



# *Livingston Classical Academy*

## **Online Virtual Learning Experience Guide**

### *Your Student's Guide for Virtual Learning Success*

Livingston Classical Academy will use a Learning Management System (LMS, Canvas) to deliver educational content. Additionally, teachers may utilize printed instructional packets. Live and/or pre-recorded virtual meetings and lessons will support distance learning objectives. Mode of instruction and learning content will be differentiated to meet student needs.

**2020/2021**

**This guide will be used if the State of Michigan returns to Phase 1-3 of the Michigan Stay Safe Plan and for families who select to learn virtually in Phases 4-5.**

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## Welcome to Livingston Classical Academy Virtual Learning Experience

August 12, 2020

Dear Livingston Classical Academy Families,

As we plan to embark on the 2020-2021 school year, we are offering two options for your student's learning experience: Monday through Friday in-person instruction or distance learning for extenuating circumstances. Families who need distance learning due to COVID-19 will still receive instruction from the Livingston Classical Academy teachers and staff, with the same robust curriculum and standards, but led by a parent or guardian at home using our online platform.

We want you to know that the virtual distance learning option for extenuating circumstances will include a Learning Management System (LMS) that will house instruction, assignments, and communication. While we understand that the virtual distance learning format is a different experience than in-person learning, we will put forth our best effort to create a space for successful online learning.

*Please note as you read this plan, there is the potential for all students to return to virtual instruction if our region moves back to phases 1-3 in the Michigan Stay Safe Plan during the school year due to the COVID-19 pandemic. If we do return to all-virtual learning, the following still applies to every student.*

The 100% virtual distance learning will complement the school's classroom instruction, and is a combination of self-paced and live opportunities for instruction, participation, and feedback.

The virtual distance learning includes:

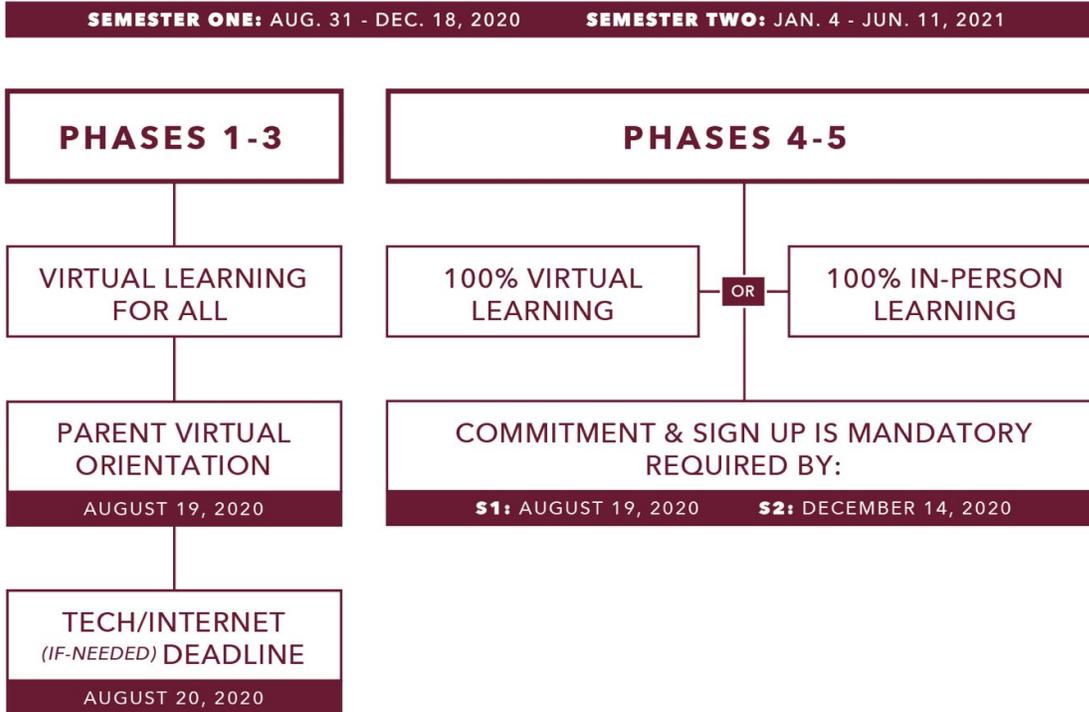
- Student accountability for learning as reported through graded and ungraded (completion/participation) assignments and progress on grade level achievement and learning objectives.
- LCA curriculum and assessments will be used consistently.
- Canvas will be used consistently across classes and grade levels.
- Teachers will offer live learning and engagement opportunities.
- Attendance is mandatory and will be determined by a variety of measures including log-in data, assignment completion, and grades.

