



DISTANCE LEARNING

Overview

Campus Life and the Student Experience Will Be Different This Year.

The health and safety of students, faculty, and staff is priority. Riverside Academy has implemented public health interventions, which include following all local and state public health orders and CDC guidelines. These health interventions may impact your experience as a student both inside and outside the classroom. Safety protocols may change during the semester and may result in modifications or changes to the teaching format, delivery method, or the course schedule (e.g., altering meeting times or frequency; changing beginning or ending dates for a term, or partially or completely moving from a face-to-face classroom teaching to an online teaching or remote learning format). Due to the possibility of every student needing to use the Riverside Academy's Distance learning program, every student and parent is required to read and sign the distance learning amendment.

While attending our distance learning program, students are expected to be self-motivated and responsible for their own learning. Student learning will be face-to-face with a teacher and other students via Google Meet, and distance learning students will be working independently to preview material through videos or other digital resources, to complete assignments, to complete assessments. Assessments will be monitored to ensure fidelity. While learning virtually, we plan to mimic our traditional school day to ensure the best quality education for our distance learning students. The coursework and content standards will be the same and as rigorous. The accountability for our distance learning students will be the same as if they were attending face-to-face every day.

Parent Expectations

- Follow the guidelines in the Distance Learning Parent Contract.
- Parents should utilize ParentPortals homepage. Contact information must be updated as needed to ensure essential notifications are provided in a timely manner. Parents are expected to inform the secretary of any changes to contact information.
- **Elementary** parents should understand students will need a Learning Coach (parent or designee), a person providing significant guidance and support to the child.

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

- Follow the guidelines in the Distance Learning Student Contract.
- Attend classes as you would if you were going onsite, be on time to the distance

learning class Google Meets, etc. these will be comparable to a school day.

- Check Plus Portal for information on courses, assignments, and resources.
- 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.
- When testing students must be alone and must have a 360-degree view of the room.

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 Riverside Academy's handbook and the following expectations:

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
- There should be no eating, drinking, or disruptive activity.
- No playing with pets or talking to others while logged in the class.
- 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

Testing

- Students should not falsify information, present false identification, or taking a test for another person.
- Students are required to show a 360-degree view of the room and testing area during the room during testing.
***Elementary** – Your teacher will discuss test guidelines with you.
- Use of any outside aids on the test including, but not limited to, the use of cell phones, smart devices, personal calculator, notes, books, etc. will result in a zero, suspension, and a meeting with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.
- Students should not show questionable behavior: persistent glancing off-screen, reaching off-screen consistently, etc.
- Students should not communicate with another individual(s) during the test.
- Students may not leave the testing area until the test is completed.
- Students should not hide their face/camera during testing.
- Any copying or capturing of test content in a physical or electronic means will result in a zero, suspension, and a meeting with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.

Resulting Disciplines

- 1st Infraction: Students will be warned.
- 2nd Infraction: Parent will be contacted.
- 3rd Infraction: Student will be removed from distance learning platforms for the day/ and not allowed to complete work. Parent will be contacted.
- 4th Infraction: Parent and student will be required to attend a distance learning teacher conference with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.

Distance Learning Attendance

- Riverside Academy is required to monitor student attendance in accordance with all applicable statutes set forth by the State of Louisiana.
- **Attendance** will be taken each day during each class period, according to the bell system. It will be taken via Google Class/submitted assignments. Students have 5 minutes to log into Google Class or interact with the teacher according to his/her PlusPortal directions. All assignments are **required to be submitted each day** (time of submission will be designated by each teacher).
***Elementary – Daily attendance will be taken when you log in to your virtual session with your teacher daily.**
- If you do not sign in according to each day's directions on PlusPortal you will be considered absent, without an excused absence you will not be allowed to make up the missed work.
- 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 face-to-face instruction with the teacher and other students via Google Meet.
- **Elementary:** If a student misses more than 4 unexcused face-to-face with the teacher and other students via Google Meet sessions in the 9-week marking period, the teacher will email the Principal/Supervisor.
- **Elementary:** If a student misses more than 6 unexcused face-to-face with the teacher and other students via Google Meet sessions in the 9-week marking period, the student and parent will confer with the Principal/Supervisor.
- **Elementary:** If a student misses more than 8 unexcused face-to-face with the teacher and other students via Google Meet sessions in the 9-week marking period, the student and parent will confer with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.
- **Middle/High:** If a student misses more than 4 unexcused face-to-face with the teacher and other students via Google Meet class sessions per 9 weeks, the student and parent will be required to confer with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.
- **Middle/High:** If a student misses more than 6 unexcused 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 Principal/Supervisor and no longer be eligible to participate in the distance learning classroom.
- Part of the appropriate learning time will be working independently to preview material through videos or other digital resources, to complete assignments, to complete assessments, etc.

