

Virtual Student Handbook & Expectations



2020-2021

Updated 9-1-20

Horizon Science Academy of Lorain
www.horizonlorain.org

VIRTUAL LEARNING PROCEDURES & EXPECTATIONS

Parent/Guardian Partnership

Horizon Science Academy Lorain will be working with families to make this year a success! With that in mind, parents and teachers will need to communicate on a regular basis to support students. Please do your best to

- read emails at least once daily and answer all communications within 24 hours
- keep contact information current in the school office (phone number, address, email address)
- monitor student(s) assignment completion and grades weekly (at a minimum)
- ensure student(s) attends all required live classes (daily if schedule allows)
- communicate concerns or needs with the student's teacher(s)

Regular family check-in sessions will be available each week to meet with teachers through Zoom. Parent-Teacher conferences will still take place throughout the school year as scheduled, as well. Additionally, parents/guardians should contact teachers through email, phone calls, or DoJo/Remind messages to relay concerns or issues that may impact learning in between these meetings. Please assist HSA teachers and staff in providing a positive learning environment for your student. If you should have questions for your student's teacher, kindly use the previously mentioned methods of communication and avoid interruptions during live learning sessions.

ATTENDANCE & ACADEMICS

Daily attendance will be taken as followed:

- Engagement during live sessions
- Watching pre-recorded videos via Google Classroom or Seesaw
- Evidence of completing daily assignments

Here is the specific breakdown for how online attendance will be taken, tracked, and followed up on with families.



1. Teachers are going to take period attendance for each synchronous (live) session- so be online at your scheduled time.
2. All of our students will log in to ConceptSIS every morning by 9:30 a.m. with their username and password. It has to be the student account login information

entered. We will also add the ConceptSIS link in Clever. This will help make it easier for students to log in to the ConceptSIS.

3. Our administrative assistants will obtain a login report and contact families of the students who did not sign in to CSIS.
4. Simply put, JUST LOG INTO CSIS EVERYDAY by 9:30 a.m.
5. If your experiencing technical difficulties that are not allowing you to login or you have an excusable absence please contact Mrs. Varner in the office- varner@horizonlorain.org phone ext. 1552.

Please notify the teacher and school office if families have a scheduled absence in advance. If students are not participating on a daily basis within the learning platform (Seesaw or Google Classroom) families will be contacted.

If parents/guardians or students have questions, or concerns regarding class material please contact the teacher(s). Students/parents should communicate with the teacher when they do not understand assignments given. Live support sessions will be provided by the teacher for the benefit of student learning.

In accordance with Ohio Revised Code 3314.03, students who fail to participate and are unexcused for 72 consecutive hours of instruction will be withdrawn from Horizon Science Academy Lorain immediately.

Accessing Assignments

Horizon Science Academy Lorain students will log-in to their HSA Chromebook using their school email or Clever (QR) badge which will be provided to families prior to the start of school. Clever will have student account information saved for websites needed to complete assignments or activities.

Teachers will make assignments and activities available on a learning platform for each particular grade level.

Grades Kindergarten through second will use **Seesaw**.

Grades third through twelfth will use **Google Classroom**.

On both of these platforms, students will find activities, videos and all necessary resources to complete assignments. Again, by entering a single username and password for Clever, your student will be connected to their required online learning programs and websites all in one place. All usernames and passwords will be given to families.

Checking Grades

Students and parents/guardians should regularly monitor grades using grades.horizonlorain.org aka CSIS. If you do not know the username and password information for your student, please contact the school office. Parents/guardians can receive alerts when assignments are marked missing or given a failing grade.

Instructional Time

HSA will conduct classes using a combination of independent work time (asynchronous) and “real-time” or live (synchronous) components. The combination of independent and live assignments may vary based on the grade level and content area, but may contain reading assignments, activities, assessments and videos.

Live Interactive Class Sessions (Synchronous)

Virtual class sessions will be held through Zoom/Google Meets/Google Hangouts so a functional webcam is required for students through their HSA Chromebook. **Students will be required to have their webcams turned on at the beginning of the lesson in order to be marked present during live sessions.**

When in a teacher’s Zoom conference or online classroom, students and parents are required to sign in using first name and last initial. Microphones should be muted unless students are responding or asking a question. These class sessions will include whole group lessons to review, reteach or reinforce new learning. This instructional time will prepare students for independent learning. All live core content class sessions will be recorded, so students may access sessions for review, as needed. In cases where a scheduling conflict prevents a student from attending a ‘live’ Zoom session, students or parents should try to notify their teacher in advance, and must watch the recording when available.