Please refer to the LCA handbook for additional information including expectations and attendance.

We look forward to welcoming you back to the 2020-2021 school year.

In partnership,

Lisa Gillon



## Ownership of Learning

Parents and students who plan to pursue the virtual distance learning option understand that you are the owner of your success in the program. Of course, the teachers and staff will support you, but you must:

- Commit to taking virtual learning online courses and will make a concerted effort to keep up with the pace of the course, to participate in classes, and to complete all course requirements.
- Understand and agree to invest the time necessary for successful completion of your classes. You are aware that the number of hours required to complete online classes is similar to the number of hours required to complete traditional courses (to include both time online and the time offline on assignments, projects, and testing requirements).
- Participate online at certain times on a daily basis for live instruction or appropriate intervention services.

- Understand the importance of prompt communication with teachers and the school staff on a regular basis particularly when you are having difficulties with technology and/or class work.
- Have reliable access to a device and WiFi/Internet connection. If you don't the school will assist you.

Students who do not abide by the policies, guidelines, and rules regulating the virtual distance learning option will be required to meet with a school leader with a parent present to discuss successful strategies.

**Attendance is required daily**, if you are unable to attend, please call the office to report your absence, just like in-person learning. Similar to a traditional day, if you are not present in class, you will be marked absent and the office will notify the parent/guardian. See below for attendance guidelines:

- After 1 missed day of online learning, The Office Support Team will reach out to you to- get a return date.
- After missing 2 more days of online learning, your teacher or support staff will contact you.
- After 3 days of no contact, school support staff will be calling you to set up a conference.
  - If no response within 24 hours, the school will call your emergency contacts.
- The conference will be during school hours to ensure you have all the necessary support you need for learning at home.
  - If needed, the school will work with local support networks to ensure services are available to those that need it.
- If contact continues to be an issue, a meeting is set up with the school leader for consideration of the student to transition to in-person learning where possible. During this meeting, the school leader, parent and student will review the online learning expectations and take notes to keep as reference.

## Livingston Classical Academy Virtual Learning Contract 2020/2021

As the parent(s)/guardian(s) of \_\_\_\_\_  
(Print Student's Name)

I understand that Livingston Classical Academy virtual distance learning requires my child to meet all conditions that foster a successful online education aligned with Michigan Department of Education Requirements and Barney Charter School Initiative (BCSI) requirements. Conditions defining a successful online student:

(Initial each line)

\_\_\_\_\_ I understand that my child will receive grades based on daily participation, assignment completion, and demonstrated mastery of skills.

\_\_\_\_\_ I understand that attendance will be taken and adherence to Washtenaw ISD truancy and attendance requirements must be met.

\_\_\_\_\_ My child will be available for virtual learning and engagement between the hours of 8:00AM-3:00PM every school day.

\_\_\_\_\_ My child will have access to the internet during school hours.

\_\_\_\_\_ My child will have an appropriate adult available to assist them between the hours of 8:00AM-3:00PM every school day. Sometimes referred to as a "Learning Coach."

\_\_\_\_\_ My child will engage in coursework on a DAILY basis with parent/guardian "Learning Coach" supervision.

\_\_\_\_\_ My child and designated parent/guardian "Learning Coach" will establish regular communication with all teachers through the Learning Management System (LMS, Canvas).

