



Medford Online Academy

Student, Parent/Learning Coach, and Teacher Agreements

Grades 3 through 12

We would like to thank you for trusting your students' learning with Medford Online. This experience will be one of partnership. Teachers and learning coaches mutually support students as they navigate the learning activities created by our partners at Edgenuity. This is a unique schooling process that puts the individual student's needs at the center of all our efforts. We believe in flexibility with accountability. Teachers are available to guide you through the process every step of the way. We are excited as you begin this new year of schooling with Medford Online!

Student Responsibilities

- **Create an Organized Learning Environment**
 - Establish a quiet, organized learning space that is distraction free. This includes, but is not limited to televisions, phones, other computer or gaming devices, additional browser windows or tabs that are not needed for class, and excessive noise or activity around the student's learning space.
 - Students should be upright and in a space that is appropriate for learning.
 - Have good lighting and a comfortable chair.
 - Have pencils, paper, and notebooks with organized storage.
 - Have a plan B should you have technology issues- Definitely call the MOA office!
 - Student appearance and the visual field that surrounds them should be school appropriate at all times. Blurring the background is acceptable.
- **Learning and Study Habits**
 - Attend Live Sessions as scheduled.
 - Device cameras need to be on, and the student's entire face needs to be visible in the frame of the screen. ****For students with struggles related to this, please let us know so we can develop a plan that will lead to comfort.**
 - If you cannot attend a Live Session, then watch the recorded lesson.
 - Set aside at least 1 hour per day, per class for lessons and course progress.
 - Student microphones should be muted unless the teacher asks student to unmute.
 - Authentically complete assessments and assignments when given.
 - Use of chat feature should follow school appropriate language and content guidelines.
 - Ask the teacher or your learning coach for help as needed and/or attend Help Sessions.
- **Attendance**
 - Complete the Daily Attendance by:
 - Attending live Zoom sessions.
 - Having academic communication with your teachers.
 - Check in with each class/teacher daily. Communication is key!
 - If you missed the live session, visit your teacher during their daily help sessions.
 - Students should give their attention to the virtual class session and respond to teacher prompts in a timely, respectful manner.
- **English Language Development/Speech/Special Education**
 - For the benefit of your learning, live session attendance is required for students receiving English For Language Development, Speech, and Special Education services.

Parent/Guardian/Learning Coach Responsibilities

At Enrollment:

- Participate in Onboarding to learn how to check grades and monitor progress.
- Help your student set up a learning environment at home that is free from distraction.
- Help your student create a routine and schedule that allows them to physically and mentally prepare for their learning.
- Make sure that your student has consistent, reliable internet access (and a back-up plan).

Daily:

- Check email daily.
- Assist your student in creating a daily routine and organization system.
- Ensure that the student has all necessary materials (textbooks, lab supplies, etc).
- Request guided notes for Edgenuity classes if desired.
- If your student is struggling, empower them to reach out to their teacher for help.

Weekly:

- Communicate with teachers as needed.
- Check parent portals for Synergy, Canvas, and Edgenuity (more often for struggling students).

As needed:

- Take the student to state-mandated testing (SAT/PSAT, ACT, OSAS and district required exams or screenings such as TAG, hearing and vision screenings) and possible high school final exams (January and June).
- Ask your student’s teacher if you have any questions or if your student needs additional help!
- Return phone calls and emails from your student’s advisor, teachers, or office staff.
- Encourage and congratulate your student when they are performing well.
- Make learning a priority and focus in the home. Talk positively about school and learning.

Teacher Responsibilities

Communication:

- Establish and maintain positive rapport with families and regularly communicate with students and learning coaches/parents on an ongoing regular basis.
- Be available during every work day and help session by Zoom, phone, and email to provide opportunities for care and connection for every student.

Instruction:

- Use online tools for assignments/assessments.
- Support learning coaches/parents with student curriculum and instructional issues in a virtual classroom environment.
- Support students/learning coaches with the set-up and maintenance of their learning environment including basic computer troubleshooting.
- Allow students to demonstrate knowledge in different ways.
- Courses are graded on overall evidence of learning /proficiency for a course.
- Student grades and assignments in Canvas should be updated weekly and reflect student proficiency in standards addressed in assignment.

Student Name

Student Signature

Parent Name

Parent Signature

Date: _____

MOA CALENDAR *(At a glance)*

REMEMBER: CHECK YOUR STUDENT'S GRADES AT LEAST ONCE A WEEK TO ENSURE THAT THEY'RE ON TRACK!

