

IPOLY Online Learning Expectations

2020-2021 School Year

Stakeholder Input: SDM, Staff/Parent/Student Surveys, IPoly Employees

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| Health and Safety Recommendations | <p><i>To the extent possible, create a dedicated workspace in order to focus on rigorous learning.</i></p> <p><i>Create a personal routine that includes time for study, rest, socializing, healthy meals, and physical movement.</i></p> <p><i>We are in a time of extended crisis. Reach out to family, friends, and your IPoly teachers and staff.</i></p> <p><i>Stay connected and do not hesitate to ask for help. We are all in this together.</i></p> |
| <p>Staying Healthy During Change Staying Productive During Change</p> | <p>LACOE COVID-19 Resources for Families LACOE COVID-19 Resources for Educators</p> |

| | Student Expectations | Staff Expectations |
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| Attendance Participation Screen Time | <p>Students will be required to adhere to the <u>same bell schedule as face to face classes.</u></p> <p>Each grade level or department (Foreign Language/ Physical Education) will have established procedures for period attendance. It will be a combination of a timely check-in at the beginning of each period and being present for the required “present” time period.</p> <p>If absent, follow all IPOLY procedures for excusing absences including parents emailing our attendance verification form to attendance@ipolyhighschool.org</p> <p>Be present during the entire class:</p> <ul style="list-style-type: none"> ● Close browser tabs and other devices not required for class ● Microphone muted unless speaking | <p>Establish a grade level expectation instruction sheet and upload to the ipolyhighschool.org website</p> <p>Maintain a consistent daily Google Classroom attendance routine determined by grade level or department.</p> <p>Daily(scheduled classes) contact with all students is required (Follow Grade level Bell Schedule)</p> <p>Teachers submit attendance into Aeries daily.</p> <p>Staff are present and available during work hours and set healthy boundaries and habits around screen time and emails.</p> <p>Teachers set parameters that will allow for students to be present and also allow for individual circumstances.</p> <p>Refer students to administration if long-term accommodations or</p> |

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| | <ul style="list-style-type: none"> ● Camera on unless given permission otherwise <p>Students submit prior notice that there is an issue that will not allow them to be “present” in class or if they need accommodation for an individual circumstance.</p> | modifications are needed. |
| Work Completion and Late Work | <p>Work should be completed in the time allotted. Requests for turning in late work must be communicated to the teacher ahead of time.</p> <p>Check Aeries gradebook every week.</p> <p>Excused/verified absences are required for additional time when absent.</p> | <p>Expectations clearly defined for each course on daily Google Classroom posts and reiterated during class.</p> <p>Have at least two graded assignments per week.</p> <p>Aeries gradebook updated every week.</p> <p>Google classroom up-to-date in order to provide real-time feedback.</p> |
| Grading | <p>Students must check their grades on Aeries weekly and notify teachers via email if discrepancies arise.</p> | <p>Grading follows A-F grading scale listed in handbook.</p> <p>For more specific details about grading refer to syllabi</p> |
| | Student Expectations | Staff Expectations |
| Professionalism and Behavior | <p>Username for Google Classroom or any other online platform is the student’s last name_first name</p> <p>School dress code applies in the online environment.</p> <p>To the extent possible, students and staff are required to use a neutral background and profile photo that is not distracting to the learning environment</p> <p>Students will be engaged during class time.</p> <p>No distracting or disruptive behavior on screen, in chats, or any other online platform.</p> | <p>Teachers will direct all students to use their first and last name, not nicknames or other names</p> <p>School dress code applies in the online environment.</p> <p>To the extent possible, students and staff are required to use a neutral background that is not distracting to the learning environment</p> <p>Teachers will clearly state and enforce their restroom and eating policies.</p> <p>Teachers can create appropriate times during class for small breaks away from the screen, stretching and mental health</p> |

