



La Reina at Home Handbook

2020-2021

Community Expectations for *La Reina at Home*

All behavior and academic policies found in the Parent/Student Handbook are still in place. The La Reina at Home Handbook is to be considered an addendum to the La Reina Parent/Student Handbook.

Distance Learning creates a new academic environment that requires collaboration and cooperation by all members of our school community -- parents, students, and teachers.

The La Reina at Home Handbook policies are crafted to support an academic environment of excellence where all interactions align with our handbook expectations, our Integral Student Outcomes, and the Charism and Mission of the Sisters of Notre Dame.

Integral Student Outcomes (ISOs)

La Reina High School's ISOs are the academic expectations students will achieve by the time they graduate. ISOs set the direction for the school's educational and co curricular programs.

La Reina Graduates are women who are:

Faithful

Students foster their relationship with God through personal and communal experiences of Him. The La Reina graduate will

- Understand the Catholic faith and its traditions in order to live it actively.*
- Develop a relationship with God through prayer, reflection, liturgy, and retreats.*
- Demonstrate Christian values of integrity and justice through acts of service.*
- Develop a respect for other faiths, understanding that each individual is loved by God.*

Capable and Competent

La Reina students grow intellectually by developing skills that exceed the academic requirements for graduation and college admission. The La Reina graduate will

- Complete courses required for graduation.*
- Articulate ideas through effective written and oral communication skills.*
- Apply analytical, logical, critical and creative thinking skills.*
- Utilize technology and resources respectfully.*

Compassionate

La Reina students develop their individual gifts and grow in an awareness and acceptance of self and others. A La Reina graduate will

- Appreciate, foster and share her God-given talents in local and global communities.*
- Participate in activities that demonstrate personal transformation.*
- Demonstrate leadership and service.*

La Reina at Home - Student Responsibilities

La Reina at Home places a significant responsibility on the student to take an active role in their learning beyond what may come more naturally in a traditional classroom setting. With the support of parents, faculty, and staff, students are expected to

- Access course content through MyLaReina portal
- Join class meetings at the start of each scheduled period
- Follow dress code and work space guidelines for all direct instruction
- Complete coursework, submitting work as directed by teacher by assignment deadlines
- Ensure that all submitted assignments reflect your own work and understanding of the material
- Proactively and professionally communicate with teachers regarding coursework and course policies
- Promptly and professionally communicate with teachers and technology department if technology problems prevent you from accessing or completing coursework.

La Reina at Home - Parent Responsibilities

We ask that parents be proactive partners in supporting learning, individual responsibility, and community building.

- Provide a distraction-free environment for your daughter to do school work and participate in virtual classrooms.
 - Ensure that your student is dressed, seated, and has access to her necessary materials and technology prior to the start of the school day.
- Maintain contact with teachers and school support staff to ensure student success.
 - Report a student absence by sending an email to Attendance@lareina.com
 - Check student progress via the MyLaReina portal
 - Read school-related communications for important updates
 - Update contact information on MyLaReina portal as needed
- Support student-initiated communication to build self-advocacy and positive relationships. Please follow the following channels of communication
 - Student-Initiated Communication: Students should refer questions or concerns to:
 - Their classroom teacher or to a moderator of the organization.
 - If necessary, teachers or moderators will then refer the matter to the appropriate administrator.
 - Students may also discuss concerns with their counselor who may refer the concern to the administration
 - Parent-School Communication: If a parent wishes to contact school personnel, the following procedures should be followed:
 1. The parent should first contact the classroom teacher. If the matter is not resolved,
 2. The parent may contact the Department Chair who may refer the concern to the administration
 3. The Dean of Student Life should be contacted for disciplinary matters
 4. If necessary, the Administration will determine the final resolution to the matter.
- Monitor Academic Integrity – Plagiarism and cheating are not permitted. All work submitted should be the product of the student's own thinking and effort. Parents are asked to monitor student work habits and assignments to reinforce the La Reina at Home Academic Honesty policy (page _____)
- Assist with Time Management - La Reina at Home requires a significant amount of individual responsibility and intrinsic motivation on the part of the student. Monitor student participation in direct instruction, application time, extracurricular activities, and breaks.

