2020- 2021 LEARNING COACH HANDBOOK

Academic Integrity

Academic Integrity is honest and responsible scholarship. Students are expected to submit original work and give credit to other people's ideas. Maintaining academic integrity involves:

- Creating and expressing the student's ideas in course work;
- Acknowledging all sources of information;
- Completing assignments independently or acknowledging collaboration;
- Accurately reporting results when conducting research or with respect to labs;
- Honesty during examinations.

...Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career.

Taken from https://msu.edu/~ombud/academic-integrity/What%20is%20Academic%20Integrity.html

Active Learning

- Active Learning is critical to your student's school day

  If your student was in a brick and mortar building and the teacher put him or her at a desk with a list of work to get "done" by the end of the day, would you be satisfied that your student was truly learning?

  What if you asked the teacher how the student was doing and the teacher said, "She said she did the essay. She was working on the computer all day. She said she was working on it. I don't know what happened."

  - You need to be involved in the learning process—every day.
  - Learning is more than "doing it on your own"—discussion and dialogue is crucial.
- The "I DO, WE DO, YOU DO" Method:

  I DO—The Learning Coach explains and models what to do.

  WE DO—The student and Learning Coach work together.

  YOU DO—The student is given time to work on their own.

  - Using the model "I DO, WE DO, YOU DO" can help you to avoid some common problems such as not allowing time to teach and model for your student, missing the piece of working together to discuss and learn, and spending too much time helping and never allowing your student to work on their own. A combination of these three ideas creates a more well-rounded learning experience.
- Some Common Misconceptions about Middle School Learners:
  - Because a student is in middle school, they should do school on their own.
  - "Independent" is a student working quietly by themselves and never asking for help.

Announcements

- There is a place to check announcements in the courses. Please be sure to check the announcements in addition to checking emails each day.

- In Buzz, it is important that you ignore the "To Do" tab in order to better view the Landing Page that contains announcements and important course information.

Assessment Best Practices
The Learning Coach should...
- Be involved in administering course assessments and know how the student performs.
- Make sure the student is ready (understands the material) before they take an assessment in their course.
- Re-teach concepts as necessary if the student does not master the lesson.
- If they do not master an assessment, you should be spending time re-teaching the concept for them to take the assessment at a later time. We want them to learn and know you do too! ☺

Attendance
- Regular and daily work in courses is expected:
    - Students should read announcements / Landing Page on Buzz and their LVS Gmail email each day. The Learning Coach should check his/her personal email.
    - Students should expect to spend some time each day reading, responding, studying, and completing activities both on and offline.
    - Students who continually fail to enter the course and show activity will be referred to the school administration.

Brainpop
- Brainpop is a resource used in some of our classes. The username and password is the same for everyone.
    - Username: lawrencevs
    - Password: bpop1

Calendar
- School District—The Lawrence School district has a calendar that all brick and mortar buildings follow.
- School—LVS teachers and staff follow the Lawrence School district's calendar with some adaptations for our unique needs.
- Course—Each Content ES has provided a calendar that has a proposed plan to help you stay on track to complete the course. While it doesn't have to be followed exactly, it will help you as you plan.
    - If a course calendar lists "staff off duty", schoolwork can still be completed.
    - Content ESs reserve the right to change the calendar as needed.
    - Flex days are built into each course to help adjust for sickness, state assessments, potential snow days, etc.
- Personal—There will be some personal calendar items that will affect your school year. You need to communicate with your Homeroom ES so they can help you adjust your learning accordingly.
- Planner—The LVS planner is a great place to help your student stay organized. Using the calendars from the courses, map out the plan for each week. It is available online but a paper copy may be mailed to you.

Communication

- The student and Learning Coach will communicate with the Homeroom ES and Content ES through Zoom, the phone, and the student Gmail account. Communication is vital to student success.

- Students will use the student Gmail account for email communication with LVS staff. Students have a Lawrence district-assigned email address.

- Parents will use the email that was shared when the student enrolled. If your email changes, please let your ES's know and log into the parent PowerSchool account to update your person information.

