

2020 – 2021 La Porte ISD Virtual Learning Student-Parent Handbook

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For the 2020 – 21 school year, La Porte ISD will offer two instructional delivery models: face-to-face and virtual. Students in both instructional settings will be required to engage with technology to access the curriculum.

Our virtual learning model will require support from caring adults at home and within the online classroom environment. Activities are designed to ensure that students continue learning at the pace of the La Porte ISD scope and sequence. Most classes within the virtual learning model will follow the student’s class schedule. It is important for students to continue to develop a love of learning and gain appropriate academic and social-emotional skills that are essential for them to meet their goal of being future ready.

The virtual model consist of synchronous and asynchronous instruction. Asynchronous instruction does not require the teacher and student to be engaged at the same time. Synchronous instruction is two-way, real-time/live, instruction between teachers and students each day.

- La Porte ISD expectations for asynchronous learning
 - Complete asynchronous activities assigned each day
 - Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning (e.g. video, picture, or activities submitted as lessons and/or completing assignments).
 - Not all lessons will have a graded assignment. There will be teacher discretion on the number of graded assignments, as they follow the La Porte ISD grading guidelines.
 - Students and parents will communicate with the teacher when needing additional assistance.

- La Porte ISD expectations for synchronous learning
 - Students attend class on time - per their class schedule
 - Students will dress appropriately
 - Students are ready to learn
 - Workspace is designated for the student
 - Students will actively engage in class

At the elementary level, students will participate in asynchronous and synchronous learning each school day. Students in prekindergarten through fifth grade will be engaged in instruction for a minimum of 180 minutes per day.

At the secondary level, students will participate in asynchronous and synchronous learning each school day. Students in grades six through twelfth will be engaged in instruction for a minimum of 240 minutes per day. Students will follow their assigned schedule and either have contact with each of their teachers synchronously or through Teams on a daily basis. For La Porte High School and Academy students, most Career and Technical Education (CTE) courses can be provided through virtual instruction. However, for CTE courses that require specialized equipment, direct supervision of hands-on activities, and/or specific materials and technology, instruction must be delivered on-campus, face-to-face.

ARD/IEP/Section 504 Committees will determine the unique needs of students in making support and service recommendations for students attending school virtually. The nature of special education interventions will likely require a heavier concentration of synchronous support and services to ensure individual student needs are met.

RESPONSIBLE USE PROCEDURES

Overview

La Porte Independent School District provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within our community, as well as the global community beyond our campuses.

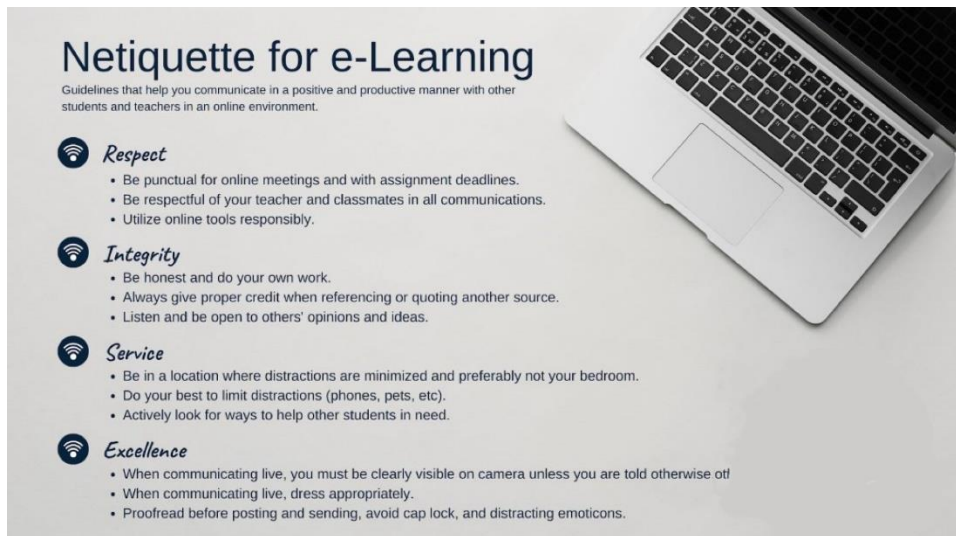
The advantages of having access to these resources are greater than any potential downside. With the privilege of access comes a need for students, teachers, staff, and the public to exercise personal responsibility in the use of these resources. These La Porte ISD procedures are intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools. La Porte ISD also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. La Porte ISD maintains a system of internet content- filtering devices and software controls that meet Federal standards established by CIPA.