La Reina at Home Policies

Attendance - Present for Class: Students are expected to be on time and present for direct instruction. To be considered “present” for class, students must:

1. Join the class meeting via Zoom at the start of the class period
2. Be visible on camera for the duration of class or until teacher allows cameras to be turned off. Student face should be on screen when camera is on.

Attendance - Absence: If a teacher determines that a student is absent for direct instruction (she does not attempt to join the class or she is not visible/active for a significant portion of class) the teacher will mark the student absent on MyLaReina portal.

- Parents are asked to report a student absence by sending an email to Attendance@lareina.com
- Absence due to technical reasons - Students must immediately communicate any technical issues that prevent her from be present for class. To maintain accurate records, teachers will continue to mark student absent until she is able to participate in direct instruction. *Please note: Technology support is available via email at lrhstechnology@lareina.com or by calling the school at 805-495-6494.*

Attendance - Tardy: If a student is late to direct instruction, teachers will mark her “tardy” via the attendance feature of MyLaReina. Patterns of tardiness will result in a call or conference with the Dean of Student Life to determine how best to help the student join class in a punctual manner. Continued patterns of tardiness after an initial conference will result in a loss of conduct points.

- Tardy due to technical reasons - To maintain accurate records, teachers will continue to mark student tardy if she is late for any reason. *Please note: Technology support is available via email at lrhstechnology@lareina.com or by calling the school at 805-495-6494.*

Student Work Space: Students should find a quiet workspace from which to join class. We are aware that many families are all working/learning from home and an ideal work space may not always be available. We ask that to the extent possible, a student work space provides

- Upright seating for the student. Students should not attend class in a reclined position.
- Distraction-free environment that allows them to actively participate in class with as few distractions as possible.
- Appropriate lighting that allows the student to be clearly visible when on camera
- A work surface (desk, table, lap desk/tray, etc.) that allows the student’s device to be free-standing so that student hands are available to facilitate communication and interaction with course materials.

Teachers will communicate with parents if they feel the student’s work space is negatively impacting her learning.

Dress Code: Students are to follow La Reina dress code guidelines as outlined below:

- Week 1 & 2: Students are to wear “La Reina wear” tops with appropriate bottoms (pants, leggings, or shorts with at least 3” inseam). This initial dress code is meant to allow students to focus on becoming accustomed with the new academic program without concerns over attire or appearance.
- Starting Week 3: Starting August 24: Students are to follow alternate dress guidelines:
 - Shirts/Dresses - must have sleeves that cover the shoulder and a neckline that is clearly visible when seated in front of the computer for class.
 - Undergarments - should not be visible
 - Sweaters/Sweatshirts - students are not to wear hoods during direct instruction
 - Hats and sunglasses - hats and sunglasses are not permitted
 - Shorts, Dresses, Skirts - should be no shorter than 4” above the knee
 - Students are not to wear pajamas, robes, or other attire not appropriate for the classroom

Dress code infractions will be recorded in the Conduct feature of MyLaReina. Patterns of dress code infractions will result in a conference with the Dean of Student Life and will result in a return to the “La Reina wear” dress code.

Grading: Grades will be updated regularly on MyLaReina. Students are to monitor their course assignments and grades to keep track of their own progress. Students should directly communicate with their teacher if they have questions or concerns about their grades.

Assignment Submissions: To be considered “on time,” assignments must be submitted

- By the due date/time
- Via the platform required by the assignment (to be specified by teacher)

Recording online lessons: La Reina is absolutely committed to providing the highest quality academic experience both on campus as well as through virtual learning. All lessons may be recorded by La Reina staff and remain the property of La Reina.

Late and missing assignments: Teacher policies for late and missing assignments will be stated in the course syllabus and on the course portal. Teacher policies for late and missing work will be supported and reinforced by the administration.

