

Virtual Student Handbook



2020-2021

Horizon Science Academy- Youngstown
www.horizonyoungstown.org

VIRTUAL LEARNING PROCEDURES & EXPECTATIONS

Parent/Guardian Partnership

Horizon Science Academy Youngstown will be working with families to make this year a success! With that in mind, parents and teachers will need to communicate on a regular basis to support students. Please do your best to

- read emails at least once daily and answer all communications within 24 hours
- keep contact information current in the school office (phone number, address, email address)
- monitor student(s) assignment completion and grades weekly (at a minimum)
- ensure student(s) attends all required live classes (daily if schedule allows)
- communicate concerns or needs with the student's teacher(s)

Regular family check-in sessions will be available each week to meet with teachers through Zoom Monday and Wednesday evenings from 5:00-7:00. Parent-Teacher conferences will still take place throughout the school year as scheduled, as well. Additionally, parents/guardians should contact teachers through email, phone calls, or DoJo messages to relay concerns or issues that may impact learning in between these meetings. Please assist HSAY teachers and staff in providing a positive learning environment for your student. If you should have questions for your student's teacher, kindly use the previously mentioned methods of communication and avoid interruptions during live learning sessions.

ATTENDANCE & ACADEMICS

Daily attendance will be taken as followed:

- During live sessions.
- Watching prerecorded videos.
- Completion of daily assignments.

Please notify the teacher and school office if families have a scheduled absence in advance. If students are not participating on a daily basis within the learning platform (Seesaw or Google Classroom) families will be contacted.

If parents/guardians or students have questions, or concerns regarding class material please contact the teacher(s). Incomplete assignments due to lack of understanding should be avoided by using independent work time to ask questions of the teacher. Students must participate in all live sessions provided by the teacher for the benefit of their learning.

In accordance with Ohio Revised Code 3314.03, students who fail to participate and are unexcused for 72 consecutive hours of instruction will be withdrawn from Horizon Science Academy Youngstown immediately.

Accessing Assignments

Horizon Science Academy Youngstown students will log-in to their HSAY Chromebook using their school email or Clever (QR) badge which will be provided to families prior to the start of school. Clever will have student account information saved for websites needed to complete assignments or activities.

Teachers will make assignments and activities available on a learning platform for each particular grade level.

Grades Kindergarten through second will use **Seesaw**.

Grades third through eighth will use **Google Classroom**.

On both of these platforms, students will find activities, videos and all necessary resources to complete assignments. Again, by entering a single username and password for Clever, your student will be connected to their required online learning programs and websites all in one place.

Tech Support

If technical issues occur with the Chromebook, please contact Mr. Ozbey by calling the school and ext. 400 or email ozbey@horizonyoungstown.org for assistance.

Checking Grades

Students and parents/guardians should regularly monitor grades using grades.horizonyoungstown.org. If you do not know the username and password information for your student, please contact the school office. Parents/guardians can receive alerts when assignments are marked missing or given a failing grade.

Instructional Time

HSAY will conduct classes using a combination of independent work time (asynchronous) and “real-time” or live (synchronous) components. The combination of independent and live assignments may vary based on the grade level and content area, but may contain reading assignments, activities, assessments and videos.

Live Interactive Class Sessions (Synchronous)

Virtual class sessions will be held through Zoom so a functional webcam is required for students through their HSAY Chromebook. **Students will be required to have their webcams turned on in order to be marked present during live sessions.**

When in a teacher’s Zoom conference or online classroom, students and parents are required to sign in using first name and last initial. Microphones should be muted unless students are responding or asking a question.

These class sessions will include whole group lessons to review, reteach or reinforce new learning. This instructional time will prepare students for independent learning. All live core content class sessions will be recorded, so students may access sessions for review, as needed.

Small group or one-on-one instruction may take place during such times, but will not be recorded, since those are individualized to particular student needs.

In cases where a scheduling conflict prevents a student from attending a 'live' class session, students or parents should try to notify their teacher in advance, and must watch the recording when available.

Note: **Watching recordings does not remove the missed session(s) (i.e. absences) that students may accrue during the school year if the absences are not excused.** Our staff members also use 'live' class session tools for small group remediation sessions, one-on-one tutoring sessions, and parent-teacher meetings. These particular 'live' class sessions may or may not be recorded at the discretion of the host.

