

A large, stylized letter 'L' is centered in the background. The 'L' is filled with a dark grey color and has a thick, dark olive green outline. It is enclosed within a thin, dark olive green circular border. The entire graphic is set against a solid black background.

VIRTUAL ACADEMY

Guidebook for Students and Parents

WELCOME!

The Loogootee Virtual Academy was created as an option for families who are not comfortable sending their students to a traditional school building due to the COVID-19 pandemic. We are committed to providing a high quality online option where students will experience engaging learning. Certified Loogootee Teachers will support students and parents as they use the adopted curriculum and pacing guides to complete their grade level courses.

Parents will need to support their children and make sure they are ready to learn each day. Students will participate in online instruction and activities that they will complete independently throughout the day. Daily schedules and pacing will be available through the online platform so parents will know what students are expected to do and learn each day. Parents will be able to monitor student progress and Loogootee will keep track of student progress too. Students will receive an Indiana standards aligned education without the concern of school closings or disruptions. Students will be provided with the technology tools they need to be successful.

We welcome you to the Loogootee Virtual Academy and look forward to teaching you this year!

EXPECTATIONS

Students

- Check your online Edmentum platform for your daily schedule and assignments.
- Always put forth your best effort.
- Do your OWN work.
- Use your time wisely.
- Ask questions when you have them. Use the online help options and email Mrs. Lannan (dlannan@loogootee.k12.in.us).
- Be careful with your iPad or Chromebook. Let Mrs. Lannan know if something isn't working.
- REMEMBER: You are a Loogootee student and should conduct yourself in a manner that is in accordance with the Loogootee student handbooks.

Parents

- Make sure your child is working on assignments throughout the day.
- Create a quiet space for the student to work without disruption.
- Have any supplies the student(s) may need together (ex. pencil, paper, headphones, etc.)
- Follow a daily routine whenever possible.
- Allow time for brain breaks.
- Establish procedures for what the student should do when they complete work or need assistance.
- Don't be afraid to contact Mrs. Raymond for assistance or to answer questions.
- Check your student's progress frequently.

CURRICULUM

Grades K-5

Edmentum: Calvert Academy

- Students should plan to spend 3-5 hours per day, on average, engaged in the curriculum work.
- Students will be enrolled in ELA, Math, Science, Social Studies, and up to two elective courses.

Grades 6-12

Edmentum: Courseware

- Students should plan to spend 5-6 hours per day, on average, engaged in the curriculum work.
- Students will be enrolled in courses that best align to their previously built schedule.
- Dual Credit and AP courses are not available.

Students will interact with content of the curriculum through a dashboard with live support available from 8:00 am - 3:00 pm M-F from LCSC staff members.

INSTRUCTIONAL TIME

The Loogootee Virtual Academy has a calendar schedule of 180 days in the school year which includes 4 hours of instructional time per day for students in grades K-5 and 5 hours of instructional time for students in grades 6-12. Instructional time is defined by Indiana Code as time during which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher; and includes a reasonable amount of passing time between classes. Instructional time does not include lunch or recess. Instructional time in the virtual setting may consist of less hours than an on-site instructional day but corresponds to the amount of academically engaged time provided in a non-remote, in-person instructional day. Instructional time for onsite learners is 5 hours of instructional time per day for students in grades K-5 and 6 hours of instructional time per day for students in grades 6-12. (IDOE Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements)

In order for Loogootee Virtual Academy students to achieve their targeted learning dates and develop mastery of the content, students can expect to spend approximately 30-40 minutes per day per class working on lessons and assignments. Each child learns at his/her own rate so this amount of time will vary depending on the student. Students may login any day of the week, including weekends to complete lessons and assignments.

ATTENDANCE

Student attendance will be based upon student progress in their classes and will mirror onsite attendance policies.

Elementary Students:

- Students in grades K-5 each take 6 virtual classes.
- Daily attendance will be recorded each Monday for the previous week - meaning students have from Monday-Sunday each week to complete their daily lessons for the week.
- For a student to be counted present for a day of school, the student must complete all assignments due for that day. For each assignment not completed, the student's attendance will look as follows:
 - 6 out of 6 assignments completed = present
 - 4 or 5 out of 6 assignments completed = tardy (similar to arriving to school later than the start of the day but before 11:30)
 - 1, 2, or 3 out of 6 assignments completed = ½ day absent (similar to arriving at school at 11:30 or later)
 - 0 out of 6 assignments completed = 1 day absent

Middle/High School Students:

- Daily attendance will be recorded each Monday for the previous week meaning students have from Monday-Sunday each week to complete their daily lessons for the week. Attendance will be taken for each course (class) the student is enrolled in for the semester.
- For students to be counted present for a class, students need to be “on-pace” meaning they have the lessons completed that were due that week according to their pacing guide for the class. Each assignment date that is not completed will count as an absence for that day in that class. Each assignment that is partially completed will result in a tardy for the class.

Examples can be found on the next two pages.

GENERAL INFORMATION

The logo for Loogootee Virtual Academy is a large, stylized letter 'L' in a dark blue color, centered within a circular frame. The 'L' has a thick, dark blue outline and a lighter blue fill. The circular frame is also dark blue and has a slightly textured appearance.

ATTENDANCE

- Student attendance will be based upon appropriate weekly progress as defined by Edmentum's pacing guide

GRADES

- Parents/Students will have access to current grades through the Edmentum dashboard.
- Semester grades will be added to Harmony Report Cards/Transcripts at the end of each semester.
- Quarterly grades will not be reported.

PARENT/TEACHER COMMUNICATION

- Teachers will reply to student/parent calls and emails within 24 hours, but no longer than 48 hours.
- Teachers may use email, video meetings, or phone to communicate.
- Parent conferences can be held virtually or in-person, whichever is agreed upon by both parties.
- Progress updates will be sent to parents on a schedule to be determined by the Virtual Academy teacher once the school year begins.

STUDENT/PARENT ACCESS

- Your child will be enrolled in the appropriate courses and you will be contacted by your Loogootee Virtual Academy teacher with start-up information.

GENERAL INFORMATION (CONT)

RESOURCES

- Students and families will still have access to the school social worker and school counselor.
- Chromebooks (K-12) will be provided to students.
- WiFi hotspots are available for families who do not have internet access.
- WiFi will be available outside Loogootee High School.

TECHNOLOGY PROGRAMS

- Loogootee Virtual Students have access to the following programs/apps:
 - SEESAW (K-1)
 - IXL (2-6)
 - AR (1-8)
 - Study Island (K-9)
 - Tynker Jr. (K) and Tynker (1-8)
 - Naviance (6-12)

SPECIAL EDUCATION SERVICES

- Special education services and placement are a Case Conference decision. The Case Conference Committee will determine appropriate services for the virtual setting.
- Case Conference and IEP meetings will be held virtually unless specifically requested to be held in-person by the parent/guardian.
- Accommodations will be provided as required for students with IEPs or 504 plans.

CONTACT INFORMATION



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