- August**
- **8/28- First day of school**
- September**
- **9/1** - No school
 - **9/4** - No school: Labor Day
 - **9/29** - No school for MOA students
- October**
- **10/11 - End of Hex 1**
 - **10/12 - 10/13** - No school
- November**
- **11/10** - No school: Veterans day
 - **11/20 - 11/21** - No school: Conference days
 - **11/22 - 11/24** - Thanksgiving Break
 - **11/30 - End of Hex 2**
- December**
- **12/01** - No school/ No hay escuela
 - **12/18 - 12/29** Schools closed: Winter Break
- January**
- **1/2 - Classes Resume/ Reinicio de Clases**
 - **1/15** - No school: Martin Luther King Jr. day
 - **1/25 - End of Hex 3**
 - **1/26** - No school
- February**
- **2/19** - No school: Presidents Day
- March**
- **3/1** - No school for MOA students
 - **3/7 - End of Hex 4**
 - **3/8** - No school
 - **3/25 - 3/29** - Spring Break
- April**
- **4/25 - End of Hex 5**
 - **4/26** - No school
- May**
- **5/27** - No school: Memorial day
- June**
- **6/6 - End of Hex 6/ Last day of school**



MEDFORD ONLINE ACADEMY BELL SCHEDULE 2023-24

Period	Monday, Friday	Period	Tuesday, Wednesday, Thursday
1	9:00 - 9:35	0*	9:00 - 9:25
2 (Advisory)	9:40 - 10:10	1	9:30 - 10:05
3	10:15 - 10:50	3	10:10 - 10:45
4	10:55 - 11:30	4	10:50 - 11:25
5	11:35 - 12:10	5	11:30 - 12:05
6	12:15 - 12:50	6	12:10 - 12:45
Lunch	12:50 - 1:25	Lunch	12:45 - 1:20
Drop-in Help Sessions	1:25 - 3:15	Drop-in Help Sessions	1:20 - 3:15
Last Call for Attendance	3:15 - 3:30	Last Call for Attendance	3:15 - 3:30

***Period 0 is for targeted, specific intervention time with an advisor as assigned by your student's advisor**



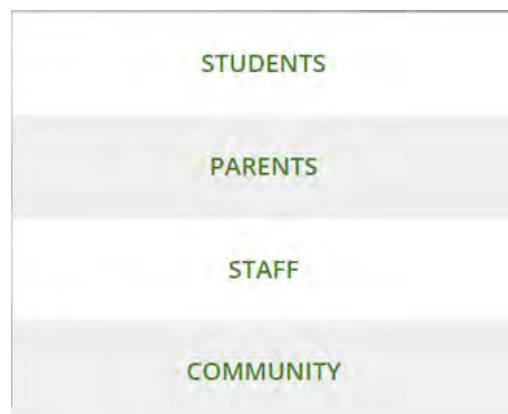
WHERE ARE MY COURSES?

1

GO TO THE MEDFORD SCHOOL DISTRICT WEBSITE:
[HTTPS://WWW.MEDFORD.K12.OR.US/](https://www.medford.k12.or.us/)

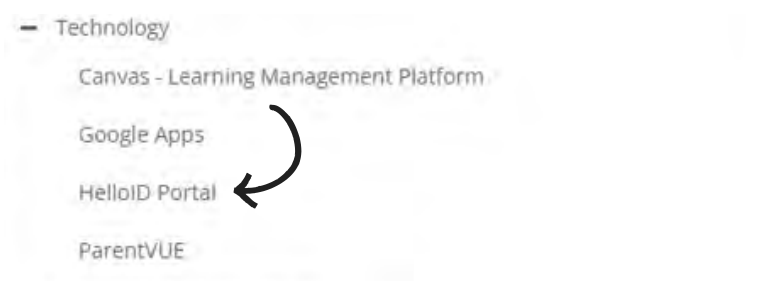
2

CLICK "STUDENTS" ON THE RIGHT HAND SIDE



3

SELECT "HELLOID PORTAL" UNDER "TECHNOLOGY"

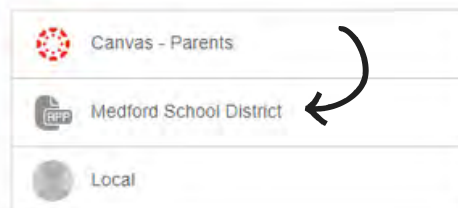


4

CLICK "MEDFORD SCHOOL DISTRICT"

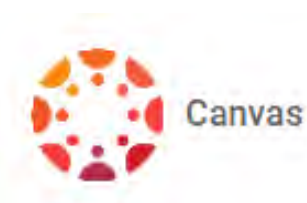


Sign in to access the portal



5

LOOK FOR TILES LABELED "CANVAS" AND "EDGE"