Note: Our staff members also use ‘live’ support session tools for small group remediation sessions, one-on-one tutoring sessions, and parent-teacher meetings. These particular ‘live’ support sessions may or may not be recorded at the discretion of the host.

Live interaction and conversation through chat, video (Zoom), and mic are required for all students. Teachers will interact with students during virtual class sessions and students should respond to questions and activities as if they were in an actual classroom. Completion of activities, and assessments, as well as viewing videos will be required in order to be successful in each class.

Students who login to class and are consistently not responsive to teachers may be referred to a Success Coach, to determine what barriers might exist to prevent participation and how any issues may be addressed.

Asynchronous (Independent) Engagement Expectations

All students will be held accountable to the truancy process regarding work completed, and student logins.

To remain in good standing, all students must meet or exceed expectations in the following four areas:

1. Logging into Seesaw (grades K-2) or Google Classroom (grades 3-12) daily.
2. Remaining on pace and completing all assignments and activities.

3. Taking all assessments/tests/exams within the time period shared by the teacher.
4. Staying in communication with Horizon Science Academy Lorain teachers and staff.

Submitting Assignments

All assignments should be **completed by students**, in order to further their educational training and master standards of their grade level. At times, parents/guardians will need to provide assistance to students, but should avoid providing answers of any kind.

It is highly recommended to save all completed assignments submitted to any teacher in the event technical issues occur. Always save a copy of what you submit either on a flash drive, your computer's hard drive, or the student's Google Drive. By taking these steps, the assignment(s) will be ready to submit again if needed. If a problem arises when submitting an assignment, communicate with the teacher about the assignment. Otherwise, all assignments should be submitted on time.

Assessments

Certain assessments will be mandatory and require a time scheduled by the teachers for small groups to participate at a single time.

HSA requires all students to be on camera, with their mic on, and their device monitored for the entirety of the assessments/tests/exams. Students' faces must be unobstructed and visible on camera during the entirety of the testing/assessment/exam period.

Assessments/tests/exams may be invalidated by the teacher or administration if the student is not on camera and mic the entire time the student is taking the assessments/tests/exams. In most cases the student may be allowed to take a make-up assessment/test/exam when this occurs. If a valid monitored assessment/test/exam is not submitted within the prescribed time period, then the student may receive a zero for the assessment/test/exam.

Remote Learning Grading Scale

All classes at HSA - Lorain will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 -100 =A+ 87 - 89 = B+ 77 - 79 = C+ 67 – 69 = D+ 0 – 59 = F

93 - 97 = A 83 - 86 = B 73 - 76 = C 63 – 66 = D

90 - 92 = A- 80 - 82 = B- 70 – 72 = C- 60 – 62 = D-

Remote Learning Grading Categories

Grades will be given by either points or percentages.

- Homework
- Bellwork
- Participation
- Classwork
- Quizzes
- Tests
- Projects

Academic Promotion Policy

Grades K to 2: A student's promotion status is determined by the following measures:

Report card grades in reading, language arts, and math shall reflect a student's unit test scores (where applicable) and completion of homework assignments during the school year. The final report card grade reflects the skills that have been presented and mastered throughout the school year. In the 2nd grade, yearly averages are also provided. Students must show sufficient mastery of reading, language arts, and math skills to be promoted. Letter grades that students receive may not truly reflect the student's readiness to be promoted to the next grade level; therefore the student may be retained and the decision will be based on the discretion of the grade chair committee. The committee members are formed of school administrators, classroom teachers and special education teachers if needed.

Based upon high expectations at Horizon Science Academy - Lorain, promotion from one grade to another in Horizon Science Academy - Lorain shall be based on the following criteria:

Grades 3 to 8: A student's promotion status is determined by the following measures:

1. Students must have the passing grades in all four of the following core subjects- this means that a student receiving an F in a core subject area for the year will be retained.

- 1. Language Arts
- 2. Mathematics
- 3. Social Studies
- 4. Science

AND half of the following courses when taken: Computer, Art, Health, Physical Education, and Foreign Language.