- You will also communicate with your ESs on the phone and in live class sessions online.

Computer Usage

- If you have checked out a computer from LVS, remember that this computer is to be used for educational purposes only.
- On the LVS website, you can find solutions to common problems and technology tips. Go to www.lvs.org > Already Enrolled > Technology Help

Computer Safety

- If you are checking out a computer from LVS, please know that the computer is an independent computer—not networked into the district computer system. See Internet Safety on page 7 for more information.
- If you already have rules about how to handle screen time and access to the Internet at your house, continue to enforce them. If you don't, consider rules to make sure your student is safe. Some rules others have had include: no computer in the bedroom or behind closed doors, checking out the school computer for school time and putting it up when school is complete, an adult must be in the room when a student is online…

Content Education Specialist's Responsibilities

- The Content ES for the individual course will teach classes having to do with the curriculum and host office hours.
- The Content ES will answer content questions and be the main contact for that course.
- The Content ES will grade some of the student work.
- The Content ES will respond to student or Learning Coach emails or phone calls within 24 hours during the school week.
- Each Content ES will host an orientation session. Students and Learning Coaches should be sure to attend or watch the orientation session for each course enrolled. There will be a lot of information shared about the course and how the Content ES will be involved in the course.

Course Access

Go to www.lvs.org and select Middle School from the choices listed at the top of the page. To access courses, click on the Buzz link.

The LC will use the Buzz parent observer account to check grades, progress, etc. This parent observer account will set up once the student starts their courses. The Homeroom ES will give you the student username and password to log into the student account. Please change the student password to the student birthdate (mmddyyyy) once they have logged in the first time.

https://lvs.agilixbuzz.com

Curriculum

- For the LVS Middle School, LVS purchases Math, English, Science, and History, Advisory, and Communications (8th Grade only) in Buzz for our students.

Feedback

- Open up the course in Buzz.
  - Click on Performance from the choices at the left.
  - Then, the list of assignments will show up.
  - This indicates there is feedback from the teacher for this assignment. Click on the grade for this assignment.
  - Sometimes there will be attachments with feedback. In this case, there is a rubric and a copy of the submitted paper with edits. Be sure to click on these and read the feedback. You can also see comments in the feedback box.

Flexibility

- Flexibility can help you plan your student's daily learning.
- You will still need to plan and prepare for the week's lessons to make them the most effective. Keep in mind that at least one lesson in each course should be mastered each school day by the end of the week. Completing and mastering 5 lessons by the end of the week might look different to you than someone else, but consistent lesson progression is always expected.
- Your student's learning style can be taken into account as you prepare for each day. It may help you decide what time of day to do a particular subject or when to schedule breaks.

Getting Started

- Have your student attend or watch all the orientation sessions for the courses in which they are enrolled. It is good for you to watch as well! Each course's orientation will explain how the course is set up and how it will work. This is VERY important for a successful start.
- Complete this checklist to be ready for schooling at home. Taking the time to do each step well will help to have a more successful experience.
    - Check out the courses and make sure your student has the correct courses.

Continue to check your personal email.

Have your student check their school Gmail account. email.

Make sure you have all needed materials and supplies. See the list under "Materials and Supplies" on page 9 of the Learning Coach Handbook.

Read over the Learning Coach Handbook.

Create Plans and Procedures and go over with your student:

- o Decide how you guys will handle school each day. Create a basic plan or specific schedule.
- o Communicate with your middle school student to make sure they understand the daily expectations.
- o Depending on your student, you may need to create a behavior plan or a motivational plan to help them keep on task.
- o Create a contingency plan for what you will do if life gets in the way or if you cannot access school for the day. What if the LC is sick? How can your student continue to complete lessons? What are ways to complete school if the Internet goes down due to a storm?
- o Use the course calendars to create a master calendar and help plan for the day, week, and month. Have your student use their planner to note school plans and due dates.
- o If you are checking out a computer from LVS, please know that the computer is an independent computer—not networked into the district computer system. Please be sure to download some kind of anti-spyware on the computer to monitor your student's activity.
- o If you already have rules about how to handle screen time and access to the Internet at your house, continue to enforce them. If you don't, consider rules to make sure your student is safe. Some rules others use include: no computer in the bedroom or behind closed doors, checking out the school computer for school time and putting it up when school is complete, an adult must be in the room when a student is online…