Live interaction and conversation through chat, video (Zoom), and mic are required for all students. Teachers will interact with students during virtual class sessions and students should respond to questions and activities as if they were in an actual classroom. Completion of activities, and assessments, as well as viewing videos will be required in order to be successful in each class.

Students who login to class and are consistently not responsive to teachers may be referred to the Administration, to determine what barriers might exist to prevent participation and how any issues may be addressed.

Asynchronous (Independent) Engagement Expectations

All students will be held accountable to the truancy process regarding work completed, and student logins.

To remain in good standing, all students must meet or exceed expectations in the following four areas:

1. Logging into Seesaw (grades K-2) or Google Classroom (grades 3-8) daily.
2. Remaining on pace with assignments and activities.
3. Taking all assessments/tests/exams within the time period shared by the teacher.
4. Staying in communication with Horizon Science Academy Youngstown teachers and staff.

Submitting Assignments

All assignments should be **completed by students**, so they further their educational training and master standards of their grade level. At times, parents/guardians will need to provide assistance to students, but should avoid providing answers of any kind.

It is highly recommended to save all completed assignments submitted to any teacher in the event technical issues occur. Always save a copy of what you submit either on a flash drive, your computer's hard drive, or the student's Google Drive. By taking these steps, the assignment(s) will be ready to submit again if needed.

If a problem arises when submitting an assignment, email the teacher the assignment with a screenshot of what occurred. Otherwise, all assignments should be submitted on time.

Each week's assignments will be due on Sunday at 11:59pm for all grade levels.

Assessments

Certain assessments will be mandatory and require a time scheduled by the teachers for small groups to participate at a single time. These assessments will include STAR Early Literacy (grades K-2), STAR Reading (grades 2-8), and STAR Math (grades 1-8). HSAY requires all students to be on camera, with their mic on, and their device monitored for the entirety of most assessments/tests/exams students' faces must be unobstructed and visible on camera during the entirety of the testing/assessment/exam period.

Assessments/tests/exams may be invalidated by the teacher or administration if the student is not on camera and mic the entire time the student is taking the assessments/tests/exams.

In most cases the student may be allowed to take a make-up assessment/test/exam when this occurs. If a valid monitored assessment/test/exam is not submitted within the prescribed time period, then the student will receive a zero for the assessment/test/exam.

2020-2021 Remote Learning Grading Policy

- Participation 15%
- Classwork 20%
- Quizzes 20%
- Tests 30%
- Projects 15%
- Total 100%

Assignments

Monday-Wednesday-Friday

Online learning-self paced:

- Watched recorded videos Monday, Wednesday, Friday (**participation**)
- Complete one (**classwork**) assignment from each subject assigned of these days.
- One (**quiz**) every 5-7 days
- One (**test**) every 10-15 days

Tuesday-Thursday

Small group (3-5 students) intervention with teachers:

- Students **MUST** attend the online meeting with their teachers (**participation**)
- Teachers may review the lesson or assignment from previous day and students can ask questions (**participation**)
- Additional short (**classwork**) assignments or (**quizzes**) may be given during this time

*****Projects may be assigned at the teacher's discretion. These may be counted as participation, classwork, tests, or a project grade. The teacher will explain the grading prior to assigning the project.**

Dress Code

The administration, faculty, and staff of Horizon Science Academy Youngstown are committed to providing our students with a safe and respectful learning environment free from distractions. When participating in live sessions, students are expected to dress in a manner that is supportive of learning and appropriate to the setting. When on camera, the below rules apply to the student. Additionally, any individuals in the home that may be visible during live sessions should also try their best to adhere to these policies.

- Shirts must be worn and have sleeves- no bare shoulders / spaghetti straps / tank tops
- No cutouts in shirts / pants / shorts
- No visible undergarments
- If leggings are worn, the top must fall to mid-thigh
- No pajama apparel
- No inappropriate words, logos, or sayings on clothes
- Garments must not expose the midriff or cleavage; must not be see-through or mesh

Appropriateness of these items are up to the discretion of HSAY administration.

School Property and Supplies

Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property including Chromebooks and headphones distributed to a student. Materials/equipment provided by HSAY cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents are to comply with this rule and all the terms and conditions of the School Property section of this handbook.

2020-2021 Chromebook Repair Pricing

Repair Type	Price
Power Supply Replacement	\$15.00
Screen Replacement	\$40.00
Keyboard / Touchpad Replacement	\$40.00
Lost, Stolen, Case or System Damaged Beyond Repair	\$120.00

Payment Process

Payments should be made to the Secretary (Front Office).