Digital Citizenship

The La Porte ISD community uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects oneself - users will select online names that are appropriate and will consider the appropriateness of information and images that they post online.
- Respects others - users will refrain from using technologies to bully, tease, or harass others.
- Respects the privacy of others - if someone's account is left open, users will log them off.
- Respects the identity of others - users will not text, post or communicate in another person's account or impersonate another user on their device.
- Respects intellectual property - users will suitably cite any and all use of websites, book, media, etc.
- Protects oneself and others - users will protect themselves and others by reporting abuse and not forwarding inappropriate material and communication.

Netiquette



Netiquette for e-Learning
Guidelines that help you communicate in a positive and productive manner with other students and teachers in an online environment.

- Respect**
 - Be punctual for online meetings and with assignment deadlines.
 - Be respectful of your teacher and classmates in all communications.
 - Utilize online tools responsibly.
- Integrity**
 - Be honest and do your own work.
 - Always give proper credit when referencing or quoting another source.
 - Listen and be open to others' opinions and ideas.
- Service**
 - Be in a location where distractions are minimized and preferably not your bedroom.
 - Do your best to limit distractions (phones, pets, etc).
 - Actively look for ways to help other students in need.
- Excellence**
 - When communicating live, you must be clearly visible on camera unless you are told otherwise of
 - When communicating live, dress appropriately.
 - Proofread before posting and sending, avoid cap lock, and distracting emoticons.

As we move forward with virtual learning and an increased reliance on digital communication platforms, we ask our students/parents to **R.I.S.E.** to the standards of Netiquette guided by **Respect, Integrity, Service, and Excellence.**

Expectations

Responsible use of La Porte ISD's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Any device and storage for school purposes is to be treated as extensions of the physical school space. Administrators may review files and communication to ensure that users are using the system in accordance with our Acceptable Use Policy. Users should not expect that files stored on the server will be private. Users should also understand that school servers regularly record Internet activity in log files that are available to administrators and support staff.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the La Porte ISD educational objective, mission, and curriculum.
- Use of bandwidth for non-academic purposes is inappropriate.
- Transmission of any material in violation of any local, federal, and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, blocked sites, pornographic material, explicit texts or files dangerous to the integrity of the network is strictly prohibited.
- Use of computing resources for commercial activities, product advertisement, or religious and political lobbying is prohibited.

- Users may be held personally and financially responsible for malicious and intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on school-managed networks and information systems are the property of the school, and, as such, may be inspected at any time and should not be considered private.
- Microsoft and all of its products adhere to a set of strict guidelines. Users and groups have complete control of all of their data. Microsoft will not share any of our data for marketing or advertising and there are no governmental “back doors.”

Policy Violations

La Porte ISD reserves the right to refuse access to the internet to anyone or to specific devices. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. La Porte ISD may cooperate with law enforcement offices in investigations related to illegal activities conducted using its network.

STUDENT EXPECTATIONS

STUDENT ROLES & RESPONSIBILITIES

Student Roles & Responsibilities	
<ul style="list-style-type: none"> ● Establish daily routines for engaging in asynchronous and synchronous learning experiences as assigned ● Identify a comfortable, quiet public space where you can work effectively and successfully, e.g. kitchen, living room ● Be appropriately dressed during scheduled school hours, e.g. not pajamas ● To check for announcements and feedback from your teachers, regularly monitor the Microsoft platforms: Teams, Outlook, Calendar, etc. ● Turn in daily assignments at the direction of the teacher via Microsoft Teams or other designated application. ● Complete assignments with integrity and academic honesty, doing your best work ● Do your best to meet timelines, commitments, and due dates by setting realistic schedules ● Communicate proactively with your teachers if you cannot meet deadlines, require additional support, or experience a technology-related issue ● Collaborate and support your La Porte ISD classmates in their learning ● Use good judgment and maintain proper online etiquette (Acceptable Use Policy) ● Abide by the La Porte ISD Student Code of Conduct ● If you become too ill to participate, it is important that you or parent communicates directly with teacher via email ● Special Education students in a program and Section 504 may access information here: Special Education and Section 504 Information 	
For questions about...	Contact
report your absence or personal illness	<ul style="list-style-type: none"> ● Notify your classroom teacher
a course, assignment, or resource	<ul style="list-style-type: none"> ● Notify your classroom teacher
a technology-related problem or issue	<ul style="list-style-type: none"> ● La Porte ISD Technology Department ● 281-604-7070 ● 9832 Spencer Hwy. La Porte, TX 77571
a personal, academic, or social-emotional concern	<ul style="list-style-type: none"> ● Notify your classroom teacher, campus counselor, or campus administration
other issues	<ul style="list-style-type: none"> ● La Porte ISD ● 281-604-7000