Gmail

- Lawrence Public Schools has moved from Outlook to Gmail for email in the district. Students can now send and receive email by logging into Gmail with their district credentials.
- Signing in with a computer:
  - o On your student's computer, go to gmail.com.
  - o Enter the student's Google Account email and password.
    - Your student will sign in using their district email (ex: 9050811@students.org) and password.
    - If your student sees a page describing Gmail instead of the sign-in page, click Sign in at the top right corner of the page.
    - If your student is signing into a public computer, make sure to sign out before leaving the computer.
  - o Signing in with a mobile device:
    - On your student's Android device, iPhone, or iPad, download and open the Gmail app.
    - At the top right, tap your student's profile picture.

- Tap Add another account.
- Choose the type of account you want to add:
  - Select Google or Gmail and then sign in with your student's district email (ex: 9050811@students.usd497.org) and password.

Google

- Sometimes teachers post worksheets or quizzes in Google. In order to access there, your student needs to log in to Google with their school email address. A personal Gmail address will not work.

Grade Cards

- Parents have access to PowerSchool where grades are kept. You can view your students' grades there. You can also see a student's grades by logging into the parent Buzz Observer account.

Grades

- Grades can be accessed at any time in your student's courses and through your parent account on Buzz.
- The following grading scale is used:

  90-99% A
  80-89% B
  70-79% C
  60-69% D
  0-59% F

Homeroom Education Specialist

- Your Homeroom ES will serve as your main contact for school related issues.
- The Homeroom ES will be a support and resource to you, the Learning Coach, as you school at home. They can talk through ideas to help with concerns you may have and share tips and tricks that have worked for others.
- If you have technology problems with your LVS computer, contact your Homeroom ES.
- You can also get help from our district's IT department. Use the student Gmail account to email ithelpdesk@usd497.org. Be sure to include the computer's serial number, model, and description of what is wrong.
- There are several school requirements that your Homeroom ES will help guide you through. For example,
  - The state audit of student attendance-- Your Homeroom ES will help you through the process and you will get information about how to complete the audit as the dates get closer.
  - I-Ready diagnostic tests--These assessments give the Learning Coach and the Content ES's working with the student some information about the skills in math and reading they have mastered and which ones they can work on. The test is taken more than once in order to show the growth for the school year.

- o Kansas State Assessments—The state assessments are taken **in person** in March and April. Your Homeroom ES will make sure you get your student signed up and help with questions you may have about the experience.
- The Homeroom Specialist will respond to student or Learning Coach emails or phone calls within 24 hours during the school week.

Internet Safety

LVS STATEMENT ABOUT INTERNET SAFETY AND NETNANNY, K9 WEB PROTECT, SAFE EYES, AND MALWAREBYTES

LVS cannot be responsible for controlling, filtering, restricting, or monitoring their child's access to, or use of, the Internet. These are strictly private familial decisions that must be made by the parent, guardian, or primary caregiver. However, there are many resources out there for concerned parents wanting to limit, guide, or control their child's online experiences.

Although Lawrence Virtual School cannot recommend or endorse any of the Websites or products mentioned here, there is software available that some LVS families have had success with such as Net Nanny, or K9 Web Protection, Safe Eyes (McAfee product), and highly-rated, quality Anti-Malware programs such as Malwarebytes, or even the Windows Parental Controls that are already on your computer.

Listed below are several of these websites for informational use. There are many more as well so be sure to do your homework and choose something that is legitimate and reliable (there are many "scams" and fake sites and software that will make false claims and try to trick you into buying or installing them). Remember that there are no products out there that provide 100% protection. There are always mistakes, missed websites, hidden content, new websites, and kiddos that somehow just seem to figure out how to get around many protections installed.

