CLEVELAND PREPARATORY ACADEMY

2020-2021 School Expectations
Learning Option: Virtual

(Below is a list of academic, attendance and virtual behavior expectations for each student and family for the above chosen learning option for the 20-21 SY at Cleveland Preparatory Academy)

Attendance

Your student will log-on for At-Home Learning for each day of the week. Attendance will be recorded based on your student's online activity at home. Online activity will be tracked as attendance in the AMP/Canvass Online Learning Platform. Students are expected to follow the daily schedule whether they are in-school or receiving virtual instruction for the day. Students who are 100% virtual learners or who are hybrid students participating in their virtual learning day should follow their daily school schedule and complete all assignments, including viewing videos, completing practice activities, or other work as assigned by the classroom teacher. Students should be actively engaged with their course work during the asynchronous - "live session" instruction and should follow their schedule and be prepared to attend their synchronous - "live" classes Monday - Friday. Cameras and Mics should be active and functioning during the class (mute your mic unless the teacher requests you to unmute to avoid feedback). Students who do not report for a live class will be considered absent from the class.

Academics

Every day of the school week, your student will login to receive instruction from the designated virtual teacher The online teacher will deliver online instruction through a combination of live and individual work sessions organized in the Canvas Learning Management System. Students will have online learning approximately 5 hours per day. Parents, especially of younger students, will be asked to fulfill the position of Learning Coach to facilitate learning with their child and be available to provide support such as using the technology and answering questions about the learning activities. Parent involvement varies by student and by grade level but typically requires about 2 hours per day of active teaching/supervision for younger grades and 30 minutes per day for middle school. Parents should plan to be available during the entire learning block. Within the first two weeks of school, noticeable patterns will emerge, and parents will be able to determine which pieces of learning their child needs assistance with on a regular or semi-regular basis.

Virtual Learning Environment Checklist

-Set up your virtual learning space
-Find a quiet space to attend your asynchronous-" live" class
-Mic on (mute when not talking to avoid feedback)
-Camera on (use a virtual background if available)
-Be fully dressed and in a quiet, public space in your home (laying on your bed or couch is not acceptable during live instruction)
-Be prepared to engage in the lesson. Do not log on and off.
-Pay attention to class and not to be involved in non-school related activity or conversation.
-When the camera is on avoid distracting movements or actions in the camera
-Check that that you have adequate lighting and that you are visible on the camera
-Consider putting a live sign on your door so that family members know that you are actively engaged in a class
If three or more live classes are missed the student will be considered absent for the day.

RESTORATIVE STEPS IN VIRTUAL LEARNING ENVIRONMENT

To maintain safe and supportive virtual learning environments, our teachers will use these restorative steps should undesirable behaviors persist or become disruptive to teaching and learning.

1. We will redirect undesired behavior
2. We will issue verbal warning related to the behavior
3. We will mute student displaying undesirable behavior (when necessary) but allow them to remain part of the class
4. We will Notify parent/guardian at first chance
5. We will initiate a referral leading to virtual counseling
6. We will schedule restorative conference meetings with parent/guardian, teacher and student
7. We will remove student(s) from synchronous virtual classroom setting for one day with access to recorded lessons and guidance of staff member, as needed. This will be documented as a referral and coded as progression of consequences.

DISCIPLINE CODES

The discipline codes below are most relevant to the virtual learning environment and may be used should behaviors persist.

Behavior	Evidence	Platform(s)	Response Options
Inappropriate use of electronic devices	Inappropriate images, video, links, files, intentionally loud audio, etc.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Profane language towards an authority figure	Inappropriate language, video sent to peers and teacher, chat message, etc.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Falsifying school records	Hacking into teacher grade book to change grades or other information.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Threats, Cyber bullying	Inappropriate threats sent to peers via images, video, links, files, audio, etc. Inappropriate images, video, links, files, audio, etc.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Harassment of Staff	Inappropriate harassment directed toward staff via images, video, links, files, audio, etc.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Threats by electronic Device	Inappropriate threats of severe bodily harm or death towards peers and staff via images, video, links, files, comments and audio.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.
Extreme Disruption of School/Virtual Classroom environment	Inappropriate images, video, links, files, audio, etc.	AMP/Canvass All school related learning platforms	Progression of Consequences. School Leadership will determine further actions if needed.