2. Students must have at least a cumulative grade point of 1.00 in a school year to pass a class.

Grading scale is based on a 4-point scale.

GRADE	PASS/FAIL	GRADE POINT VALUE
A+	PASS	4.00
A	PASS	4.00
A-	PASS	3.67
B+	PASS	3.33
B	PASS	3.00
B-	PASS	2.67
C+	PASS	2.33
C	PASS	2.00
C-	PASS	1.67
D+	PASS	1.33
D	PASS	1.00
D-	PASS	1.00
F	FAIL	0.00

Dress Code

The administration, faculty, and staff of Horizon Science Academy Lorain are committed to providing our students with a safe and respectful learning environment free from distractions. When participating in live sessions, students are expected to dress in a manner that is supportive of learning and appropriate to the setting. When on camera, the below rules apply to the student. Additionally, any individuals in the home that may be visible during live sessions should also try their best to adhere to these policies.

Take the following recommendations into consideration.

- Shirts must be worn and have sleeves- avoid bare shoulders / spaghetti straps / tank tops
- Modest shirts / pants / shorts
- No visible undergarments
- If leggings are worn, the top should fall to mid-thigh
- No inappropriate words, logos, or sayings on clothes
- Garments must not expose the midriff or cleavage; must not be see-through or mesh

Appropriateness of these items are up to the discretion of HSA administration.

POSSIBLE CORRECTIVE ACTION

Dress code violation may result in (but is not limited to) classroom removal, loss of participation points, warning to student and/or parent, meeting with student and/or parent, reflective assignment, loss of privileges in non-academic activities (virtual field trips, CYSP, etc.,) referral.

School Property and Supplies

Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property including Chromebooks or any tech device distributed to a student. Materials/equipment provided by HSA cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents are to comply with this rule and all the terms and conditions of the School Property section of this handbook.

**All Chromebooks that are issued from the school are in working order. If for any reason your child received a cosmetically damaged Chromebook, then you will not be held responsible for those damages.

2020-2021 Chromebook Repair Pricing

Repair Type	Price
Power Supply Replacement	\$15.00
Screen Replacement	\$40.00
Keyboard / Touchpad Replacement	\$40.00
Lost, Stolen, or System Damaged Beyond Repair	\$120.00

Payment Process

Payments should be made to the Secretary (Front Office).
Cash, checks, and credit cards are accepted.
Checks should be made payable to Horizon Science Academy Lorain.

What If

Device is Damaged	Device is Stolen
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Make the repairing payment to the Secretary (Front Office) via cash, checks, or credit card.	File a police report and turn in a copy to the building.
Give the device to your classroom teacher with proof of the payment.	Make the payment for replacement charges to the Secretary (Front Office).
You will receive another device until yours is repaired.	You will be issued another device once you bring the receipt to the front office.

Tech Support

When technical issues occur with the HSA Chromebook, please contact our tech support team in one of the three ways.

1. IT Ticket on our website located at www.horizonlorain.org (follow this path) >> parent tabs>> tech services and guidance>>IT Ticket
2. Email tech@horizonlorain.org
3. Call the school and dial ext. 145 for grades K-5 (Miss.Thies) or ext. 150 for grades 6-12 (Mrs. Jayaraman).

After your tech issue has been submitted and evaluated, you will receive a message informing you of the next steps. The tech issues will be resolved by phone, email correspondence, live online meetings (via Zoom or Google Hangouts) or by scheduling an appointment to drop off the device at the school. If the device requires an extensive diagnosis, then accommodations for an interim device will be provided based on the capability and resources of the school.

Internet for Families in Need

We will work with families on a case by case basis to ensure our students have working and reliable internet services.

GoGuardian Monitoring Services

HSA has implemented a new monitoring service for all our devices called, GoGuardian. This tool is designed to help teachers and administrators manage Chromebook usage in their physical/virtual classrooms and monitor student activity on the device. GoGuardian services monitor the following items; student activity online, filter content, browsing history, and alert school officials about possible life emergency situations. Overall, the goal of implementing this tool is to help keep students on-task, engaged, safe, and to stay away from inappropriate content.

