Cleora Virtual Learning Student/Parent Handbook

2020-2021

Cleora Public School
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Cleora School – Virtual Learning

General Information

Introduction

This handbook provides general guidelines for parents and students enrolled in Cleora School's Virtual Learning program for the 2020-2021 school year. Virtual learning consists of instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means and online instructor interaction using District approved means and mediums. Virtual learning is a continuation of the District's instructional program that follow the Oklahoma Academic Standards. Therefore, the rules and responsibilities of students and their legal guardian(s) unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, privacy policies, and other Board policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

Attendance

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the Oklahoma State Department of Education (OSDE). Virtual learning attendance is measured in two ways: through logins and communication with the teacher, and participation and completion of lessons, projects, and assessments. Students should login to each of their courses for substantive participation at least 5 times per week, preferably daily. To have satisfactory attendance, work should be submitted weekly unless other arrangements have been made with the teacher(s) in advance. Teacher(s) will contact students/parents by email and phone if they are not logging in frequently or making adequate progress in their courses. If, after the teacher contacts the student/parent, attendance and engagement do not improve, parents will be contacted by District administration. A plan will be developed with the student and parent/guardian to help the student get back on track. If the plan is unsuccessful, the student and parent will be asked to come in for a conference to discuss future success.

Grading, Class Rank, Promotion, and Retention

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, and grade assignment shall remain in effect as if virtual learning had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale.

Communication and Privacy

Instructors will communicate with students and their legal guardian(s) via District-Approved means and media. Students and legal guardians shall have no expectation of privacy when communicating via District-Approved means and mediums. At no time shall students or legal guardians use, upload, post,

mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. The recording of virtual classrooms and/or students by students or their legal guardians is strictly prohibited.

Technical Support

The District will be available to provide basic technical support for instructors, students and their legal guardian(s) in accessing and using District-Approved means and mediums of communication and virtual and distance learning instruction.

Social-Emotional Support

To the extent practicable and appropriate under the circumstances, the District shall provide information and resources to assist stakeholders in coping with the circumstances surrounding virtual learning.

Special Education Resources and Support

The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual learning instruction and compliance issues while this policy is in effect.

Student Expectations

- ✓ Develop a plan to complete assignments by the deadlines.
- ✓ Work independently and be responsible to complete assignments.
- ✓ Login and spend approximately 1 hour per class, preferably on a daily basis, reading and completing assignments.
- ✓ Take care of Cleora School equipment, i.e. computer or other device.
- ✓ Participate in required district and state assessments throughout the year.
- ✓ Ask questions often. Your parent/guardian/learning coach will be there to help and support you.
- ✓ A district faculty/staff member will be available for guidance/assistance.
- ✓ Check your progress online and meet course deadlines.
- ✓ Abide by school rules, policies, and procedures.
- ✓ Practice academic integrity and honesty.

Parent/Guardian/Learning Coach Expectations

- ✓ Log into the online program with your child so that you can learn the system together.
- ✓ Help your child organize and prepare for virtual learning. Make sure that you have reliable high-speed internet.
- ✓ Help your child create a calendar to plan for upcoming assignments and due dates.
- ✓ Read email or other forms of communication from instructors, monitor your child's progress and check grades.
- ✓ Provide transportation to all required district and state testing.
- ✓ Monitor and maintain academic integrity.
- ✓ Parent/Legal guardian must commit to virtual learning for at least a full semester at a time.
  exception: parents can opt back into traditional one time within the first 5 weeks but must stay in the traditional setting for the remainder of the semester.

Technology Required

- ✓ A computer will be provided to enrolled Cleora virtual learning students.
- ✓ Reliable, high speed internet is required. *free internet Hot-spots are available for those who show a need and make application.

Courses

Cleora School will provide 5 core courses per semester for virtual learning students (English Language Arts, Reading, Mathematics, Science, Social Studies)

Counseling Services

The Cleora School counselor is available to address student concerns, answer questions regarding grades, monitor progress, and provide social/emotional support. Please contact Mrs. Stites at 918-256-6401 or pstites@cleora.net

Extracurricular Activities

Students enrolled in Cleora School's Virtual Learning program may not participate in extracurricular activities.

Students served on an IEP or 504

Prior to being officially enrolled into the Cleora School Virtual Learning program, the educational team will meet to review the student's plan and to determine the appropriateness of the virtual platform for the student.

Discrimination/Harassment Disclaimer

Discrimination and/or harassment of students are prohibited by Cleora School. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.