Academic Supports: Our Universal Design for Learning (student centered) ensures that all students have access to high-quality, relevant and engaging content. Universal design for learning is a framework, based on educational and medical research, designed to improve and optimize teaching and learning for all people based on scientific insights into how humans’ learn. When used as a planning framework, it helps educators proactively plan for communicating **why** students are learning to stimulate interest and motivation for learning; determining **what** students will be learning by providing information and content in multiple ways through multiple media, and understanding **how** students are learning through the multiple ways that students can express what they know.

Mental-Emotional Wellness Supports: Our students', and their families', social and emotional well-being is of the utmost importance at La Reina High School and Middle School. Everyone at La Reina is committed to helping students transition to and from Distance Learning at their own pace and comfort level. We are establishing a multi-tiered system of supports that address both academic skills and emotional health, in addition to La Reina's usual offerings of individual counseling services and grade-appropriate workshops that address the social-emotional well-being of our students, including stress-management, navigating friendship issues and college counseling.

For questions, support or referrals, please contact:

Mrs. Mindy Hobmann, M.S. Licensed Marriage and Family Therapist #83030

Director of Guidance & Counseling

mhobmann@lareina.com

805-495-6494 ext. 1010

Extra-curricular programs: Community building and connection are vital to students’ social, emotional, and physical well-being. Students participating in La Reina at Home will have the opportunity to participate in a variety of extra-curricular activities including, but not limited to:

- Clubs and Interest Groups - online meetings and activities moderated by a faculty/staff member. Student Leadership will be established on a group-by-group basis.
- Service opportunities - La Reina will provide information and invitations to participate in online and at home service both individually and with peers.
- Co-curricular activities - speakers, academic challenges/activities, and virtual field trips that complement and extend academic coursework
- Athletics - as CIF and public health guidelines allow, and as deemed safe and appropriate by La Reina leadership, athletic programs and activities will be available
- Prayer and faith-based opportunities - in addition to school-wide mass, opportunities to share and participate in faith-based extracurriculars will be available.

Academic Honesty

It is expected that a student's academic work be of her own making. Although distance learning lends itself to increased use of collaboration to facilitate learning (e.g. study groups/group chats, group projects, etc.) and easy access to online resources, it is vital to the integrity of the La Reina at Home academic program that each student remain accountable for her own work. Plagiarism and cheating will not be tolerated.

Types of Academic Dishonesty

Cheating

- Copying from others on a quiz, test, examination, or assignment
- Allowing another student to copy one's work on a quiz, test, exam, or assignment
- Improper collaboration- splitting up the work to share with peers, working with a partner or group when not expressly allowed by teacher
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class.

Impersonation

- Having others complete an assignment or take an assessment for you
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own
- Excessive revising or editing by another that substantially alters the student's final work

Plagiarism

- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is *plagiarism*. This applies to all work generated by another, whether it be oral, written, or artistic work. When an assignment allows for or requires the use of outside sources, those sources must be properly cited. *Plagiarism* may either be deliberate or unintentional, but it must be avoided at all costs.
- To Avoid Plagiarizing, One Must:
 - Submit only one's own work
 - Appropriately cite sources used
 - Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards
 - Document all verbatim borrowing from another according to set academic standards
 - Document any use of a format, method, or approach originated by others. If a student is unclear as to what constitutes academic dishonesty, she should consult your teacher.

Collaboration is a key component of your La Reina education because:

- peer-to-peer learning helps you understand the subject better.
- working in teams trains you for collaborative work you will do in your profession.
- crediting others for their contribution to your work promotes ethical practice

Below are examples of appropriate collaboration vs. cheating. When in doubt, students should contact their teacher for clarification.