Behavior Code of Conduct for Virtual Learning

- Participate in an appropriate manner, wearing dress code appropriate clothing
- Make sure you are in a setting conducive to learning, such as a home office, kitchen / dining room table, personal desk, etc. students should attend live sessions from quiet/distraction free area of the home
- Use your first and last name; no nickname, screen names, etc

- Eliminate distractions such as cell phones, music, tv, movies, games, background noise, etc
- Please silence cell phones during live sessions
- Refrain from unnecessary, or inappropriate language, as well as comments in the chat or on the microphone
- Keep passwords private; do not share with classmates; write them down

Teachers reserve the right to remove any student from a live session due to inappropriate or distracting behavior. Teachers will communicate with parents/guardians when student behavior becomes a disruption to the virtual learning environment. Continued or serious incidents may be referred to the Administration.

BEHAVIOR CODE OF CONDUCT

The following are examples of behaviors that may result in corrective action:

- Disruption of virtual class environment
- Disrespect to teachers and staff
- Distribution or sharing of inappropriate, obscene, and/or profane materials, url links, images, etc.
- Indecent exposure; wearing inappropriate non-dress code clothing
- Bullying/cyberbullying (including but not limited to: sending, posting, or sharing negative, harmful, false, or mean content about someone else)
- Using abusive/profane language
- Academic dishonesty (see Academic Dishonesty section)
- Damaging school property
- Using school provided technology for purposes other than school education
- Hacking into software, online programs, systems, emails, and virtual platforms used by HSA
- Impersonating a teacher/staff member in any manner and / or their classroom as the moderator/host
- Impersonating a fellow classmate; refusing to identify oneself
- Taking pictures and/or recordings of students and/ or staff/teachers without permission
- Other acts determined by the administration to be disruptive to the educational process or dangerous or detrimental to the student, other students, and teachers/staff

POSSIBLE CORRECTIVE ACTION

Misbehavior may result in (but is not limited to) loss of participation points, loss of assignment grade, warning to student and/or parent, meeting with student and/or parent, reflective assignment, loss of privileges in non-academic activities (virtual field trips, CYSP, etc.,) referral, suspension from live class sessions, and involvement of law enforcement.

ACADEMIC HONESTY POLICY

Horizon Science Academy Lorain is committed to helping students grow intellectually, emotionally and socially. In keeping with this mission, academic honesty and integrity

are expected of all. Academic dishonesty adversely impacts the individual student and Horizon Science Academy Lorain's commitment to maintain a safe, fair and positive program. Each student is responsible for their own ethical behavior and for fostering ethical behavior in others.

Academic dishonesty includes, but is not limited to:

- The unauthorized representation of another's work as one's own (plagiarism)
- Borrowing from print or electronically published material, either directly quoted or paraphrased, without including proper citations
- Knowingly providing one's work to another student who copies or presents the work as his/her own
- Using materials or electronic devices not approved during tests, quizzes and other assessments
- Submitting work that does not accurately depict a student's true ability OR receiving answers and submitting work as one's own INSTEAD of parents completing and turning in student work

Violations of this policy may result in loss of credit for the assignment and a student / parent meeting as well as additional corrective action.

ZOOM MEETING SESSIONS

This form is for parents to grant permission for their child(ren) enrolled in Horizon Science Academy of Lorain to participate in home learning remote meeting platforms (Zoom, Google Meets, Google Hangouts).

Zoom/Google Meets/Google Hangouts are cloud based methods of video and audio conferencing, allowing our teachers and students to connect in a live setting. In an effort to do our due diligence in providing a safe learning environment, parents interested in allowing their child to use Zoom/Google Meets/Google Hangouts for school sponsored video and audio conferencing with their teachers and/or classmates, must acknowledge the privacy policies of Zoom/Google Meets/Google Hangouts and complete the consent form below authorizing their child to participate in school sponsored Zoom/Google Meets/Google Hangouts meetings.

In order to provide a safe learning environment we must have acknowledgement from parents/guardians of their understanding of the Remote Meeting Policy. We must also have a completed consent page of their understanding and permission of their child to use the various remote meeting platforms utilized during remote instruction.

Please complete the form below ONLY if you ARE granting permission and agree to the policies and provisions outlined below

Remote Meeting Privacy Policy.