\_\_\_\_\_ My child will attend all mandatory testing and evaluations sessions at the school (NWEA, M-STEP, PSAT, IEP Evaluations, etc).

\_\_\_\_\_ My child will maintain academic integrity through the submission of authentic, original work.

\_\_\_\_\_ My child will honor all rules and procedures established by Livingston Classical Academy as stated in the LCA Student & Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Program-specific needs

### *Classical Education*

#### **The Home Environment for Learning**

For Lower School students, the learning environment is your home and surroundings. This means finding ways to support independence, engage in meaningful tasks, and supplement learning through various activities and lessons offered by teachers via Canvas, Google Classroom, instructional packets, general emails to families, specific emails to families, and conference over phone/Zoom.

For elementary to middle school students, this will mean all of the above, plus establishing a quiet work space, expectations, and routines for regular meetings and classes via ZOOM or Google Hangouts, and assignments outlined on the Learning Management System (LMS, Canvas). Google Classroom may be utilized where applicable.

- Where age-appropriate, you might like to discuss ‘Learning from Home’ with your child and include them in some decision-making processes.
- Make a schedule together that works for your family (when to take breaks /have time outdoors, etc).
- Gather ideas for activities and projects.
- Organize materials for older students; it will be important for them to maintain their routine of submitting work and receiving feedback from their teachers.
- Overall, we can approach this as an opportunity to be creative and collaborative - and we are here to support you through the process.

#### **Grade-Band Overview**

##### **Lower School (Kindergarten-6th grade)**

##### **Supply List:**

*See grade-level back to school supply list on the LCA website.*

*Program additions (when to take breaks /have time outdoors, etc)*

##### *Sample Schedule*

*Example: Daily Schedule M-F*

*8:00 - 9:00 Wake, Breakfast, dress, wash up, make the bed, morning chores, etc.*

*9:00 - 9:30 Morning meeting via Zoom/Canvas*

*9:30 - 11:30 Work time/structured activities (follow teacher schedule)*

*11:30 - 12:00 Lunch*

*12:00 - 12:30 Practical Life chore time (lunch cleanup, etc.)*

*12:30 - 1:00 Outdoor play*

*1:00 - 1:30 Quiet reading time or rest time*

*1:30 - 3:00 Work/Academic Time (instructional packet or as directed)*

- *Teacher Contact Information: Refer to the LCA website for teacher email address. Ongoing communication will take place via the Canvas LMS.*

***(Teachers will be offering online lessons and office hours each week, so students will be expected to be online to participate and ask questions.)***

## **Upper School (7th grade - 12th grade)**

### **Supply List:**

*See grade-level back to school supply list on the LCA website.*

*Program additions (when to take breaks /have time outdoors, etc)*

*Schedule:*

### *Sample Schedule*

*Example: Daily Schedule M-F*

*8:00 - 9:00 Breakfast, morning routine*

*9:00 - 9:30 Morning meeting via Zoom/Canvas*

*9:30 - 11:30 Work time/structured activities (follow class schedule)*

*11:30 - 12:00 Lunch*

*12:00 - 12:30 Practical life chore time (lunch cleanup, etc.)*

*12:30 - 1:00 Outdoor/break*

*1:00 - 1:30 Quiet reading time*

*1:30 - 3:00 Work/academic time*

*Teacher Contact Information: Refer to the LCA website for teacher email address. Ongoing communication will take place via the Canvas LMS.*

## **Office Hours**

**School Office Hours: Monday-Friday 8:00 a.m. - 3:30 p.m.**

***If you would like to schedule an in-person meeting, please contact the office.***

## Online Distance Learning FAQs

### **Q: What will a typical online distance learning day look like for my student?**

**A:** It will vary by grade and by teacher. Students will be required to follow a schedule similar to an in-person student day (approximately 6.5 hours a day). Some teachers will hold live instruction during the period/time in which they would normally be teaching. Others will pre-record lessons and/or give assignments for students to complete on their own, and this could vary by day, i.e. a teacher might hold a live lesson one day and then give students an assignment the next.