MY LOG-IN INFO

Student ID # _____

Username _____
student\SID#

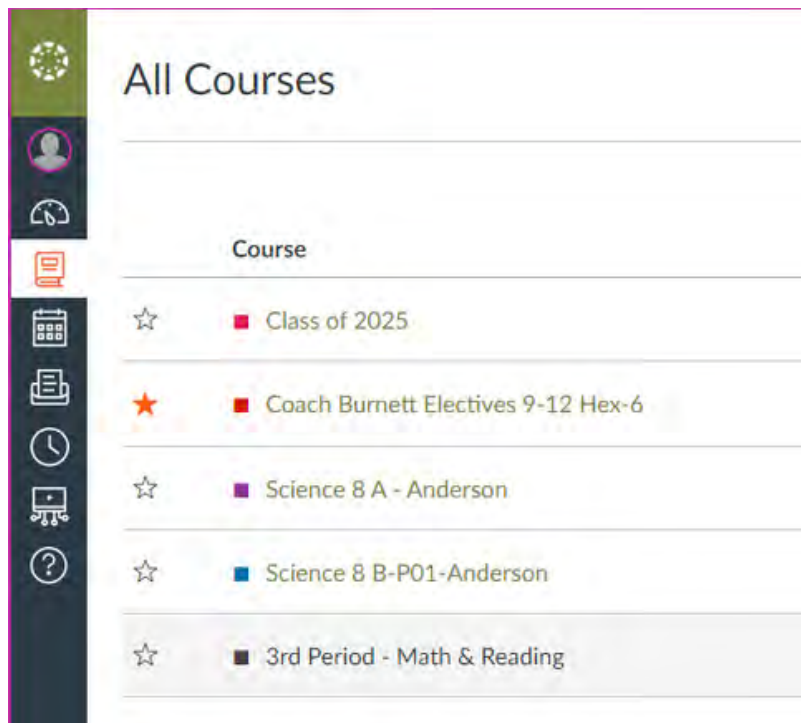
Password _____
First log-in - your birthday: mm-dd-yy

EDGE

Username _____
SID#.medford

Password _____
SID#

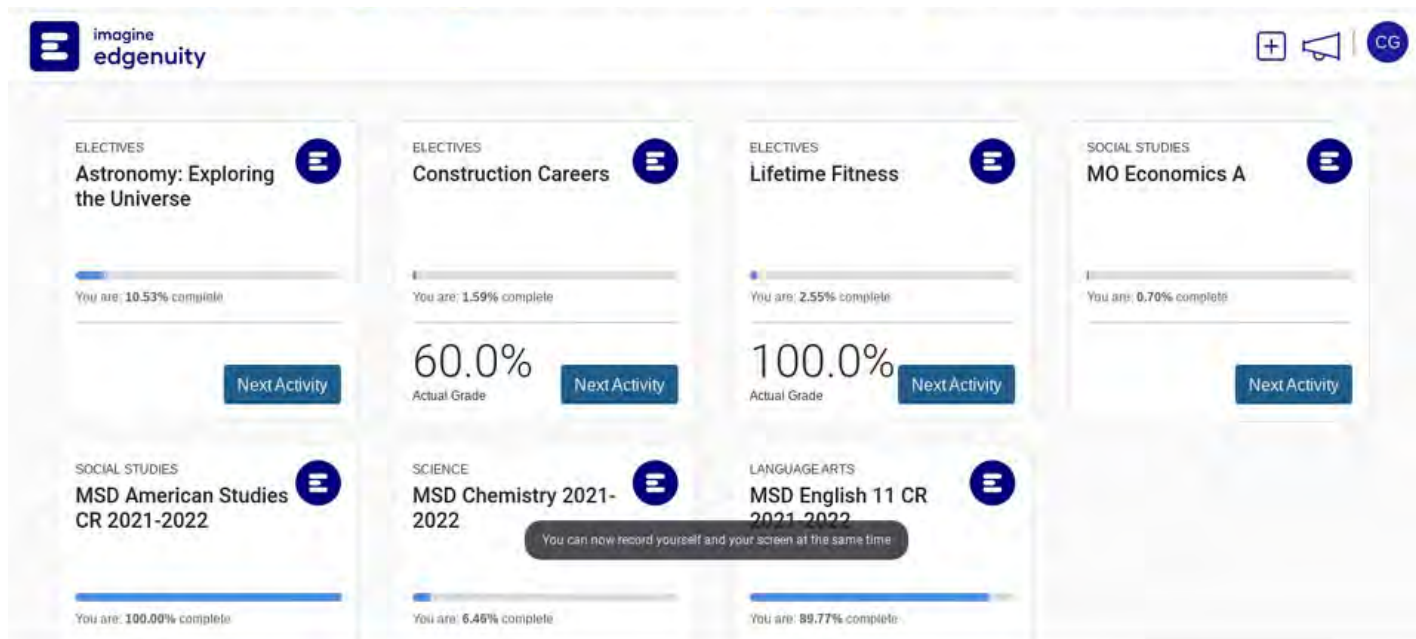
IN CANVAS:



SELECT THE "COURSES" ICON ON THE LEFT SIDE, THEN "ALL COURSES" TO VIEW ALL THE COURSES YOU ARE IN.

