

ACPS Expectations for Students in a Virtual Learning Environment (Stages 2-3)

School Year 2020-2021



The following guidelines, developed by Albemarle County Schools, serve as an addendum to the 2020-2021 WES Student Handbook to define expectations for students in a virtual learning environment (stages 2-3). Please read and review these expectations with your children before school begins.

Expectations for Students in a Virtual Learning Environment

(ACPS Stage 2-3)

- Students must adhere to all Standards of Conduct published in the school handbook (Dress Code, Behavior, Use of Technology, Digital Citizenship, etc.).
- Students are responsible for content posted through their login and account activity. Sharing or using usernames and passwords with others or using the usernames and passwords of others is strictly prohibited.
- Students are expected to review Schoology and other forms of teacher communication daily. Teachers will provide scheduled office hours, a minimum of two hours per week.
- Students must maintain a list of usernames and passwords for all virtual learning platforms.
- Students will attend synchronous virtual lessons with teachers and / or participate in asynchronous lessons daily.
- Student attendance (both synchronous and asynchronous for high school students) will be logged daily and entered into PowerSchool.
- Students are expected to be active participants in virtual activities as directed by the teacher.
- Advocate for personal needs and additional support when needed. Students are expected to comply with the teacher's policy regarding the turn-in of assignments, late work, and incomplete work. Students are expected to meet all due dates.
- Report any technical problems to Technical Support at **434-975-9444, or extension 15004**, as soon as a problem arises. The technical support service is open from **7:00 AM to 7:00 PM Monday through Friday**.
- Students will maintain best practices for virtual learning sessions.

Attendance

Parents / guardians have the legal responsibility to ensure that their child fully participates in the virtual school by monitoring their progress and the time spent on daily

course work. When a student is unable to participate in daily instruction, parent notes / doctor's notes must be submitted. All virtual students are subject to the same attendance policies / guidelines as students who are in traditional schools.

Parent Support

For a student to be a successful virtual learner, a true partnership must be established between parent, student, and teacher. It is extremely important that all contact information is kept up to date on PowerSchool. Teachers will communicate regularly with parents in addition to communicating with students.

Parental support may be needed in the following ways:

- Parents, if possible, might consider establishing a dedicated learning space at home, free from distractions and interruptions (pets, siblings, television, etc.). This can include a quiet space with no movement behind the student and an appropriate background.
- Parents may need to help their student (depending on grade level) establish a daily work schedule in accordance with the synchronous and asynchronous class schedule.
- Parents of Kindergarten through 5th grade students may need to help students by consulting the ACPS SeeSaw platform for assignments and helping them log into Zoom sessions.
- Parents may need to monitor student work and ensure assignments are submitted according to teacher instructions. This includes delivery dates and format.
- Parents are expected to help their children follow all ACPS policies and procedures. Students must understand that they are to dress appropriately and may not use inappropriate or threatening language.
- Parents are expected to read, review and follow the ACPS Responsible Use of Technology Policy.
- Comprehensive academic support from parents by allowing students to work independently will be essential as students develop the skills necessary to thrive in a virtual environment.
- **Communication is a key component of virtual learning.**

- Parents should provide schools and teachers with the most current contact information (phone numbers, emergency contact, and address).
- Parents should keep lines of communication open (phone and email) with teachers and report any concerns or questions to the teacher. Teachers will respond to communication within 1 business day.
- Parents should plan to attend a virtual parent-teacher conference in the first quarter.
- Parents are expected to ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc.).
- Comprehensive academic support from parents by allowing students to work independently will be essential as students develop the skills necessary to thrive in a virtual environment.

Glossary of Terms

PowerSchool is the student information system used by ACPS. The Parent Portal is the online access point to important information about students.

This secure site provides an easy way to see the students academic information, including:

- Qualifications
- Attendance
- Report Cards / Progress Reports
- state testing scores ●

Definitions

Instruction Asynchronous It is instruction provided by a certified educator to those students who participate in the instruction at a time other than when the teacher delivered the instruction. This may include, but is not limited to, printed work materials, individual or group projects assigned by the teacher, audio or video recorded lessons, online course modules, or other appropriate methods as determined by the district.

Schoology is the learning system platform used in ACPS that enables schools to offer a virtual learning environment that meets the needs of the student and the school.

Student assignments can be found and submitted via this platform, as well as the course syllabus, dates of important assignments, and links to classroom information.

ZOOM is the online platform that will be used for teachers to video conference with students to provide synchronous instruction. In addition, it can be used for parent-teacher contacts and conferences.

Synchronous Instruction is instruction provided by a teacher to a student or group of students at the same time, but not necessarily in the same location. This may include, but is not limited to, in-person or telephone, Internet-based, or other appropriate communication methods as determined by the district and may include whole class, small group, or individualized instruction between student and teacher.