Discussing these topics openly with your children (especially older children) and limiting the Internet access in the home to specific days or times, and monitoring that access is the best defense.

http://www.netnanny.com/

http://www1.k9webprotection.com/

http://www.internetsafety.com/safe-eyes-parental-control-software.php

https://www.malwarebytes.org/

http://www.gcflearnfree.org/internetsafety

http://www.gcflearnfree.org/internetsafetyforkids

http://www.focusonthefamily.com/parenting/protecting-your-family/tech-support-for-parents/monitoring-internet-activity

http://www.pcmag.com/article2/0,2817,2346997,00.asp

http://parental-software-review.toptenreviews.com/

https://www.netnanny.com/?pid=3&adpos=1t1&creative=87857778742&device=c&matchtype=b&network=g&gclid=CNiHw8WT6csCFYSAaQodNecCdg

i-Ready

- I-Ready is a supplemental resources used to help students progress in math and reading starting where they are in the learning continuum. I-Ready is also what LVS uses to gather information about students at the start, mid-year, and end of the year to help measure growth.
- Students will be given a login after the school year starts. Learning Coaches should use the student login to keep track of how their student is doing if they are working on I-Ready lessons.

<div align="center">

Username: lpsStudentID (ex. lps10322350)

Password: student

</div>

- An i-Ready reading diagnostic and i-Ready math diagnostic should be taken at home 2-3 times per year as instructed.

Late Work

- Assignments will be given a due date. Students may submit work after the due date and not lose credit. The due dates are to help students move through the course in a steady manner. After the "due date" has passed, a zero will be entered, but students should still complete the assignment. After the student turns in the assignment, the grade they earned will replace the zero.

Learning Coach Responsibilities

- The Learning Coach is the adult at home responsible for the student's daily learning and should:
  - Be available for scheduled conference calls or web conferences
  - Ensure that students participate in prescribed academic interventions
  - Ensure that students participate in state testing program
  - Check your Student's LVS Gmail account daily
  - Maintain an open line of communication with ES's and school
  - Participate in Attendance Audit
  - Know how to access lessons, grades, etc.
  - Plan daily and weekly for or with the student on their lessons.
  - Model and teach note-taking at the start of the year. Do not assume your student can do this on their own. Note-taking can become an independent activity once you see that your child is mastering the concept
  - <u>Assessments should only be taken when the Learning Coach is present</u>. You should make sure your student is ready to take the assessment.
  - Students who do not master assessments the first time should go back and review the lesson completely with the LC. This is an indication that they were not ready to take the assessment and need additional practice and instruction. Some courses allow the assessment to be taken again.

As found in the LVS Operating Procedures:

It is essential that the parent/guardian understands that when enrolling a student in LVS, they are agreeing to participate in the program as designed and actively engage in their child's daily learning. Failure to adhere to the academic engagement expectations may result in the issuance of a noncompliance notice. Multiple non-compliances may result in termination from LVS. It is our

desire to see all students succeed; however, we must also be good stewards of state funds and can therefore not allow students to not engage in learning on a consistent basis.

As a Learning Coach (LC), there are days where it is difficult to find time for direct instruction. This following will give you some ideas about what your student can do independently. Then, you can find time later in the day to check their work and administer any assessments.

COURSE	INDEPENDENT WORK	LEARNING COACH NEEDED
MATH	• Attend online math session or watch recorded sessions • <u>If student does not struggle in math</u>, they can follow the lesson STEP-BY-STEP. Take notes over vocabulary and concepts and keep notes in a math notebook. • Be sure they complete the practice problems and you should be sure to check them.	• **LC must check the written work before student takes assessment.** LC should review and make sure student is ready for the assessment. • <u>If student does struggle in math</u>, the LC should go over the lesson step-by-step with the student. This can be done the night before and student can work independently on written work the next day.
ENGLISH	• Student could work on one lesson independently, but should not do multiple lessons in a row without feedback from the Content ES. • Attend online English session or watch recorded sessions	• **LC must check the lesson before students move on to the next lesson.** LC should review and make sure student is ready for the assessment. LC should edit and revise student work. Be sure to use the directions and any given rubrics to help guide the completion. *Many students are tempted to rush through writing assignments without developing their work. The composition lessons are designed to focus on one lesson at a time.* • <u>If your student struggles with reading</u>, the LC should be there to assist with the lesson. • LC should edit and revise student work. Be sure to use the directions and any given rubrics to help guide the completion.
SCIENCE AND HISTORY	• Student should follow lesson and online instructions. Take notes as you go through the online lessons or videos. • Attend online science and/or history sessions or watch recorded sessions.	• LC should complete all science labs with the student. • **LC must check the lesson before student takes assessment.** LC should review and make sure student is ready for the assessment.