Attendance will be determined by Google Meet and submitted assignments and essential deadlines.

- **Elementary:** Failure to complete 3 major assignments in any subject within the 9-week marking period, will result in the student and parent being required to confer with the Principal/Supervisor.
- **Elementary:** Failure to complete 6 major assignments in any subject within the 9-week marking period, will result in the student and parent being required to confer with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.
- **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 the Principal/Supervisor.
- **Middle/High:** Failure to complete 6 major assignments in any one class per semester will result in the student and parent being required to confer with the Principal/Supervisor to discuss the student's eligibility to stay in the distance learning classroom.
- **Truancy Laws also apply to Distance Learning School.**
 - Extenuating circumstances will be evaluated on a case by case basis.

When a parent and student are required to confer with the Principal/Supervisor and/ regarding unexcused absences, the assigned administrator will evaluate the student's success in the distance learning program. The student's continuation in the program will be determined at that time.

Excused Absences

A parent who knows of a student's absence should notify the office especially if the parent knows in advance. The school will make efforts to confirm the student's absence via email, text, and or automated phone call. If a student does not send/bring a note, the student will be given an unexcused absence, and the student must take all tests required. Parent notes will count against the total days of attendance.

Students shall be considered excused from school for the following reasons:

- Personal illness (with a physician's verification).

(Note: Personal illness: Although the absence will be counted as one of the allowed 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.)

★ Parents are allowed 3 written notices for absences that will be considered excused absences.

- Death in the family -(4) excused absences for a death in the immediate family (parent, sibling or grandparent).
- Any other extenuating circumstance deemed necessary by the Principal/Supervisor.

All Physician's excuses must be scanned and submitted to the Principal/Supervisor within 48 hours. Students shall be given the opportunity to make up work during the allotted time.

Tardiness

In the distance learning distance learning program, tardiness refers to face-to-face instruction with the teacher and other students via Google Meet sessions. (Students have a 5-minute window to be logged into the session/in the event of internet problems the student must email the teacher or call the office within a 10-minute period that they are trying to log into the session)

- 1st Tardy: Students will be warned.
- 2nd Tardy: Student will be contacted by the teacher.
- 3rd Tardy: Parent will be contacted.
- 4th Tardy: Parent and student will be required to attend a distance learning teacher conference.
- 4th Tardy: Parent will confer with Principal/Supervisor.
- 5th Tardy: Principal/Supervisor will confer with the parent and student to evaluate the student's continued enrollment in the distance learning program.

Make-Up Work

Work missed on days absent must be made up within the number of calendar days missed (It is the student's responsibility to email the teacher to receive any work not posted on PlusPortal/ Google Classroom). Responsibility for making up work lies **entirely with the student**. Tests must also be made up within the number of calendar days missed. In the event of the extended absence or numerous tests missed during an absence, students must speak/email the various teachers involved to schedule making up the work. Students who are absent more than 6 days in a semester will still be allowed to make up work, however, can earn the highest score of 70 % on tests (Academic)-60% (Honors) and 50% on homework and classwork for days missed beyond the sixth, **Students that do not complete makeup work during the allotted make up period will lose credit for the missing assignments**. Continuous absences on test days could result in a student losing the privilege of making up the test. **If a student is absent on the test day only and the test was announced in advance, the student must take the test upon returning to school.**

***Note all missing work will be marked Incomplete (I), which places a 0 in the gradebook until the work is made-up.**

Video Conferencing Support

BEFORE Video Conferencing

Take Some Time to familiarize yourself with Google Meet and Google Classroom

- Before a student gets connected, make sure the student understands the purpose of the meeting.
- Reach out directly to the teacher if anything is unclear.
- **Elementary/Middle School** - Participate in the first video conference to support the student's unique learning needs.

Check the Time and Date of the Distance Learning Lesson

- Check Plus Portals daily, during each class period.
- Message the teacher if you miss a distance learning session (this is the student's responsibility). (Please be cautious of missed days.)

Dress Appropriately

- Follow the School Dress Code (Shirt/Hair/Facial Hair).
- Ensure the background area is acceptable for video conferencing
- **High School /Middle School** - No one should be present during class, except student. (this includes pets).
 - **Middle School-** if you feel your child needs your assistance during class time, please contact teachers to make arrangements.

- **Elementary-** Any family members that may be in the room during the video conference should also be dressed appropriately.