THE STARRED COURSES SHOW UP ON YOUR DASHBOARD

IN EDGE:



ALL YOUR COURSES WILL APPEAR ON YOUR HOME SCREEN WITH A PROGRESS BAR, AND THE GRADE YOU HAVE BASED ON COMPLETED ASSIGNMENTS

Attendance is Required!

The contact you get when attending a live class or help session, meeting with your advisor, or emailing, texting, and calling your teachers provides the connection to those who can help you.

How do I get attendance?

You need to make daily academic contact with every one of your teachers with whom you have a class. Attending a live Zoom class (with your camera on!) is the easiest way to do this. Make sure you're present for the whole class period!



What if I miss a class?

Watch the recordings of the class you missed, and attend that teacher's help session or communicate with them by email, text, or phone call to receive attendance! "I'm checking in" does not count!

What if I miss a whole day?

Have your responsible adult call the office to let us know, and make sure to go back and watch the recorded Zooms!

Grading and Credits

Trimesters MOA, CMHS		
1	2	3
Hex 1, Hex 2	Hex 3, Hex 4	Hex 5, Hex 6
3 Average Credits Earned	3 Average Credits Earned	3 Average Credits Earned
A student can earn on average 9 credits per year.		
Semesters NMHS, SMHS		
1	2	
Quarter 1, Quarter 2	Quarter 3, Quarter 4	
3 Average Credits Earned	3 Average Credits Earned	
A student earns an average of 6 credits per year.		

A student will earn .25 credits per grading period (Hex or Quarter), 0.5 credits per trimester/semester.

Area	Credits
Electives	6
Fine Arts, CTE, 2nd Language	3
Language Arts	4
Math	3
Social Studies	3
Science	3
PE	1
Health	1

24 Credits to be earned to Graduate

What apps/programs do I need to access?

ParentVUE for:

- Checking class schedule
- Overall grades for synchronous classes
- Attendance and calendar
- Communicating with teachers
- Course history
- Graduation Requirements
- And more!

Parent Canvas for synchronous classes:

- Course content and assignments

Edgenuity for:

- Online independent class progress
- Grades
- Time spent on assignments/time idle
- Assignments/lessons needed to complete

MOA Contacts

MOA Office	541-842-3639	Medford.Online@medford.k12.or.us
IT Help Desk	541-842-1111	
<u>Principal</u> Natasha Savage	541-842-1066	Natasha.Savage@medford.k12.or.us
<u>Assistant Principal</u> Zack James	541-842-3465	Zack.James@medford.k12.or.us
<u>Counselor</u> Cindy Dick	541-842-3263	Cindy.Dick@medford.k12.or.us
<u>Attendance Support</u>	541-842-3639	Eva.Bartlett@medford.k12.or.us
<u>Special Education</u> <u>Teachers</u> Sarah Sherriffs (3-8) Press Pyle (9-12)	541-622-2694	Sarah.Sherriffs@medford.k12.or.us Press.pyle@medford.k12.or.us
<u>English Language</u> <u>Development</u> Dara Crockett	541-708-1662	Dara.Crockett@medford.k12.or.us
<u>Elementary School</u> <u>Teachers</u> Stacey Hauser Jason Triplett	541-690-8363 541-708-3569	Stacey.Hauser@medford.k12.or.us Jason.Triplett@medford.k12.or.us
<u>Middle & High School</u> <u>Teachers</u> Bradley Burnett Glenn DeBuse Andrea Jaime Donna Kerr Kelli Martin Miki McHenry Odile Meister Lance Noble Susan Volk Hannah Warren Kara Weiss	541-887-0091 541-842-3857 458-216-0571 541-842-3854 541-414-3219 541-450-9530 541-622-2562 541-708-3603	Bradley.Burnett@medford.k12.or.us Glenn.DeBuse@medford.k12.or.us Andrea.Jaime@medford.k12.or.us Donna.Kerr@medford.k12.or.us Kelli.Martin@medford.k12.or.us Miki.McHenry@medford.k12.or.us Odile.Meister@medford.k12.or.us Lance.Noble@medford.k12.or.us Susan.Volk@medford.k12.or.us Hannah.Warren@medford.k12.or.us Kara.Weiss@medford.k12.or.us

