Earrings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are also prohibited.

Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. No excessively tight or revealing clothing, such as fishnet or see-through garments, may be worn.

Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, or unauthorized club or organizational activity.

Blouses, shirts and tops are to be worn so undergarments are covered. No tank tops, halter tops, strapless tops, muscle shirts, or spaghetti straps are allowed. Blouses, shirts, and tops that expose cleavage or any portion of

the waist, hips or midriff are not allowed. (If you raise your arms and the stomach shows the top is inappropriate.)

Behavioral Expectations

We believe all teachers have the right to teach and all students have the right to learn in a classroom free from disruptive behavior in all educational settings. To help provide this environment, it is important to read and adhere to the following expectations:

Discipline Consequence Definitions

Disciplinary actions are guided by Act R.S. 17:416 of the Louisiana Legislature and the East Carroll Parish School Board Policies and Procedures for Discipline and Attendance. The following information outlines the definition of consequences for failure to comply with school rules.

Inappropriate Behavior
- Insults or attacks of any kind against another person or group of people
- Use of obscene, degrading, or profane language
- Harassment (continually posting unwelcome messages to another person) or use of threats
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person, including but not limited to distributing "spam" mail, chain emails, viruses, or other intentionally destructive content
- Any other action that administrators deem inappropriate

Resulting Disciplines (Consequences)
- 1st Infraction: Students will be warned.
- 2nd Infraction: Parent will be contacted.
- 3rd Infraction: Parent and student will be required to attend a virtual teacher conference.
- 4th Infraction: Parent and student will be required to attend a virtual conference with a zoned school administrator or program coordinator.
- 5th Infraction: Parent and student will meet with the zoned school administrator and/or program coordinator to evaluate student's continued enrollment.

Internet/Chromebook Usage

Students are subject to the rules and restrictions implemented by the East Carroll Parish Virtual Instructional Program. Enrolled students should be aware of the guidelines and expectations listed in the documents below. Any activity not listed, which violates local, state, or federal laws, is considered a violation of the Internet/Chromebook Guidelines provided upon distribution of device.

NOTE: In the event there is a power outage (loss of internet connection) we ask that you pause briefly and resume to check for reconnection). However, if the outage lasts longer

than two hours during the school day, the minutes missed will be recovered during the following Wednesday. The homeschool will alert students of the class start times prior to the rescheduled class.

Virtual Attendance

- East Carroll Parish is required to monitor student attendance in accordance with all applicable statutes set forth by the State of Louisiana.
- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher(s).
- Part of the appropriate learning time will be synchronous (face-to-face with the teacher and other students via Google Meet).
  - o **Elementary**: If a student misses more than 3 unexcused synchronous (face-to face with the teacher and other students via Google Meet) sessions in the 6 week marking period, the teacher will email the principal.
  - o **Elementary**: If a student misses more than 3 unexcused synchronous (face-to face with the teacher and other students via Google Meet) sessions in the 6 week marking period, the student and parent will confer with the district truancy officer.
  - o **Elementary:** If a student misses more than 10 unexcused synchronous (face to face with the teacher and other students via Google Meet) sessions in the 6 week marking period, the student and parent will confer with the Supervisor or Child Welfare and Attendance. (district truancy court)
  - o **Middle/High**: If a student misses more than 3 unexcused synchronous (face-to face with the teacher and other students via Google Meet) class sessions per semester, the student and parent will be required to confer with a zoned school administrator.
  - o **Middle/High**: If a student misses more than 5 unexcused synchronous (face-to face with the teacher and other students via Google Meet) class sessions per semester, the student and parent will be required to confer with the Supervisor of Child Welfare and Attendance. (district truancy court)
- Part of the appropriate learning time will be asynchronous (working on your own to preview material through videos or other digital resources, to complete assignments, to complete assessments, etc.). Asynchronous attendance will be determined by completed assignments.
  - o **Elementary**: Failure to complete 3 major assignments in any subject within the 6 week marking period, will result in the student and parent being required to confer with the program coordinator and/or the zoned school administrator.
  - o **Elementary**: Failure to complete 10 major assignments in any subject within the 6 week marking period, will result in the student and parent being required to confer with the Supervisor of Child Welfare and Attendance.
    Middle/High: Failure to complete 4 major assignments in any one class per semester will result in the student and parent being required to confer with a zoned school administrator and/or program coordinator.

Middle/High: Failure to complete 5 major assignments in any one class per semester will result in the student and parent being required to confer with the Supervisor of Child Welfare and Attendance.