Cash, checks, and credit cards are accepted.

Checks should be made payable to Horizon Science Academy Youngstown.

What If

Device is Damaged	Device is Stolen
Make the repairing payment to the Secretary (Front Office) via cash, checks, or credit card.	File a police report and turn in a copy to the building.
Give the device to your classroom teacher with proof of the payment.	Make the payment for replacement charges to the Secretary (Front Office).
You will receive another device until yours is repaired.	You will be issued another device once you bring the receipt to Room 400 (Mr. Ozbey).

POSSIBLE CORRECTIVE ACTION

Dress code violation may result in (but is not limited to) classroom removal, loss of participation points, warning to student and/or parent, meeting with student and/or parent, reflective assignment, loss of privileges in non-academic activities (virtual field trips, CYSP, etc.,) referral.

Behavior Code of Conduct for Virtual Learning

- Participate in an appropriate manner, wearing dress code appropriate clothing
- Make sure you are in a setting conducive to learning, such as a home office, kitchen / dining room table, personal desk, etc. students should not attend live sessions from their beds unless medical reasons or disabilities necessitate that they do.
- Use your first and last name; no nickname, screen names, etc.
- Eliminate distractions such as cell phones, music, tv, movies, games, background noise, etc.
- Please silence cell phones during live sessions
- Refrain from unnecessary, or inappropriate language, as well as comments in the chat or on the microphone
- Keep passwords private; do not share with classmates; write them down

Teachers reserve the right to remove any student from a live session due to inappropriate or distracting behavior. Teachers will communicate with parents/guardians when student behavior becomes a disruption to the virtual learning environment. Continued or serious incidents may be referred to the Administration.

BEHAVIOR CODE OF CONDUCT

The following are examples of behaviors that may result in corrective action:

- Disruption of virtual class environment
- Disrespect to teachers and staff
- Distribution or sharing of inappropriate, obscene, and/or profane materials, url links, images, etc.
- Indecent exposure; wearing inappropriate non-dress code clothing
- Bullying/cyberbullying (including but not limited to: sending, posting, or sharing negative, harmful, false, or mean content about someone else)
- Using abusive/profane language
- Academic dishonesty (see Academic Dishonesty section)
- Damaging school property
- Using school provided technology for purposes other than school education
- Hacking into software, online programs, systems, emails, and virtual platforms used by HSAY
- Impersonating a teacher/staff member in any manner and / or their classroom as the moderator/host
- Impersonating a fellow classmate; refusing to identify oneself
- Taking pictures and/or recordings of students and/ or staff/teachers without permission

- Other acts determined by the administration to be disruptive to the educational process or dangerous or detrimental to the student, other students, and teachers/staff

POSSIBLE CORRECTIVE ACTION

Misbehavior may result in (but is not limited to) loss of participation points, loss of assignment grade, warning to student and/or parent, meeting with student and/or parent, reflective assignment, loss of privileges in non-academic activities (virtual field trips, CYSP, etc.,) referral, suspension from live class sessions, and involvement of law enforcement.

ACADEMIC HONESTY POLICY

Horizon Science Academy Youngstown is committed to helping students grow intellectually, emotionally and socially. In keeping with this mission, academic honesty and integrity are expected of all. Academic dishonesty adversely impacts the individual student and Horizon Science Academy Youngstown's commitment to maintain a safe, fair and positive program. Each student is responsible for their own ethical behavior and for fostering ethical behavior in others.

Academic dishonesty includes, but is not limited to:

- The unauthorized representation of another's work as one's own (plagiarism)
- Borrowing from print or electronically published material, either directly quoted or paraphrased, without including proper citations
- Knowingly providing one's work to another student who copies or presents the work as his/her own
- Using materials or electronic devices not approved during tests, quizzes and other assessments
- Submitting work that does not accurately depict a student's true ability OR receiving answers and submitting work as one's own INSTEAD of parents completing and turning in student work

Violations of this policy may result in loss of credit for the assignment and a student / parent meeting as well as additional corrective action.

ZOOM MEETING SESSIONS

Permission Form

This form is for parents to grant permission for their child(ren) enrolled in Horizon Science Academy Youngstown to participate in home learning using Zoom.

Zoom is a cloud based method of video and audio conferencing allowing our teachers and students to connect in a live setting. In an effort to do our due diligence in providing a safe learning environment, parents interested in allowing their child to use Zoom for school sponsored video and audio conferencing with their teachers and/or classmates, must acknowledge the privacy policies of Zoom and complete the consent form below authorizing their child to participate in school sponsored zoom meetings.