- I authorize my child to participate in school sponsored live Zoom/Google Meets/Google Hangouts meetings for the purpose of instructional content and community building.
- I understand that the parent is responsible for the home learning environment. This includes ensuring that my child is properly supervised and that the background environment is appropriate for a classroom setting.
- I understand that all live Remote Meeting Platforms are to be treated as a classroom setting. Students are expected to follow all schoolwide behavior policies.
- I understand that my student is required to wear modest and appropriate clothing/attire during all live Remote Learning Platform meetings. Students who do not follow this will not have their cameras engaged during the Zoom/Google Meets/Google Hangouts meeting.
- Attendance at live instructional sessions- Zoom/Google Meets/Google Hangouts meetings are necessary for optimal remote learning. These sessions will also be recorded and available for you to review at a later time.

By signing the information below, I have read the Remote Meeting Policy as well as the school's expectations for participating in Zoom/GoogleMeets/GoogleHangouts meetings outlined above*

STUDENT & PARENT CONDUCT CONTRACT

Because all of you have elected to attend Horizon Science Academy - Lorain, we anticipate that all students and parents will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the parent/student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student & Parent Contract

As a student & parent of Horizon Academy, I will do my best to do the following:

Attendance

- I will ensure that my child participates in scheduled live sessions.
- I will ensure my child completes assigned instructional videos and assignments daily.
- I understand that all truancy laws are still in effect through remote learning.
- I understand that if my child is absent and fails to complete assignments for 12 consecutive school days (72 hours) he/she will be withdrawn from Horizon Science Academy Lorain.
- I will make sure that my child promptly makes up missed work following all excused absences.
- I understand that an absence is excused only for illness, family emergency, or religious observance and that I must call on the morning of the absence (at the latest) and or send/email a written note of explanation to the school office and the teacher via email at varner@horizonlorain.org.

Remote Learning Assignments:

- I agree to check my child's learning platform (Seesaw/Google Classroom) daily to ensure that it is completed.
- I understand that my child will be able to make up any assignments missed with an excused absence.
- I understand that my child cannot be excused from daily assignments unless there is a family emergency, a student illness, or justifiable reason (discretion of admin).
- I understand that my child is responsible for their assignments and will not be awarded credit for work completed by someone else.
- I have read and understood the grading policy for virtual learning.

Code of Conduct

- I agree to promote and support the rules of behavior as outlined in the Virtual Student Handbook for 2020-2021.
- I will attend a virtual or in person meeting if my child is suspended, or behaves disrespectfully towards his/her teachers, and I understand that my child will not be allowed to return to the class until this meeting occurs.

Promotion Policies

- I understand that my child needs to pass all core academic classes (Math, English, Science and Social Studies) in order to be promoted to the next grade level.
- I understand that my child will be retained if he or she fails one or more core academic classes or any 2 specials.
- I understand that I need to sign and return all retention warning letters if issued.

Dress Code

- I will ensure through my best effort that my child attends live sessions according to the guidelines listed in the 2020-2021 Virtual Student Handbook.
- I understand that if my child attends out of dress code, he or she will receive a dress code violation and I will be contacted.
- I understand if the problem continues, he or she will be referred to the Administration.

Communication

- I agree to support my child's academic work by communicating regularly with my child's teacher and support staff by scheduling appointments to talk with them as needed, and by attending all Parent-Teacher Conferences in person or online.
- I have read the 2020-2021 Virtual Student Handbook and signed for verification.

Chromebook:

- The student will be issued an HSA-owned Chromebook to take home for the duration of Virtual Learning.
- The parent/guardian and the student agree to the Acceptable Use Policy, Zoom Policy, and G Suite Access Permission.
- The parent/guardian agrees to pay for any damage, repairs, and/or replacements needed according to the fee schedule.

Zoom

- By checking the box, I have read the Zoom Privacy Policy on page as well as the school's expectations for participating in Zoom meetings outlined

_____ Yes, I agree to allow my child listed below to participate in Zoom meetings with his/her teachers.

HORIZON SCIENCE ACADEMY of LORAIN 2020-2021 STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read all of the STUDENT HANDBOOK & STUDENT/PARENT CONTRACT completely with my child(ren). I also understand the contents of HSA school procedures and will abide by all that is required of my child(ren) and myself.

Parents must inform Horizon Science Academy of Lorain of any changes in residence, custody and home, work, and emergency telephone numbers in writing.

Teacher's Name & Grade: _____

Student's Name (Print) & Signature: _____

Parent's Signature & Date: _____

Chromebook Serial Number: _____