- **Truancy Laws will apply to the Virtual Learning Program.**

Lack of attendance due to not having a device because of damage or complete loss of the chrome book, students will become truant after the specified number of days. Truant students will be referred to the local FINS/District Court System as outlined in the Compulsory Attendance Law.

Excused Absences

Students shall be considered excused from school for the following reasons:
- Personal illness (with physician's verification). (Note: Personal illness: Although the absence will be counted as one of the allowed 5 days of absence, a student will be allowed to make up any work missed or tests missed if the student submits a note signed by the parent or guardian explaining the absence. A phone number or email where parents or guardians can be reached will be necessary.)
- Death in the family (not to exceed one week)
- Serious illness in the family (with documented verification)
- Recognized religious holidays of the student's own faith
- Physician's excuses must be scanned and submitted to the teacher within 48 hours
- Legal appointments
- The student shall be given the opportunity to make up work

Unexcused Absences

- Students shall not be excused for any absence other than those listed above.
- Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.
- Any unexplained, unexcused, illegal absence or habitual tardiness shall be reported to a school administrator and/or program coordinator.

Tardiness

In the, tardiness refers to synchronous (face-to-face with the teacher and other students via Google Meet) sessions.

- 1st Tardy: Students will be warned.
- 2nd Tardy: Parent will be contacted.
- 3rd Tardy: Parent and student will be required to attend a virtual teacher conference.
- 4th Tardy: Parent will confer with a zoned school administrator and/or program coordinator.

- 5th Tardy: A zoned school administrator and/or program coordinator will confer with the parent and student to evaluate the student's continued enrollment.

Virtual Learning Curriculum

Grade* Level	English Language Arts	Math	Science	Social Studies	PE
PK	Creative Curriculum	Creative Curriculum	Creative Curriculum	Creative Curriculum	Creative Curriculum
K	CKLA	Eureka	Amplify	LA Standards	LA Standards
1	CKLA	Eureka	Amplify	LA Standards	LA Standards
2	CKLA	Eureka	Amplify	LA Standards	LA Standards
3	Guidebooks 3.0	Eureka	PhD	LA Standards	LA Standards
4	Guidebooks 3.0	Eureka	PhD	LA Standards	LA Standards
5	Guidebooks 3.0	Eureka	PhD	LA Standards	LA Standards
6	Guidebooks 3.0	Eureka	IQwst	LA Standards	LA Standards
7	Guidebooks 3.0	Eureka	IQwst	Humanities Pilot	LA Standards
8	Guidebooks 3.0	Eureka	IQwst	LA Standards	LA Standards
9-12	Guidebooks 3.0	Varies by Course*	Varies by Course*	Varies by Course*	LA Standards

*Student learning in the Virtual Learning Program will mirror the course and content standards for student learning in the face-to-face school setting.
Middle school and high school schedules will be determined according to the student's
Individualized Graduation Plan in conjunction with the student, the parent and the student's guidance counselor.

Grades/Promotion

All teachers will utilize Google Meet and Google Classroom to teach and complete assignments, labs, tests, and other forms of assessment the teacher deems necessary for determining the grade.

JCampus and Grading Scale

Grades are provided through JCampus. Parents are expected to utilize the Parent Center for grade notifications. If there are any errors or questions about posted grades, please contact the teacher directly.

A	**93-100**
B	**85-92**
C	**75-84**
D	**67-74**
F	**0-66**

I = Incomplete (Becomes an F if work is not made up within three weeks) F6 = No Grade (failure) due to excessive absences

Promotion/Retention

Student promotion/retention will mirror East Carroll Parish Pupil Progression Plan regarding promotion and retention. (www.ecarrolschools.org)

Students with Disabilities

The East Carroll Parish School System (ECPSS) will ensure the implementation and will follow the requirements of Section 504 and IDEA. The ECPSS will ensure that all students will receive an education that includes the requirements as determined by the students' individual plans.

IEPs/IAPs will be reviewed as appropriate by the IEP/IAP team. Students will access the general education curriculum, with appropriate accommodations and modifications, as determined by the IEP team.

Student Support Services and the school's special education department will work collaboratively with students and families to ensure appropriate services are needed and provided, as specified on the IEP. Special education departments and Student Support Services will meet as needed to review the district's plan and ensure that the student's individual plans are being followed.

Assessments

Participation in all state/district mandated testing is required for all students.

All State testing will adhere to policies and requirements under Bulletin 118.

Definitions

Asynchronous - working on your own to preview material through videos or other digital resources, to complete assignments, etc.