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| | <p>Chats are limited to instructional goals, including private chats</p> <p>To engage with the teacher during direct instructional time, unmute your microphone and ask your question.</p> <p>Email teachers with individual concerns.</p> | <p>best-practices.</p> <p>Teachers respond to student requests.</p> |
| <p>Communication</p> | <p>Students use their Google email (lastname_firstname@ipolyhighschool.org) for all classes and for emailing staff for in depth inquiries outside of class time.</p> <p>For conversations in class or simple inquiries pertaining to the lesson, students can use the chat in Google Meets, Classroom, or Hangouts.</p> <p>Check Google Classroom in adherence with your grade level and teachers' expectations.</p> <p>Check Aeries at least once per week.</p> <p>Be proactive in managing deadlines and communicate ahead of time as much as possible</p> <p>If more support is needed, email instructionalsupport@ipolyhighschool.org or reach out to the appropriate counselor</p> | <p>Teacher sets up separate Google Classroom for each block taught. Title of the class will include the grade course name and house</p> <p>Teacher sets up gradebook with exact same name as Google Classroom: Grade Course Name and House</p> <p>Teachers designate and clearly communicate in their Grade Level Online Learning document how parents can communicate concerns both to teachers and Instructional Support Team. (posted on website)</p> |
| <p>Social Justice and Equity</p> | <p>Students will respect all voices, practice tolerance, be aware of their own conduct thus ensuring a safe space is part of the classroom culture.</p> <p>Participate in school-wide and student-led opportunities</p> | <p>School-wide lessons through all courses.</p> <p>Create opportunities for students to bring concerns to class discussions</p> <p>Create a safe space for students to share their concerns.</p> <p>Continue professional growth and practice anti-bias work.</p> |

| | Student Expectations | Staff Expectations |
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| Safety: Conflict, Bullying and Harassment | <p>Report incidents to a trusted adult; a teacher, counselor, staff member or administrator. If not comfortable, speak to your parents/guardians who can start the process for you.</p> <p>Administration and staff take reports very seriously. Resolution for conflicts and harassment include, but are not limited to: Restorative Justice processes, referrals to services, administrative consequences, and more. We have many tools to help. There are also ways for administration to help that preserve confidentiality.</p> | <p>Teachers will create a culturally responsive and safe environment for all learners.</p> <p>School-wide information presented during a House block through school-wide communications.</p> <p>When students report concerns, teachers will listen to the concerns and take appropriate actions, problem solve to the best of their ability and reach out to administration for support.</p> |

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| Virtual Meeting Etiquette | <ul style="list-style-type: none"> ● Remember that you are on camera and live. Your teacher and fellow students can see what you are wearing and your facial expression. ● Mute your mic when you are not talking. ● Speak clearly and use good manners. ● Be a good listener. Take the time to listen to what people are saying. Don't interrupt others. ● Think before you type. Choose your words carefully. ● Be prepared for technical difficulties but reach out and don't give up | <p>Rationale: Our intention is to create more than just an online learning environment. This is our online IPoly Community. In order to make this happen, teachers and students need face-to-face interaction in order to create and maintain relationships, for our educators to be able read and assess student engagement, and much more. Therefore IPoly implements a "cameras on" approach to online learning.</p> <p>Teachers can require the class to keep the cameras on. Some families will need individual accommodations for physical and mental health or may want to opt-out of having a camera on in their home. Families with these circumstances are to contact administration. Administration will confidentially notify teachers and encourage teachers to ensure that their learning environment is supportive of all students. No student will be made to feel excluded or denied access. Check with your student's teachers for more specific expectations about camera use.</p> |