IMPORTANT FOR ALL STUDENTS TO COMPLETE AFTER AUGUST 18th

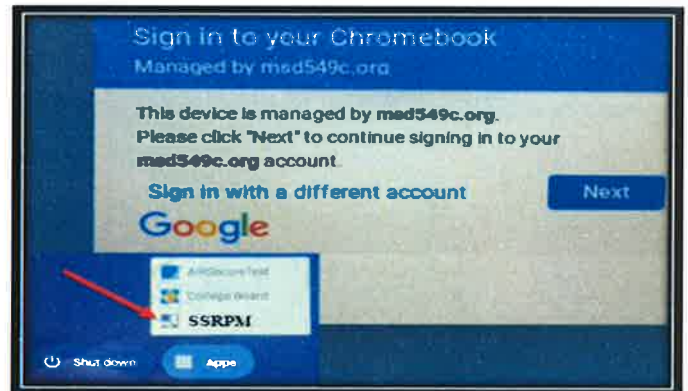
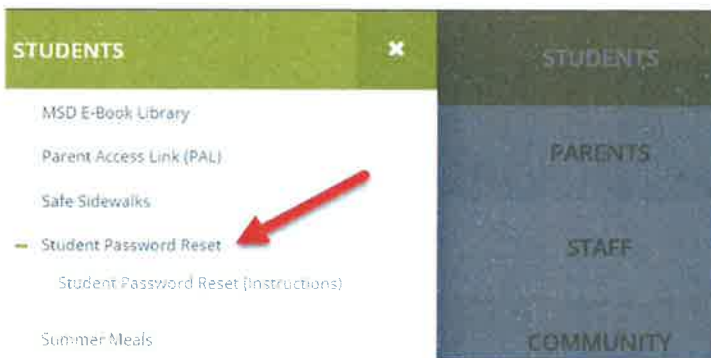
Student Self-Service Password Reset (SSRPM)

All students are required to reset their account password at the beginning of each school year. Below are the instructions on how to enroll in SSRPM and how to reset your password.

All students will access the Student Self-Service Password Reset (SSRPM) from the Apps sections on the Chromebook log on screen **or** from the Medford school district Website main page, under STUDENTS **or** by navigating to <https://msdpass03.medford.k12.or.us/> from any computer.

From the MSD website you will select: Students and then -Student Password Reset (below)

From a Chromebook: (below)



OR

All students will follow the steps to Enroll in SSRPM and reset their password for the 20-21 school year

- 1) Click on 'Enroll' on the main screen
- 2) Enter your username and initial password and click on Next
 - * Username: Student ID number * Initial Password: birthdate in the format of mm-dd-yy
- 3) You will need to come up with a new password, enter it twice and then click on Change
- 4) You will now be prompted to select security questions and enter your answers.
 - a) Elementary students will require two questions and secondary students will require three questions.
- 5) Click on the Next after each screen until you are enrolled.

Student ID

Initial password of mm-dd-yy format

Enroll

English

Medford

Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5

Select question:
What is your oldest sibling's birthday month and year? (e. ' ▼

Answer:
Enter your answer

Back Next

Select a question

Enter an answer that you will remember

If at any time during the year you experience technical difficulties please contact the Help desk at: 541-842-1111 or email at helpdesk@medford.k12.or.us

Canvas for Parents

Canvas Parent enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user with an observer account and is available for both Android and iOS devices.

Please follow the steps below to create a parent Canvas account and pair it with your student's account.

[Please visit this URL for more resources including Canvas Parent Guide for iOS and Canvas Parent Guide for Android](#)