Check Technology Ahead of Time

- Check the audio to make sure your speakers are enabled.
(only turn on when you are speaking to the teacher)
- 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 the student can engage in the conference.
- Keep siblings and pets away from the conference.

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

Check the Lighting

- Make sure the student 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.

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 technical 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 with the teacher(s)/classmates. You may be able to get help from the chat.

Elementary- 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. 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

- Students should examine 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.
- Students need to make sure that they say “Good-Bye” before they leave the Google Meet meeting space, just as you would ensure they leave an unsupervised school setting.

TERMS OF USE DISTANCE LEARNING CLASSROOM:

By participating in any Riverside Academy Google Meet class (any video platform), you are agreeing that the contents are the property of the teacher leading the class and licensed to you only for classroom / personal use as a single-use, you may watch only-you may **NOT** record any class at any time. Each teacher retains the copyright, and reserves all rights to their classroom lesson (video/class lessons).

SYLLABUS CONSENT: By typing my name in the space provided, I am indicating that I have read and understand the classroom practices set forth for English III Honors. For future reference, a copy of the syllabi can be found on PlusPortals. *



Virtual Distance Learning Program

Parent Contract



By registering in Riverside Academy School's Virtual Distance Learning Program, I understand that my that my responsibilities as a parent include, but are not limited to, the following:

- Attend the virtual Orientation Meeting(s) or watch the recorded version of the meeting using the provided link.
- Work with my child to set a schedule ensuring that appropriate time is dedicated to learning, comparable to a school day and/or as guided by the teacher(s).
 - Part of the appropriate learning time will be face-to-face with the teacher and other students via Google Meet.
 - Part of the appropriate learning time will be working independently to preview material through videos or other digital resources, to complete assignments, etc.
- Monitor my child's progress by checking appropriate online platforms, and PlusPortal grades.
- Communicate with my child's teacher (using the teacher's school email) any concerns about my child's progress as a virtual learner.
- Ensure my child follows all guidelines for dress and appropriate behavior/communication while in a Google Meet session or when using any digital communication tool as outlined in the Riverside Academy Student Handbook/ Virtual Guidelines.
- Designate an appropriate space for my child to study/learn.
- Communicate with my child regarding timelines and due dates.
- Contact Teacher/ Office at my child's school with any technology issues.

Additionally, although my child is enrolling in Riverside Academy's Virtual Distance Learning Program, I understand that my child is still a student at Riverside Academy and that all grades and resulting. All grades earned will be posted on the transcript from Riverside Academy. I also understand that I am subject to all Riverside Academy's rules and regulations governing student behavior.

Finally, I understand that I may only transition my child from virtual learning to onsite learning and from onsite learning to virtual learning once per school year, after the second nine weeks. Enrollment changes must be justified and requested. The request should be made two weeks prior to the end of the second nine-week grading period. Approved changes will occur on the first day of the third next nine-week grading period.



Virtual Distance Learning Program

Student Contract



By registering in Riverside Academy School's Virtual Distance Learning Program, I understand that my responsibilities as a student include, but are not limited to, the following:

- Attend the face-to-face Orientation Meeting(s) or watch the recorded version of the meeting using the provided link.
- 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 face-to-face with the teacher and other students via Google Meet
 - Part of the appropriate learning time will be working independently to preview material through videos or other digital resources, to complete assignments, to complete assessments, etc.
- Check appropriate online platforms for information on courses, assignments, resources, etc., and complete the daily task.
- Attend Google Meet sessions as scheduled by the teacher.
- Communicate with the teacher and other students via Google Classroom, Google Meet and other digital platforms as assigned by the teacher.
- Adhere to the norms and protocols for the **dress and appropriate behavior/communication** while in a Google Meet session or when using any digital communication tool as outlined in the Student Handbook.
- Identify an appropriate space to study/learn (quiet, comfortable, few distractions).
- Engage in all learning tasks and assessments with academic honesty.
- Submit all assignments in accordance with provided timelines and due dates.

Additionally, although I am enrolling in Riverside Academy School's Virtual Distance Learning Program, I understand that I am still a student at Riverside Academy and that all grades and resulting. All grades earned will be posted on the transcript from my school. I also understand that I am subject to all Riverside Academy's rules and regulations governing student behavior.

Finally, I understand that I may only transition from virtual learning to onsite learning and from onsite learning to virtual learning once per school year, after the second nine weeks. Enrollment changes must be justified and requested. The request should be made two weeks prior to the end of the second nine-week grading period. Approved changes will occur on the first day of the third next nine-week grading period.