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| | <p>Recording Protocol: Just as in-person, both students and teachers are not allowed to record each other without consent or permission. When classes or assignments are recorded for academic purposes, it is under the following conditions:</p> <ul style="list-style-type: none"> • Teacher and/or content only, or • Student videos with permission or students have the option to turn off their cameras during the recording. | <p>If a student or their family is not comfortable being recorded on camera for a specific assignment, the teacher may offer options including having the student perform the assignment live during class time, in a small group, or offer another reasonable alternative to earn credit.</p> |
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| Interventions and Supports | Student Expectations | Staff Expectations |
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| Attendance | <p>Students will be marked tardy if they do not respond in the first 15 minutes of class.</p> <p>Students will be marked absent if they do not participate in live teacher and peer engagement during the class period.</p> <p>Students are expected to be available (present and responsive) throughout the whole block according to the online bell schedule/grade level rotations.</p> <p>Students should feel empowered to address peer attendance if the situation warrants additional interventions. Students should feel comfortable speaking to their house teacher if online group work is becoming more difficult with members of their assigned group.</p> <p>If a student has ongoing concerns regarding chronic absenteeism (3 days) students may have attendance contracts established and additional supports added including attendance at mandatory support staff</p> | <p>Tier 1</p> <p>Everyday, dialers will go out automatically for every student that has been marked absent for one or more blocks during the day.</p> <p>For students who have been marked absent on two blocks during the day, a phone call will be placed to each family to inquire about reason for absence.</p> <p>If two days consecutive days of at least one period has been marked absent, counselor communication will start with teacher team discussion to determine if a pattern exists followed by Google Email communication to parents. (Documented contact in Aeries and in shared document)</p> <p>Tier 2</p> <p>If student misses more than 60% of instructional time during a week with unexcused absences and or unverified absences, a planned intervention plan will be developed to encourage a change of behavior.</p> |

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| | <p>interventions.</p> | <p>If student misses more than 60% of instruction for two weeks during any given semester a student attendance contract will be developed with input from classroom teachers, instructional support, and/or students and parents. Attendance Contract will have identified problematic behavior, changed behaviors identified, timeline established for expected change.</p> <p>Tier 3</p> <p>Support staff will refer students to counselors and administration for ongoing concerns and further action.</p> |
| <p>Academic Support</p> | <p>Students initially should communicate with teachers directly when help is needed.</p> <p>For any support questions or needs, please email: instructionalsupport@ipolyhighschool.org</p> <p>Academic Support is provided at IPoly through online one on one and group learning sessions.</p> <p>All students should be checking their ipolyhighschool.org email once per day.</p> <p>This is not an exhaustive list of support at IPoly. If more support is needed, please contact a counselor, administrator or school psychologist depending on the situation.</p> <p>Use teacher check-ins and office hours.</p> | <p>Teachers reach out to students, provide office hours, check-ins and refer to appropriate team or counselors as needed</p> <p>Teachers are available and flexible for supporting students during class time and office hours.</p> <p>Teachers will be available throughout the whole block and will communicate what's to be expected of the students on a given day through various online platforms. (See ipolyhighschool.org website for updated Grade Level Expectation Sheets)</p> |
| <p>Interventions and Supports</p> | <p>Student Expectations</p> | <p>Staff Expectations</p> |

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| <p>Social-Emotional Support</p> <p>Mental Health</p> | <p>Reach out via email to counselors, school psychologist, and/or administrators. If you are unsure where to start, email Assistant Principal: Delora Medina (medina_delora@ipolyhighschool.org)</p> <p>If you know someone who is hurting or in crisis, support each other and bring attention to students needing help by privately and confidentially contacting a staff member or administration.</p> <p>Participate in student-led and staff-led groups at IPoly</p> <p>Student Success Collaborative: Discord Server Virtual Student Center for students to engage in online IPoly Community and access resources. Platform with the goal to amplify all student voices.</p> | <p>Communicate social-emotional lessons, resources, and opportunities.</p> <p>Teachers will integrate a curriculum and classroom culture that respects student needs and concerns. Social-emotional learning practices, including but not limited to: check-ins, physical movement, opportunities for student choice and voice, and more.</p> <p>Teachers will refer students to support staff (counselors, administration) as needed</p> <p>Support staff will facilitate small groups for students to gather around non-academic topics during break times or outside of school hours</p> |
| <p>Technology support</p> | <p>Laptops and wifi devices are available through IPoly administration, with priority for highest need first.</p> <p>Communicate with teachers if technology help is needed.</p> | <p>Staff communicate with LACOE Helpdesk or IPoly administration for technology needs.</p> <p>Software/platform needs such as Google classroom password can be directed to Sean Daly daly_sean@ipolyhighschool.org. Hardware needs such as laptops and wifi can be directed to Assistant Principal: Delora Medina (medina_delora@ipolyhighschool.org)</p> |