PARENT EXPECTATIONS

PARENT ROLES & RESPONSIBILITIES

Parent/Guardian Roles & Responsibilities	
<p>Provide support for your children by</p> <ul style="list-style-type: none"> • Establishing clear routines and expectations • Defining the physical space for your child’s study (quiet, public space such as kitchen or living room) • Monitoring the virtual plan shared with your child • Check personal email for school communications and Microsoft Teams summary reports • Monitoring official communication from the school regarding evidence that your child is on track with assignments and coursework • Taking an active role in helping your children process their learning • Encouraging periodic breaks from screen time (e.g. physical activity and/or exercise) • Remaining mindful of your child’s stress or worry • Making sure students are putting devices away so they get adequate sleep • Communicate with the school any technical issues with online learning • Notify the school if there are any concerns about a student’s social and emotional well-being • If your child is too ill to participate, please notify teacher(s) before scheduled classes begin • Learning is a process that involves productive struggle. Struggling is allowed and encouraged! Don’t help too much. Becoming independent takes lots of practice. • Information concerning special education program students and Section 504 may be found on the Special Programs home page at www.lpsid.org. 	
For questions about ...	Contact
reporting student attendance or illness	<ul style="list-style-type: none"> • Notify Classroom Teacher (records attendance)
a course, assignment, or resource	<ul style="list-style-type: none"> • Contact classroom teacher
a technology-related problem or issue	<ul style="list-style-type: none"> • La Porte ISD Technology Department • 281-604-7070 • 9832 Spencer Hwy. • La Porte, TX 77571
a personal, academic or social-emotional concern	<ul style="list-style-type: none"> • Notify your classroom teacher, campus counselor, or campus administration
other issues	<ul style="list-style-type: none"> • La Porte ISD • 281-604-7000

TEACHER EXPECTATIONS

TEACHER ROLES & RESPONSIBILITIES

Teacher Roles & Responsibilities	
<ul style="list-style-type: none"> • Maintain professionalism and online etiquette • Maintain office hours • Establish frequent and consistent communication through app, email, phone, TEAMS, etc. • Notify parent if there are any concerns about a student’s social/emotional well being • Teacher should be an active, collaborative participant in planning • Maintain a schedule that meets expected minutes for each core subject • Post student assignments in TEAMS • Provide multiple opportunities for robust synchronous /asynchronous instruction • Ensure students will be able to access lessons and activities through TEAMS (LMS) • Keep grading records up to date according to La Porte ISD Instructional Grading and Reporting Procedures • Follow student progress and maintain data • Ensure the implementation of students’ IEPs and 504 plans • Provide timely feedback to support your students’ learning • Maintain attendance according to TEA guidelines • Participate in all meetings including Admission, Review and Dismissal Meetings (ARDS), Student Support Teams, conference, etc. 	
For questions about...	Contact
report your absence or personal illness	<ul style="list-style-type: none"> • Notify the campus administration
a course, assignment, or resource	<ul style="list-style-type: none"> • Notify the campus administration
a technology-related problem or issue	<ul style="list-style-type: none"> • La Porte ISD Technology Department • 281-604-7070 • 9832 Spencer Hwy. La Porte, TX 77571
a personal, academic, or social-emotional concern	<ul style="list-style-type: none"> • Notify the campus administration
other issues	<ul style="list-style-type: none"> • La Porte ISD • 281-604-7000