Please complete the form below **ONLY** if you are granting permission and agree to the policies and provisions outlined below.

Zoom Privacy Policy

I authorize my child to participate in school sponsored live Zoom meetings for the purpose of instructional content and community building.

- I understand that the parent is responsible for the home learning environment. This includes ensuring that my child is properly supervised and that the background environment is appropriate for a classroom setting.
- I understand that all live Zoom meetings are to be treated as a classroom setting. Students are expected to follow all schoolwide behavior policies.
- I understand that students must be dressed in accordance with the Dress Code in order to participate in a live video zoom meeting. Students not in a school Dress Code may not be able to participate in live video zoom meetings,

STUDENT & PARENT CONDUCT CONTRACT

Because all of you have elected to apply to Horizon Science Academy - Youngstown, we anticipate that all students and parents will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the parent/student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student & Parent Contract

As a student & parent of Horizon Academy, I will do my best to do the following:

Attendance

- I will ensure that my child participates in scheduled live sessions.
- I will ensure my child completes assigned instructional videos and assignments daily.
- I understand that all truancy laws are still in effect through remote learning.
- I understand that if my child is absent and fails to complete assignments for 72 consecutive hours he/she will be withdrawn from Horizon Science Academy Youngstown.
- I will make sure that my child promptly makes up missed work following all excused absences.
- I understand that an absence is excused only for illness, family emergency, or religious observance and that I must call on the morning of the absence (at the latest) and or send a written note of explanation to the school office and the teacher via email at huebner@horizonyoungstown.org.

Remote Learning Assignments:

- I agree to check my child's learning platform (Seesaw/Google Classroom) daily to ensure that it is completed.
- I understand that my child will be able to make up any assignments missed with an excused absence.
- I understand that my child cannot be excused from daily assignments unless there is a family emergency or a student illness.
- I understand that my child is responsible for their assignments and will not be awarded credit for work completed by someone else.
- I have read and understood the grading policy for virtual learning.

Code of Conduct

- I agree to promote and support the rules of behavior as outlined in the Virtual Student Handbook for 2020-2021.
- I will attend a virtual or in person meeting if my child is suspended, or behaves disrespectfully towards his/her teachers, and I understand that my child will not be allowed to return to the class until this meeting occurs.

Promotion Policies

- I understand that my child needs to pass all core academic classes (Math, English, Science and Social Studies) in order to be promoted to the next grade level.
- I understand that my child will be retained if he or she fails one or more core academic classes or any 2 specials.
- I understand that I need to sign and return all retention warning letters if issued.

Dress Code

- I will ensure that my child attends live sessions according to the guidelines listed in the 2020-2021 Virtual Student Handbook.
- I understand that if my child attends out of dress code, he or she will receive a dress code violation and I will be contacted.
- I understand if the problem continues, he or she will be referred to the Administration.

Communication

- I agree to support my child's academic work by communicating regularly with my child's teacher and support staff by scheduling appointments to talk with them as needed, and by attending all Parent-Teacher Conferences.
- I have read the 2020-2021 Virtual Student Handbook and signed for verification.

Chromebook:

- The student will be issued an HSAY-owned Chromebook to take home for the duration of Virtual Learning.
- The parent/guardian and the student agree to the Acceptable Use Policy and G Suite Access Permission.
- The parent/guardian agrees to pay for any damage, repairs, and/or replacements needed according to the fee schedule.

Zoom

- By checking the box, I have read the Zoom Privacy Policy on page as well as the school's expectations for participating in Zoom meetings outlined

_____ Yes, I agree to allow my child listed below to participate in Zoom meetings with his/her teachers.

**HORIZON SCIENCE ACADEMY – Youngstown 2020-2021 STUDENT/PARENT HANDBOOK
AWARENESS STATEMENT**

My signature below indicates that I have received and read all of the STUDENT HANDBOOK & STUDENT/PARENT CONTRACT completely with my son or daughter. I also understand the contents of HSA school procedures and will abide to all that is required of my son/daughter and myself.

Parents must inform Horizon Science Academy -Youngstown of changes in residence, custody and home, work, and emergency telephone numbers in writing.

Teacher's Name & Grade: _____

Student's Name (Print) & Signature: _____

Parent's Signature & Date: _____

Chromebook Number: _____ **Headphones:** Yes _____ No _____