Collaboration	Cheating
<ul style="list-style-type: none">● Attempting all of an assignment first, then discussing any confusion with a friend or study group, and then completing remaining work individually● Calling or chatting a friend for help explaining an assignment's directions prior to beginning the assignment.● When given a group project, delegating the work evenly but making sure you are familiar with and can explain all parts of the project● Studying together -- quizzing a friend with vocabulary words, watching a friend rehearse a presentation to give her feedback, etc.	<ul style="list-style-type: none">● Copying answers from friends or study group, even if answers are paraphrased or slightly changed● Submitting another student's work as your own● Dividing an assignment so that each student does a portion to share with friends (unless directed to do so by teacher in group projects)● Using prohibited resources during a quiz or test (unless specifically allowed by teacher, students should not use textbooks, notes, study guides, online resources, etc during assessments)● Plagiarism

Conduct Policy

All conduct policies outlined in the La Reina Parent/Student Handbook are still in place while participating in La Reina at Home.

Progressive Discipline for Infractions

1. Teacher communication with student regarding the infraction and any resulting loss of credit (for academic honesty infractions). Infraction recorded on Conduct feature of MyLaReina.
2. Parent communication from Teacher and or Dean
3. Parent/Student Conference with Dean of Student Life
4. Restorative practice assigned by Teacher/Dean
5. Suspension (following guidelines around *suspension* in La Reina parent/student handbook)

All instances of Academic Dishonesty will result in a loss of credit for the assignment in question.

Social Media and Bullying Policy

La Reina's social media, appropriate use, and bullying policies as outlined in the Parent/Student Handbook are still in place while participating in La Reina at Home.

Monitoring student behavior online (via social media and/or school platforms) is the primary responsibility of the parent. We encourage parents to regularly monitor their student's online activity and to discuss digital citizenship and online presence with their student. Now, more than ever, we ask that parents partner with us to protect our students and to build life-long skills related to online engagement.

Of particular importance given the online nature of La Reina at Home:

- Students may not take or share photos, video, or voice recordings of other students, teachers, staff, or administrators without their express permission.
- Students may not access inappropriate content on their school-issued device. School-issued devices are for academic use only.
- Students may not disseminate inappropriate content.

It is the student's responsibility to:

- Conduct herself in a manner which contributes to a positive school environment and upholds the mission of La Reina High School & Middle School.
- Avoid participating in or encouraging any activity that may be considered bullying or harassment.
- Immediately inform a school employee about unwelcome and/or offensive behavior.

It is La Reina High School & Middle School's responsibility to:

- Treat allegations of harassment/bullying seriously.
- Review and investigate such allegations in a prompt, confidential and thorough manner.
- Refer to the Discipline Committee, if the allegations are found to have merit. The Discipline Committee will proceed with an investigation as described in the Student-Parent Handbook. Release information only to parties directly involved with the situation, with sensitivity, and at appropriate times.

If you believe that inappropriate behavior is taking place within the La Reina at Home instructional model or platforms, please contact the Dean of Student Life.

La Reina at Home Glossary

- **Direct Instruction:** Teacher-led instruction and teaching/reinforcement of content during the scheduled class time. This can include lecture, small group work, content-based activities, class discussions, project based work, supervised individual work (assessments, essay writing, etc.) and a variety of other instructional approaches.
- **Application Time:** Student-led application of course content. This can include independent reading, practice of skills, project based inquiry, creative response, tactile activities, reflection, worksheets, group projects or discussions, studying, and a variety of other application activities.
- **Synchronous Learning:** Learning that takes place during a scheduled time within the school day to allow for direct interaction with peers and teachers. Students are to log in and participate in the course as it being taught. La Reina at Home relies primarily on a synchronous schedule.
- **Asynchronous Learning:** students participate at different times within the day via static means of delivery (video, slideshow, text, etc). Asynchronous program options will be addressed on a case-by-case basis as deemed necessary by administration.
- **Student Device:** the school-issued device. Students are to use the school-issued device for La Reina at Home. *Technology support is available via email at lrhstechnology@lareina.com or by calling the school at 805-495-6494.*
- **MyLaReina Portal (commonly referred to as simply “your portal”):**
 - The student portal contains access to the student schedule, assignments, resources, grades, and community groups. The portal is the primary means of communication and serves as the “classroom” for each course.
 - The parent portal contains resources and information for parents. It is a separate login from the student portal.
 - Through the parent portal you can view each of your student’s progress
- **Student Email:** the only acceptable email address to be used for school purposes. Teachers and staff are not to communicate with students via personal email addresses. Students are to access their student email via Microsoft outlook (web-based or app). School email addresses end in @lareina.com (faculty/staff) and @lrregents.com (students)
- **GoogleClassroom/Google Suite:** using their LA REINA student email, students have access to the Google Suite (google meet, google docs, google classroom, etc.) for academic purposes. The Google Suite DOES NOT include gmail. Students must be sure to use their school email address to access the Google Suite.
- **Meeting:** Direct instruction will take place via Zoom meetings. Links to join direct instruction will be posted on the course page of your MyLaReina portal.