STAKEHOLDERS

ROLES & RESPONSIBILITIES

School Personnel Roles & Responsibilities	
<p>Many stakeholders will contribute to the effective implementation of this virtual learning plan. The roles and responsibilities of school personnel, students, and parents, are delineated below.</p>	
<p>Leadership Team</p>	<ul style="list-style-type: none"> ● Create and distribute La Porte ISD’s virtual learning plan ● Establish clear channels of communications between faculty, staff, families, and students ● Support students, families, and staff in a virtual environment ● Help teachers ensure high-quality learning experience for all students ● Audit usage to identify students or parents who may be unavailable or out of reach
<p>Learning Support Teacher</p>	<ul style="list-style-type: none"> ● Communicate regularly with the subject or classroom teachers who teach the students on your caseload ● Communicate with subject or classroom teachers and help develop lessons and activities for the students on your caseload when appropriate ● Communicate with students on your caseload and/or their parents to ensure they are having success with online learning ● Audit usage to identify students or parents who may be unavailable or out of reach
<p>Grade-Level Lead Teachers/Department Chairs</p>	<ul style="list-style-type: none"> ● Support and guide department with the planning of online instruction and assessment ● Regularly check in with department members and communicate needs to the leadership team ● Collect and share online learning resources that are relevant to your disciplines ● Plan the implementation of student IEPs and Section 504 plans.
<p>College & Career Counselors and Mental Health Support Staff</p>	<ul style="list-style-type: none"> ● Use virtual platform (Teams) to conduct check-ins with students ● Continue to monitor the social, emotional as well as academic well-being of the students ● Provide guidance and support for students to aid in monitoring and supporting student well-being ● Set up a phone or virtual meetings with students and parents, as needed ● Counsel students regarding course drop and this school year’s course selection by phone or email ● Help students prepare for SAT School Day ● Encourage students to set up a timeline to finish requirements for graduation on time ● Post news on campus website about events, tests, and college application results

Library Aide	<ul style="list-style-type: none"> ● Be available for teachers and students as needed for support ● Collaborate with colleagues to find resources for high-quality online learning experiences and research ● Maintain and update online library site for obtaining resources
Technology Department Employees	<ul style="list-style-type: none"> ● Provide models and examples of outstanding online learning units and lessons ● Recommend new methods/techniques for assessment and feedback to students through online platforms ● Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in an online learning environment ● Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed ● Be available in-person or remotely to provide on-demand tech support help ● Respond to all tech questions or concerns

COMMUNICATION TOOLS

Platform	Audience	Description & Access
La Porte ISD will use the same platforms it employs for normal day-to-day communications with students, and staff. These platforms are available remotely and will facilitate virtual learning.		
Email	Students, faculty, staff, and parents	Email will be used for all major communications and announcements/
Microsoft 365	Students, faculty, staff, and parents	Microsoft 365 (including Outlook, Teams, Calendar, OneDrive, etc.) will be the platform used by teachers. For video conferencing in small or large groups, we will use Microsoft Teams.
La Porte ISD Website	Communications	La Porte ISD will maintain general information on the district's website at www.lpsid.org .
Social Media	Communications	Intent of communication during this period of virtual learning will be to inform stakeholders of important matters, community engagement, and the status of school events.
Helpdesk	Parents & Students	The quickest way to get help is to contact your student's teacher directly. All staff emails can be found in the <i>Directory</i> section of each campus website. Parents may also use the District's Contact Us form

ATTENDANCE

Attendance is a critical data point for virtual learning and our ability to track student involvement. Students earn daily attendance through **daily** engagement measures. La Porte ISD engagement methods are listed below:

- Daily progress in the Learning Management System (LMS), Microsoft Teams
- Daily progress via teacher-student interactions,
- Completion/Turn-in of assignments from student to teacher (potentially via email, online, or mail)

Student engagement with Microsoft Teams or other instructional avenues and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress, as defined by the La Porte ISD asynchronous instructional plan, will establish daily attendance. A student will be considered absent if the student does not have documented engagement with the LMS and/or daily contact with the teacher, and/or documentation of completion/turn-in of daily assignments. A teacher or campus representative will input the student's daily attendance into the Student Information System (SIS) for the asynchronous method, based on the student's daily engagement with the LMS or other instructional avenue and/or the daily contact with the teacher, by marking the student remote asynchronous present or absent on that day.

At the elementary level, all students will receive attendance credit for asynchronous work. Students must login to Microsoft Teams and submit daily assignments by 11:59 p.m. to be marked present for the day.

At the secondary level, for classes that are delivered synchronously, the student will actively engage in two-way/live instruction through Teams. If the student is not online during the scheduled session, he/she will be marked absent. For classes that are delivered asynchronously, students must login to Microsoft Teams and submit daily assignments by 11:59 p.m. to be marked present for the day.