Materials and Supplies
- Course Materials
  - Most of the course materials will be accessed online.
  - Course guidebooks with information for each class will be sent from LVS. Put these documents in one large binder, or in several small binders.
- What You Will Need
  - Working Internet, a working computer, a working phone, a printer, a scanner or a phone to take photos of documents. If you do not have a printer, you should have a plan for printing as needed.
  - Recommended basic school supplies such as pencils, lined paper, colored pencils, markers, scissors, etc. should be on hand.
  - See your course syllabus for any materials needed for that specific course.

Monday Mail

- Monday Mail is an email that will come to the Learning Coach's personal account each Monday during the school year. It is packed with information and should be read each week. You will find information that have to do with school requirements and also information about some of the activities and opportunities going on in Kansas.

Notetaking

- Because many resources are online, students will need to take notes to refer to later. Studies show that students learn things better when they write things down. It is a great life skill. Some of the Content ES's may work with students on different types of notetaking.
- Taking notes is a skill that must be taught and modeled. Start with the very first lessons and help your student take notes. As they start to master the concept after several weeks, be sure to check their notes if they take them independently.

Online Learning

- People often find that going to school online takes longer and is more difficult than going to school in the traditional setting. Be prepared for the courses and online schooling in general to be a little more difficult than you may expect. If your student is not spending at least 60 minutes in each course per day, they may not be doing enough to really learn and understand the content.

Online Class Sessions

- The middle school uses Zoom. You will find the link on the class landing page.
- The LVS Middle School Class Schedule (on this last page of your student's planner) lists all the different Class sessions for all the LVS Middle School courses.
- There will be other optional sessions announced throughout the school year.
- Every course will have Class sessions. Put the sessions your student needs to attend in your schedule.
- LIVE Class sessions are where your student receives instruction or reviews course content from the Content ES.
  - There are one or two live sessions per week for each class. Your student is strongly encouraged to attend them to get the most out of his/her time with the Content ES.
  - Your student may be asked to answer questions, draw on the board, and participate in group activities.
  - If your student cannot attend live class, don't worry! The classes are recorded if you have an emergency and miss class.

Open Office Hours

- Content ES's have time scheduled for students to come into their Class Connect room to ask questions and get help in their course.

Operating Procedures

- This handbook does not cover all the Operating Procedures for the Lawrence Virtual School. You can find those at our website. Go to www.lvs.org, select Already Enrolled, and then select

Handbooks. Click on LVS 6th-8th Grade Operating Procedures to see the current Operating Procedures.
- The Operating Procedures will give more detail to the running of the school. Topics that are covered include (but are not limited to) reclamation of materials, non-compliance procedures, and the school's mission statement.

Orientation Sessions
- At the beginning of the year, sessions will be offered for all courses. Be sure to attend the sessions of your courses in order to understand how each course will work. These sessions will be recorded as well.

Plagiarism Policy
- Students who submit work as their own, when it is not wholly and completely their own are guilty of cheating and/or plagiarism.
    - The first time a student fails to cite the source of information in an essay, research paper, or lesson, he/she will watch a video and earn 10 out of 10 on a quiz about plagiarism. The student can redo the assignment for a possible 100% of the original points.
    - The second time, the LVS administration will be contacted and you can complete the assignment for a possible 50% of the original points. You will attend a meeting with your Learning Coach, LVS administration, and your Education Specialist to discuss this infraction.
    - If this behavior continues a third time, the consequence will be non-compliance or a possible expulsion.