Academic Policies

Graduation Requirements - High School

To graduate and receive a diploma, a student must have successfully completed a minimum of 240 semester credits, including the following specific requirements. Students receive five credits for each semester course.

Religion	40	Including service requirement for each year
English	40	
Social Studies	30	World History, U.S. History, Government, Economics
World Language	20	In the same world language in high school
Mathematics	30	Including Algebra I, Algebra II, and Geometry
Science	30	Physics 9 - 10 credits, Chemistry - 10 credits, Biology - 10 credits
Physical Education	10	May be completed through participation in extra-curricular athletic teams, Dance Team, LRHS Cheer Team, Core Cardio or Strength & Conditioning class or the Alternative Athletic Program
Fine Arts	10	This requirement may only be satisfied by a year-long Visual/Performing Arts Fine Arts Class
Academic Computer Skills	5	May be completed by taking ACS, Creative Coding 1 CP, AP Computer Science Principles, or passing the computer challenge test
Speech	5	May be completed by taking the Speech-C course (no more Mock Trial CP?)

Courses taken at other institutions At La Reina High School & Middle School, we pride ourselves on providing our students with a high quality, rigorous academic experience. In order to maintain the quality of education offered and avoid gaps in your students' instructional experience, students enrolled at La Reina are unable to enroll in online, independent study, and/or brick & mortar courses that would replace La Reina's core area classes. Transcripts from outside coursework will not appear on the La Reina High School transcript unless the coursework completes the Visual or Performing Art, Physical Education, Speech, or Computers graduation requirement. No other college preparatory graduation requirements may be completed at a school other than La Reina High School & Middle School.

Independent Study Programs Students may complete elective graduation requirements through independent study at an accredited institution with the approval of the Principal.

Credits (Transferred) Credits will be accepted for courses (college, independent study, or adult education) from an accredited institution. However, these course grades are not computed in the La Reina High School GPA.

Only courses taken at La Reina High School will be used to compute a student's GPA.

Schedule Changes The counselors handle all schedule change requests. Students may change their schedules during the first ten days of each semester, as indicated on the annual calendar, for the following reasons only:

To change from one course to another (e.g. History to Dance) To change from one level to another (e.g. Algebra I-H to Algebra I-C) Schedule change requests for any other reason (change of teacher and/or period) cannot be accommodated. After the first ten days of each semester, students must remain in their assigned courses and periods unless the teacher initiates a level change. In some unusual circumstances, a student will be allowed to drop a class during the first four weeks of the quarter. However, placement in another class is at the discretion of the Principal and counseling department.

La Reina High School & Middle School reserves the right to cancel elective courses without adequate enrollment.

Challenged Courses A student may wish to challenge placement into a course for which she does not meet the prerequisites as printed in the Curriculum Catalog by filing a petition. All appeals will be reviewed as well as a variety of student data in order to form a full picture of student learning.

Honors Courses - High School Students are expected to earn at least 80% at the semester to remain in an honors class. Honors courses are offered in grades 9-12. Placement is determined by the subject teacher in consultation with the Department Chair and Principal, as well as by a review of student data.

Honors Courses - Middle School In the middle school, honors sections are only offered in the 7th and 8th grade, in English and Mathematics. Placement is determined by the subject teacher in consultation with the Department Chair and Principal, as well as by a review of student data.