STUDENT SCHEDULES

Schools will communicate detailed student schedules to students and their parents. Student schedules will include windows of time where students have direct access to their teachers (synchronous learning) and have ample time to complete work assigned throughout the day (asynchronous learning). The purpose of this schedule is to make sure that we have regular contact with our students, while at the same time trying to accommodate households where supervision might be limited.

Virtual Learning Terms and Definitions

Distance Learning, Remote Learning, and Online Learning

The aforementioned terms simply mean that the interface between students and teachers, the facilitation of learning (teaching) and the acquisition of content (learning), no longer happens in a physical classroom, but is delivered through an online platform that allows for independent work and direct instruction.

Synchronous Learning

Refers to a **scheduled time** in which teachers and students are working simultaneously (or synchronously) toward course or learning objectives. Synchronous learning happens live and is organized by the teacher and set during a scheduled time. The duration and frequency of these sessions varies from division to division and may look and feel very different at each grade level.

Asynchronous Learning

Refers to lessons and materials that have been prepared in advance and made available to students throughout the course of a day. Materials will be distributed through Microsoft Teams, various sites, email, and handouts. Lessons are accompanied by explicit instruction on what is required and when the assignment must be submitted.

Microsoft 365

Microsoft 365 refers to a number of different apps created by Microsoft that is used to aid in the delivery of communication, presentation, data collection and analysis, and workflow among students. The amount of exposure to the various apps depends on the grade level.

Microsoft apps are used exclusively to drive teaching and learning online. Some of the common apps that your child will be exposed to include Outlook, Teams, Calendar, Forms, and Flipgrid. It is quite possible that teachers will introduce new apps to further engage students.

Office Hours

Each day, teachers will have office hours. During this time, teachers will be available to review lessons, answer questions, or to simply check-in for support via phone, email, or Microsoft Teams.

PARENT RESOURCE

The following link provides students and parents with a collection of video resources that describes our basic platforms for instruction.

- [La Porte ISD YouTube channel](#)

FAQs

Q: What tools does my child need in order to participate in the district’s virtual learning program?

A: At a minimum, students involved in virtual learning should have access to a computer with reliable high-speed internet, portable device (phone, tablet, laptop), and a quiet place of study.

Q: What do synchronous learning opportunities look like?

A: A typical synchronous class could look like this:

- All students logged into Microsoft Teams in face-to-face interaction with their teacher
- The teacher prepares a 15 to 30 min lesson for students to complete
- At the conclusion of the session, the student will then have an opportunity to
- Work independently on an assignment
- Arrange a Microsoft Teams meeting to work in small groups
- Schedule a Microsoft Teams meeting to have a 1:1 session with the teacher.
- By the end of the synchronous portion of the day, the teacher will have a recording of the session available for students who were not able to attend.

Q: What are the expectations of students during a synchronous session?

A: Because learning is interactive between student and teacher, students are expected to participate, engage, and communicate with teachers. Participation plays a larger role in authentic assessment.

Q: What is asynchronous instruction?

A: Asynchronous instruction is when teachers have prepared lessons that students have access to throughout the course of the day. Students will have access to materials through TEAMS and email. Completion of asynchronous assignments is one of the ways teachers will be checking on student attendance.

Q: When will my child have access to a teacher beyond synchronous instruction?

A: Students have access to their teachers anytime they are not leading other live sessions. Built into the master schedule are common office hours where students can email, chat, or

have live sessions with teachers. Teachers will determine the best method to support office hours.

Q: If I can't access something, who should I notify?

A: In the case where a link is not working properly, notify the classroom teacher.

Q: How do I access my child's Microsoft Teams?

A: Currently, there is no way for parents to gain access directly to their child's Microsoft Teams. La Porte ISD recommends that students share their username and password with their parent(s) in order for them to see access Teams.

Q: Does dress code apply to live session?

A: We want students to be as comfortable as possible as they adapt to their learning routine. Students will follow the La Porte ISD Dress Code.

Q: Who do we notify if my child is absent from a live session?

A: Parents are asked to contact the teacher directly. For extended absences, parents can contact the campus attendance clerk.

Q: If my child does not attend a live session because he or she is unattended, how will I be notified?

A: Participation during live sessions is required. If a student is not present, he or she will be marked "absent" and the parent will be notified by the school.

Q: How will students be graded?

A: Grading for virtual online instruction will follow the La Porte ISD Instructional Grading and Reporting Procedures.