Docs, Sheets, Slides – digital tools used to collaborate, share feedback, and work together with your students in real time on documents, spreadsheets, and presentations

Google Classroom - learning management system teachers use to create assignments, communicate with students, and send feedback all from one place

Google Forms - teacher created forms, quizzes, and surveys to collect and analyze responses

Google Meet – virtual platform that allows synchronous communication for students and teachers through secure video calls and messaging

Internet - an electronic communications network that connects computer networks and organizational computer facilities around the world

Learning Coach - parent or designee, a person providing significant guidance and support to the child.

Major Assignments* - including, but not limited to the following: culminating writing tasks, course projects, unit test, chapter test, weekly test

Minor Assignments* - including, but not limited to the following: exit tickets, checkpoints, weekly quiz

Parent-refers to parent and/or guardian

Synchronous - face-to-face with the teacher and other students via Google Meet

 - Virtual Instructional Program

Virtual - occurring or existing exclusively online

(Major and Minor Assignments will vary according to the course and instructor.)

Video Conferencing Support for Families

BEFORE Video Conferencing

Take Some Time to familiarize yourself with Google Meet and Google Classroom
- Before allowing your child to connect, make sure you understand the purpose of the meeting.
- Reach out directly to the teacher if anything is unclear.
- Participate in the first video conference to support your child's unique learning needs.

Give Consent
- You will be asked to allow your child to participate.
- The teacher may be checking in with the class to see how they are doing and/or providing instruction.
- You may choose to turn the camera off on the student's device if you are uncomfortable. Your child will still see the teacher video and hear the conversation.

- Students should not sign-up for any video conference account without parent consent.

Check the Time and Date of the Virtual Lesson
- Check the Newsletter or Week at a Glance posted on the Teacher's webpage or Google Classroom.
- Message the teacher if you miss a virtual session. The teacher may provide recordings or make-up materials. (Please be cautious of missed days.)

Dress Appropriately
- Follow the District/School Dress Code. This includes any family members that may be in the room during the video conference.
- Ensure the background area is acceptable for video conferencing

Check Technology Ahead of Time
- Check the audio to make sure your speakers are enabled.
- Check the microphone when you get to Google Meet

Choose a Quiet Area
- Try to find a place to set up the device where it is quiet with few distractions so your child can engage in the conference.
- Try to keep siblings and pets away from the conference.

Check the Lighting
- Make sure your child has adequate lighting so the teacher and classmates can see them.
- A window or other light in the background may make viewing the video conference difficult.

Check Camera Framing and Background
- Make sure that your child's face and shoulders are centered in the frame of the camera.
- Make sure whatever is behind you, and visible to the camera, is simple and appropriate.

DURING Video Conferencing

Be Ready for the Video Conference
- Google Meet may ask you to do a few things after you click on the "join link". Teams will prompt you to either download a desktop program or connect by browser. Use the browser option, if possible.
- If Google Meet asks to allow the microphone and camera, click on allow.
- You may be sent to the waiting room; it's ok, the teacher will allow you to enter the meeting shortly. You can check the microphone and sound while in the waiting room.

Troubleshoot Technology
- You may have some technology difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings.
- Close programs, apps, or browser windows that are unnecessary during the meeting.
- Also, use the chat function to communicate to the teacher(s)/classmates.. You may be able to get help from the chat.

Help your Child Listen for Purpose and Expectations
- Your child will be muted when entering the room. This means that nobody will be talking except the teacher.
- The teacher will talk about the expectations and functions of the video conference tool. It will be awesome! Please help your child with the expectations and how to use the tools.
- Review the many benefits of being a good digital citizen.

Use the Camera
- Show your child where the camera is on the device.
- If they get a chance to talk, encourage them to look into the camera, speak clearly, and with good volume.

Follow Directions
- It is important that all participants follow teacher directions to avoid distractions.
- Sometimes children need to be encouraged to pay attention. They should be reminded that they will only have a short time to engage with the teacher and classmates.

Say Good-Bye
- The teacher will end the video conference. This will close the video conference window.
- Make sure that your child leaves the Google Meet meeting space, just as you would ensure they leave an unsupervised school setting.

AFTER Video Conferencing

Follow-Up
- The teacher may follow up a virtual class session with a survey or instructional materials.
- Make sure your child understands the purpose of all assignments and materials posted.
- Be sure to clarify how to access all websites or instructional materials. Connect with the teacher directly if you have feedback, questions or need clarification.