1. How to Create a Pairing Code

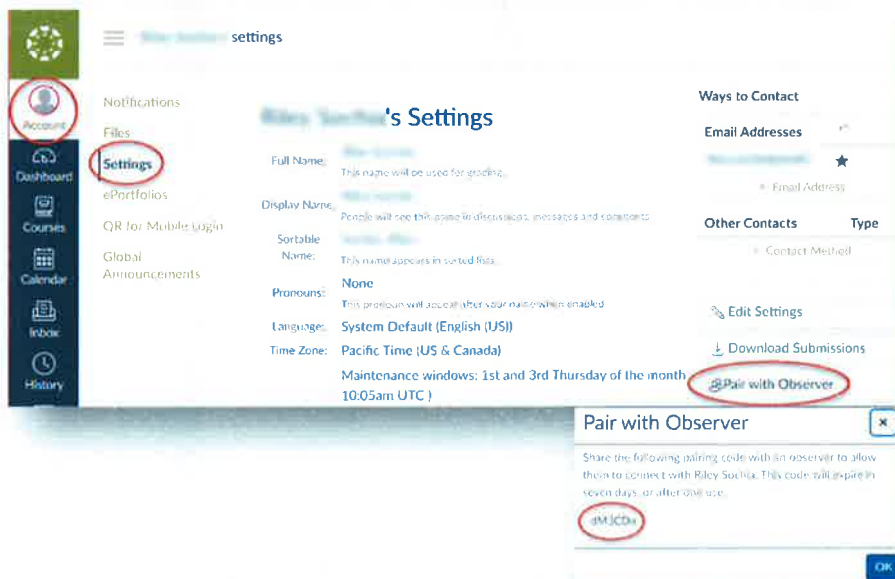
- a. Have your student log into Canvas by selecting the Canvas Student app on HelloID



- b. Have your student select Account, Settings and Pair with Observer

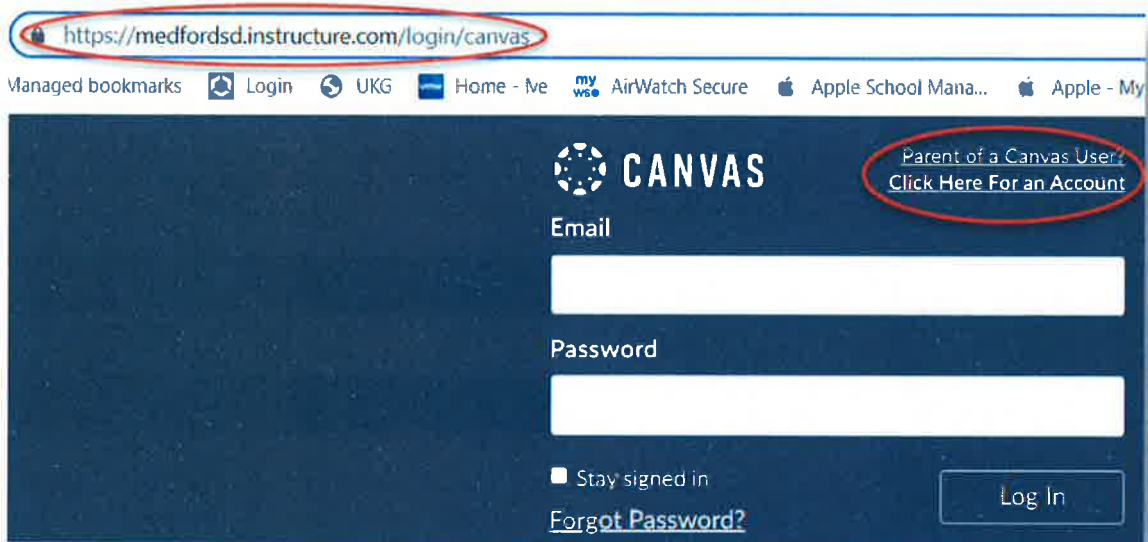
** Note – the pairing code will expire within 7 days, or after being used*

- i. Selecting Pair with Observer will create a pairing code



2. How to Sign Up for a Canvas Account as a Parent

- a. In a browser window, enter the URL <https://medfordsd.instructure.com/login/canvas>



Managed bookmarks Login UKG Home - me my vs AirWatch Secure Apple School Mana... Apple - My