### **Q: Where will my student access online lessons?**

**A:** Teachers will have a Learning Management System (LMS, Canvas) site. Lessons and assignments will be located in Canvas.

### **Q: How does my student access the Learning Management System (LMS, Canvas)?**

**A:** Students will log into the LMS (Canvas) using their LCA administered account.

### **Q: When does my student need to log on to Canvas each day?**

**A:** It will vary by grade and by teacher. Teachers will communicate with students how they're planning to teach on virtual instruction days, i.e. if there will be a live lesson or an assignment that can be completed at any time during the day. Look for communication from the student's teacher(s) via the Learning Management System (LMS, Canvas) and email.

### **Q: How much time will my students need to complete a lesson?**

**A:** The time will vary by student, but in general the time spent on the lessons and assignments on school days will be comparable to the time spent in school for an in-person student. Distance learning instruction will include lessons (live or recorded), required class discussions, and meetings. Again, students will be expected to be online at specific times each day.

### **Q: How will we provide services to students with IEPs, EPs, and 504 plans? How will we be able to accommodate their needs?**

**A:** Students with IEPs, EPs, and 504 plans will participate in online learning along with our other students. Accommodations and modifications will be implemented as they would if the student were receiving face-to-face instruction. Students who receive services from an ESE teacher or specialized therapist will receive those services on a reliable schedule virtually (if possible) or at a scheduled time in-person, where necessary.

### **Q: When and how can I reach my child's teacher?**

**A:** Email remains the best way to contact a teacher. If you wish to speak to a teacher, please use email to set up a time to connect. Teachers will have office hours each week.

**Q: When can I expect a response from teachers?**

**A:** As a standard rule, teachers will respond to emails within 24 hours during the school week. In some instances, teachers may need a little more time to put together information or respond to requests. We encourage students, parents, and staff to take the evenings and weekends off. With no physical boundary between school/work and home, we need to provide time to reflect and refresh.

**Q: How much communication can I expect from the school?**

**A:** You can continue to expect ongoing communication from the school and the classroom teacher. Office staff is available and will respond to emails during their working hours.

**Q: Will attendance be taken?**

**A:** Yes. Students will be required to sign in for attendance every day via Canvas. If not present or active, students will be marked absent. Students who are sick or cannot participate for another reason should contact the office to report an absence. Students in virtual distance learning instruction are still subject to the attendance requirements of the state of Michigan.

**Q: Will virtual distance learning instruction assignments be graded?**

**A:** Yes. The grades earned during virtual instruction will be the grades used to determine report card grades. Classwork, homework, and assessment grades will be taken into account.

We understand that some students, particularly at the elementary level, may not be able to complete tasks independently. We are also aware that many parents are now trying to balance their new normal of working from home and caring for their children. Please let us know how to support you and your student best.

**Q: How will I know if my child is in danger of failing?**

**A:** Promotion for virtual school remains the same as that for in-person learning. Weekly assessments and independent work will keep teachers apprised of student progress. If students begin to struggle, parents and teachers will schedule a meeting.

**Q: Will students take standardized tests this year?**

**A:** As of August 4, 2020, yes standardized tests are required for all public school students in the state of Michigan.

**Q: My family has technology limitations (computer access, internet limitations, printer access, etc.) and can't participate fully. How can Livingston Classical Academy help?**

**A:** Livingston Classical Academy is working to make a limited number of computers available to families. We have also facilitated getting printed materials to families as well as troubleshooting for Internet access. If anyone needs assistance please communicate this to your teacher who will get you in touch with someone who can help with these resources.

**Q: Will any events such as Open House, Orientation, etc. still be held?**

**A:** Currently we are not able to commit to activities due to the uncertainty of the health crisis and the current executive orders. If we are allowed to gather in groups, we will do so appropriately, following necessary guidelines. We will continue to communicate as information becomes available.