Report Cards and Grading Grades are posted online during the four progress report periods and at the end of each grading period. These dates are posted on the La Reina website. Only semester grades are recorded on the official student transcript. Grades may be accessed at any time online.

First and Third Quarters: First and third quarter grades evaluate student progress for the first ten weeks of the semester.

First and Second Semesters - High School

Semester grades evaluate student progress in semesters with the following weights considered in the average:

40% First quarter of the semester.

40% Second quarter of the semester.

20% Semester examination.

First and Second Semesters - Middle School

Semester grades evaluate student progress in semesters with the following weights considered in the average:

45% First quarter of the semester.

45% Second quarter of the semester.

10% Semester examination.

After final semester grades are issued, students have two weeks to challenge any grade.

Exams An end of year semester assessment for high school classes are required of all students enrolled in college preparatory and honors classes.

The Principal handles special circumstances regarding this end of year assessment. Students who are absent during the assessment for medical reasons should bring a medical excuse upon their return to school. In addition, the student should contact the Principal to reschedule the assessment. Students who for other reasons are unable to take their assessment on the dates scheduled, will receive an INCOMPLETE and must make arrangements with the Principal to reschedule. No end of year semester assessment may be taken before exam week.

Incomplete Grade Policies *Quarters:* An incomplete quarter grade becomes an “F” after 30 days.

Semesters: If a student does not take the final exam, after 30 days the semester grade will be calculated with “F” as the grade for the final exam. A semester grade of Incomplete due to financial obligations is handled by the administration. Each teacher resolves a grade of Incomplete for unfinished coursework at the semester; however, final grades must be determined within 30 days of the close of each semester. Exceptions to these policies, for extenuating circumstances, are handled by the administration.

Summer School Once Summer School information becomes available, it will be published on the La Reina website.

D and F Grade Make Up Policy When choosing your make up course whether from the below provided list or of your own choosing, it is the parents' responsibility to ensure the course is accredited and UC approved.

- BYU Independent Study
- Laurel Springs Online
- <https://www.ucscout.org/>
- <https://www.conejoschools.org/getahead-program-2/> - Summer
- <http://www.flvsglobal.net/>
- <https://hs-articulation.ucop.edu/agcourselist/institution/4552;academicYearId=23> (World Language options)
- <https://www.oneschoolhouse.org/>
- National University Virtual High School
- Penn Foster High School
- Opportunities for Learning Public Charter School

Weighted Grades and Class Ranking - High School Grades for Honors (H) and Advanced Placement classes (AP) are weighted for courses taken in grades 9-12 ONLY. Grades for courses taken in 8th grade are not weighted. Students are not ranked.

Some courses are not computed in the student’s grade point average. These include, but are not limited to, citizenship, study hall, teacher’s assistant, office assistant, physical education, and courses taken at other institutions.

Activity Probation: If a student receives an academic quarter GPA below 2.0, she forfeits the privilege of participating in any extracurricular activity (e.g. clubs, sports, including tryouts, etc.) for the remainder of the quarter. Within each quarter, only students who have a minimum of 89 conduct points may participate in extracurricular activities. Any student, who earns an “F” in citizenship for a quarter, is on activities probation for the following quarter. If a student receives an “F” in citizenship in May, she is on activities probation for the summer and first quarter of the following school year.

Inspired by

“Academic Honesty In Online Courses.” *Napa Valley College*,

www.napavalley.edu/academics/OnlineEd/Pages/AcademicHonestyInOnlineCourses.aspx.

“Academic Integrity at MIT.” *Collaboration | Academic Integrity at MIT*, integrity.mit.edu/handbook/collaboration.

“Distance Education Handbook.” *Distance Education – COVID-19 and Distance Education Information – Rosary Academy*, Rosary Academy, 20 Mar. 2020,

www.rosaryacademy.org/apps/pages/index.jsp?uREC_ID=1692400&type=d&pREC_ID=1863370.