Progress
- Progress can be accessed at any time when you log into your student's courses or through your parent observer account on Buzz.

Recordings
- Recordings of live class sessions will be housed in your course. Usually, they will be found in the Resources folder of each course.

Retake Policy for the Middle School
- In all courses, students may be allowed to retake an assessment if they contact their Content ES via school Gmail account. The ES's redo policy can be found in the course's Resource Folder.
- There may be times where the Content ES directs the student to redo the assignment.
- Typically, there will only be one opportunity to redo.
- Redos are to help make sure your student learns and understands the material. It is an opportunity to correct mistakes.
    - Use any feedback from the Content ES to help guide studying and/or corrections.

- Review directions, review notes, review lesson, make study flashcards, do practice problems, etc. before letting your student retake the quiz/exam or redoing/correcting an assignment.
- Remember…. The assignments, quizzes, and exams are not pre-tests. <u>With preparation, your student should be successful the first time.</u>

Saving Documents
- Make sure you and your student know how to save documents to the computer.
  - Create a folder on the Desktop or My Documents. Name it the name of the course. Make one for each course. If multiple people use the computer, include your student's name too.
  - Open the document from the course or create a new document in Word.
  - Go to File from the task bar at the top of your computer screen. Select Save. Name the document. Save it to the folder you created for the course. Enter a file name, location, and type.
- Directions for setting up your Google drive with course folders can be found in the grade level advisory course.

Semester
- All work for the 1st semester will be due at the end of the first semester.
- All work for the 2nd semester will be due at the end of the second semester.
- **Due dates are in each course syllabus**
- Assignments from 1st semester cannot be accessed 2nd semester.

Snipping
- For a PC:
  - Type in Snipping Tool in the search box on the taskbar or from the start menu.
  - Select the arrow next to the New button and choose what kind of snip and pick the area of the screen needed.
  - After capturing a snip, select the Save Snip button. In the Save As box, enter a file name, location, and type, and then select save.
  - It's handy to pin the Snip button to the Start Menu so it's easily accessible. Just right click on the Snip button. A menu will appear. Click "Pin to Start Menu."
  - Another option would be to copy/paste the snips instead of saving them. This would be a good option, if you only need to snip the object once and it's not needed for the future.
- For a Mac:
  - Use command plus control plus shift plus 4
  - Then, hit "control + v" to paste.

Student Responsibilities
- Your student works daily with you (their Learning Coach) and should:
  - Check LVS student email and course announcements/landing page.
  - Attend or watch live class sessions
  - Work with Learning Coach to create daily, weekly, and monthly plans

- Read and use feedback from Content ESs to improve work
- Complete lessons as designed
- Take notes over the material learned and keep in a binder or spiral notebook in a way to understand the material
- Follow directions for assignments
- Do practice problems
- Use rubrics to guide the assignment
- Submit work through the course dropbox
- Consult with Learning Coach about assignments and before taking assessments.
- Be available for scheduled conferences
- Participate in state testing
- Participate in state audit days
- Complete i-Ready testing when instructed to do so
- Participate in daily lessons in all courses
- Be honest about what they know and what they don't know. Ask for help from their Learning Coach if they don't understand. Come to the course office hours. Contact the Content ES.
- Cooperate, learn, and listen to their Learning Coach

Study Island

- Study Island is a supplemental resource used to help make sure students are mastering and retaining grade level concepts in math, reading, and science. Students will be given a login after the school year starts. Learning Coaches should use the student login to keep track of how their student is doing.

Username: lpsStudentID (ex. lps1020100)
Password: student
All passwords have been reset to "student"

Submitting Work

- Submitting work is similar to attaching something to an email.
- Steps for turning in work to the drop box will be in the student grade level advisory course.

Zeros

- Zeros will be given to students when the due date has past. Students can still complete the work for full credit. Once the work has been submitted, the grade earned will replace the zero.

Need More Guidance or Support? Please check in with your Homeroom Education Specialist! That is what we are here for!