CANVAS

Parent of a Canvas User?
Click Here For an Account

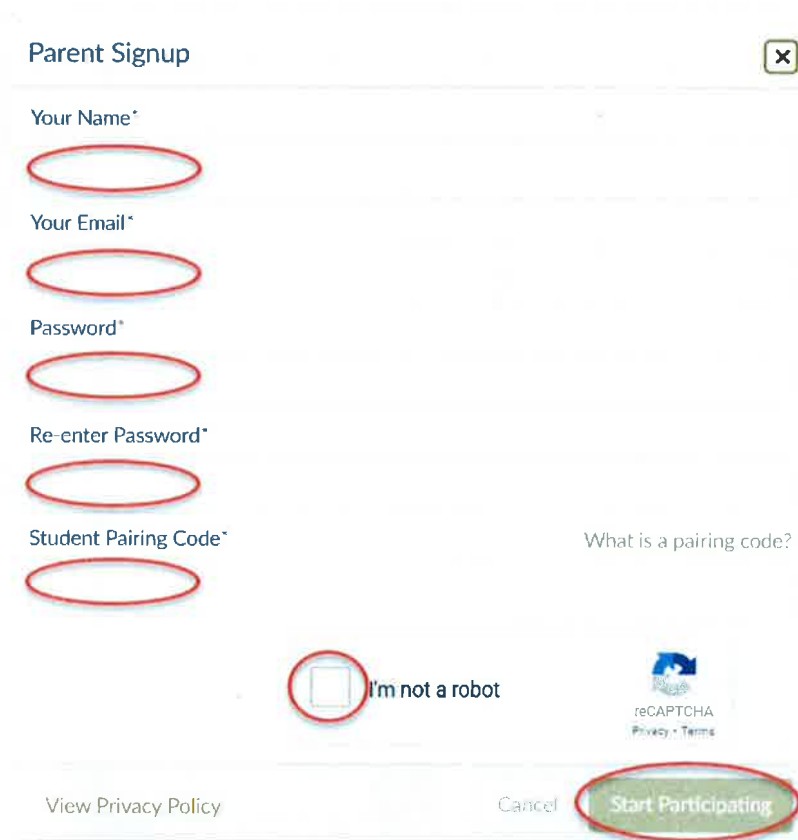
Email

Password

Stay signed in

[Forgot Password?](#)

- b. Complete the Parent Signup information and then select Start Participating



Parent Signup

Your Name*

Your Email*

Password*

Re-enter Password*

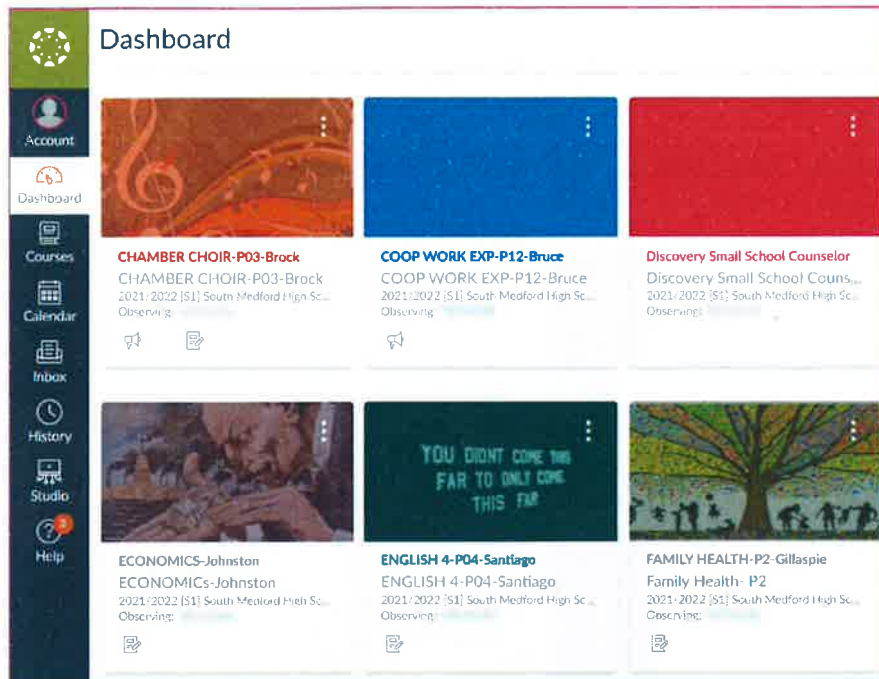
Student Pairing Code* [What is a pairing code?](#)

I'm not a robot

reCAPTCHA
[Privacy](#) [Terms](#)

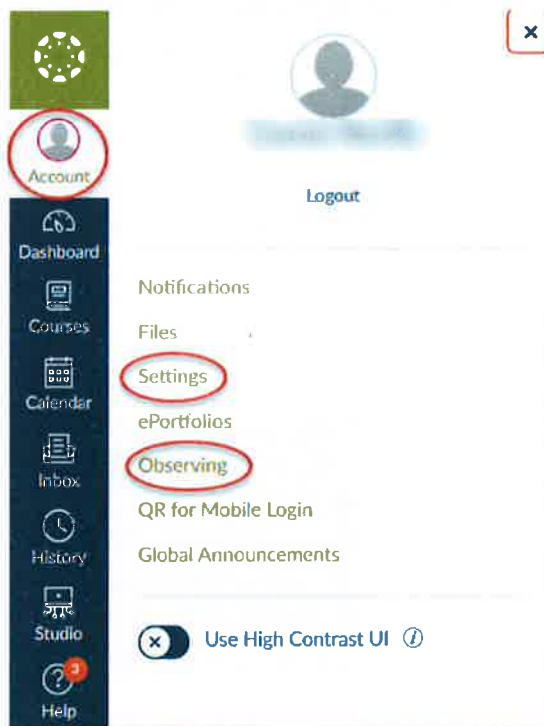
[View Privacy Policy](#)

