

Online Learning Academy Handbook and Expectations

General School Information

School Address: 8520 N. 19th Ave., Phoenix, AZ 85021

School Website: <https://www.wesdschools.org/OLA>

Office: 602-347-3900

School Hours

Office Hours:

- M/T/Th/F 7:45 a.m. - 3:45 p.m.
- W 7:45 a.m. - 3:00 p.m.

Student Hours:

- M/T/Th/F 8:30 a.m. - 3:30 p.m.
- W 8:30 a.m. - 2:00 p.m.

Attendance

Our goal for online learning will be to provide as much daily structure and consistency as possible, similar to in-person school days. To help accomplish this goal, as a district we have set forth the following guidelines:

- Each course will have a 'live' (synchronous) component using Google Meet and attendance will be taken during each period.
- Students must be present online throughout the school day. Cameras must be on when requested.
- Students should be focused on learning from 8:30 a.m. -3:30 p.m. If they are removed from the learning space for illness, an absence will need to be reported to our school office. Please do not remove students from school for personal reasons (errands, childcare, etc.).

- Unexcused/poor attendance (less than 90% on average) will result in revoking WESD Online Learning Academy open enrollment. Repeated tardy arrivals or early departures from class will both be treated as partial absences and recorded daily. If a student logs into class but leaves Chromebook unattended, the student will not be considered in attendance.

In-person Days for Testing

- It is mandatory for students to come in for both state and district assessments per Arizona Revised Statute/ARS 15-808-H. There are three district testing dates and four state testing dates. Unless there are extenuating circumstances, open enrollment will be revoked if a student does not come on campus to take state and district Assessments.

Online Student Monitoring

- The district uses Gaggle, which is an online safety monitoring system to support students to ensure safety online. Live humans review content and search for concerning topics (self-harm, harm to others, inappropriate content, etc.). We are proud to support student safety!
- Go Guardian is a system of learning tools that supports teachers to monitor student activity on chrome books. Teachers can communicate privately with students through one-on-one messages and are able to annotate on student screens, supporting learning and understanding. When students are not showing positive digital citizenship, students may be moved into a "safe space" using Go Guardian which restricts access to websites and searching capability.
- Parents, please be advised that all activity on your child's student Chromebook is monitored. Please refrain from using the device for personal use (Example banking, taxes, etc.) to ensure your confidentiality.

Privacy Guidelines

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during online learning, all families are asked to follow the following privacy guidelines.

- Google Meet classes are designed for students. Although family members may assist their child with technology and/or remain nearby, they should not actively participate in classes. Please be aware that any background noise and conversations can be heard by the teacher and other students unless the Chromebook microphone is on mute.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meet, including posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during Google Meet should not be collected, discussed or shared.
- Family members should not engage with students during Google Meet classes. If you need to speak with your child during a check-in session, first mute your child's microphone.
- If a family member has a question, please email your child's teacher. It is not permitted to speak to your child's teacher through the Google Meet during class in order to protect the learning environment and your privacy/confidentiality.

Student Expectations

WESD is looking forward to providing a positive and productive learning environment for our students. The guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment. To ensure a positive and productive learning environment during these sessions, it is important that all students adhere to the following behavioral expectations.

Students should give their best effort, exhibit their best online class behavior, and practice positive digital citizenship. In addition, students are expected to:

- Students should be actively present in their online classes at all times. Students who step away from the Chromebook and are not participating in class will be removed to stay in compliance with online attendance. If the student returns and sees he/she is no longer logged in, he/she may log back into Google Meet to participate in class. Teachers will give at least three tries to see if a student is in class before removing. Teachers can verbally ask the student a question, request the student to appear in front of camera, ask the student to reply in the chat, and/or send a message on Go Guardian. If a student leaves to do something else at home, that cannot be counted as attending class. Just as in a brick-and-mortar school, students are allowed to go to the restroom. The students should follow the classroom procedures for restroom breaks.
- Have materials available; be prepared.
- Use digital tools appropriately (chat, assignment posts, etc.).
- Taking screenshots, pictures or recordings of other students is not permitted.
- Be mindful of additional technology such as cell phones.
- Use appropriate language.
- Follow district dress code during school hours.
- Only use your own log-in information; log-in credentials should not be shared.
- Use academic integrity by not plagiarizing or falsifying information.
- Use only appropriate virtual backgrounds, icons, emojis, and avatars.
- Turn cameras on when requested by the classroom teacher.

DISCIPLINE/BEHAVIOR

In order to create a positive learning climate, all students will follow all school and classroom rules. Consistency and fairness will lead to a better understanding of the importance of self-control and appropriate behavior. Home-school communication and cooperation are vital to providing a positive learning environment. For additional information about student discipline, please refer to the WESD Parent/Student Handbook.

Promotion Ceremony Requirements

The Washington Elementary School District promotional requirements are an integral part of a student's education plan. Eighth grade students are promoted based on criteria in the following areas:

1. academic achievement;
2. attendance; and
3. behavior.

If a student is failing any core classes after the second quarter and may be in danger of not participating in the promotion ceremony, parents will be contacted by their child's homeroom teacher to create a promotion plan with the student, parent and teacher to support and assist student.