c. You will then be taken to your Canvas Dashboard



3. How to Link Additional Students to Your Account

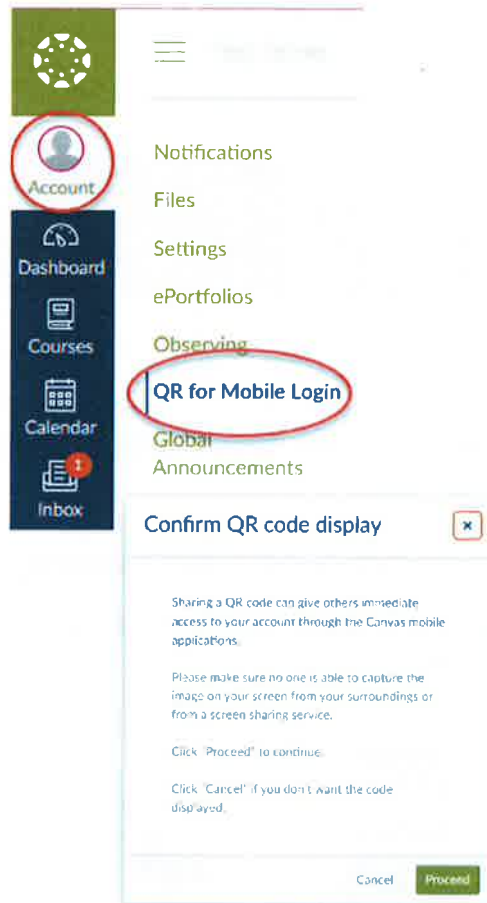
a. In the parent account, select Account, Settings and then Observing, where you will add your student's pairing code



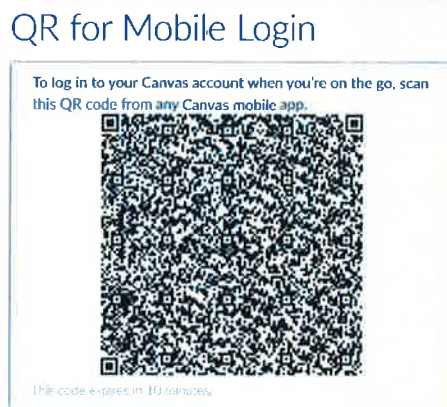
4. How to use the Parent Canvas mobile app

* Note – this should be done on a computer, not a mobile device or Chromebook

- a. Follow the steps above for creating a parent Canvas account and pairing it with your student's account
- b. Once in Canvas, select Account, then QR for Mobile Login then confirm QR code display



- c. Use the QR code on the computer screen in *your own account* for the mobile app



Getting Started with ParentVUE and StudentVUE

ParentVUE and StudentVUE are websites that offer secure, private access to school and student information, including attendance, class schedules, conferences, course history, fees, final grades and other information. In ParentVUE, you can also view and update specific demographic information for all of your students.

- ▶ **To create an account, you need the web address and activation key provided by your student's school.**
*** Please contact your student's school if you did not receive an activation key.**

First Time Access: Create an Account

1. In your web browser, go to the following address: https://or-med-psv.edupoint.com/PXP2_Login.aspx
2. Select **I am a parent** or **I am a student**, as appropriate

ParentVUE and StudentVUE Access



3. Click **More Options** then **Activate Account**



4. Read the Privacy Statement and click **I Accept**
5. Enter your name and activation key *exactly as they appear in your letter from the school*, and click **Continue to Step 3**

A screenshot of the account creation form. It includes fields for 'First Name', 'Last Name', and 'Activation Key'. The 'Activation Key' field contains the text '123456'. Below the fields is a blue button labeled 'Continue to Step 3'.

6. Choose a username and password (at least 6 characters), provide an email address, and click **Complete Account Activation**

A screenshot of the account creation form. It includes fields for 'User Name', 'Password', 'Confirm Password', and 'Primary Email'. Below the fields is a blue button labeled 'Complete Account Activation'.

Later Access: Log In

1. In your web browser, go to the following address: https://or-med-psv.edupoint.com/PXP2_Login.aspx
2. Select **I am a parent** or **I am a student**, as appropriate

ParentVUE and StudentVUE Access



3. Enter your username and password, and click **Login**

A screenshot of the login form. It includes fields for 'User Name' and 'Password'. Below the fields is a blue button labeled 'Login'.