

# SMCPS Virtual Academy

STUDENT and Family GUIDE

2023-2024



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## STUDENT and Family GUIDE

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# 1. Being a Successful Online Learner

SMCPS Virtual Pathway Students need to exhibit:

**Good Time Management:** Working with a success coach and your teacher you will need to be able to create and maintain a study schedule throughout the year for your asynchronous time. You must attend all Google meets and a 6th period check in each day.

**Effective Communication:** Are you comfortable asking for help from a success coach or teacher? Can you collaborate with peers in structured Google Meets in order to help yourself and your classmates as needed? Being a virtual learner means that you must be able to reach out for the support you need to be successful in each of your classes.

**Independent Study Habits and Self Motivation:** Are you able to study and complete assignments without direct supervision and remain on schedule with your tasks? You will have time throughout the week without Google Meets. You will need to be able to work asynchronously to keep up with the content being provided to you in Schoology on non Google Meet days.

**Technologically Prepared:** Are you prepared to use constantly evolving technology to learn? Are you able to ask for help when you are learning a new technology platform or digital resource you are unfamiliar with? Are you willing to attend a Google Meet and share your screen as needed?

## A Special Note About Time Commitment

- Experienced teachers and success coaches agree that time management is one of the skills most critical to success. Students who cannot manage time and assignments without direct supervision usually struggle to be successful learners online. Students should expect and **be able make and maintain a schedule to complete their work weekly**. The following tips will help you make the most of your learning experience:

### Set Up Your Workspace.

- You should make a designated space at home that is just for you and your schoolwork. Make sure that it has reliable internet, a space for any supplies you may need including paper, pencil, and required hands-on materials. The space should also be free of distractions and quiet.

### Set Aside Time to Prepare for YOUR Week.

- Set aside time each week to plan your school week. Take this time to not only

focus on assignments but also on how you can connect with your teachers and success coach. Doing this will ensure you know the expectations for the week ahead and the requirements you need to meet.

### **Ask for Help.**

- Reach out to your teachers and your success coach whenever you need to. They are there to help. You can arrange to do a Google Meet, email, or use the established communication method your teacher has put in place.

### **Don't Forget to Log Off.**

- Learning virtually doesn't mean you need to be on a computer all of the time. Using the outline of your week you created in tip #2 to keep to your schedule. You need balance so be sure to log off once your daily requirements for learning are complete.

### **Get to Know Your Teachers and Success Coach.**

- Your teachers and your success coach are here for you. Like you, they have a designated space and a weekly plan and are eager to get to know YOU - your hobbies, your interests, your best friend, your favorites, and all of the things that make YOU, YOU!

### **Stay Positive**

- We all experience times of difficulties and setbacks. But knowing they are part of the process of learning is key. Don't let setbacks define you, help them move you and your education forward!

## **Online Do's and Don'ts**

### **DO's**

- DO show up to your synchronous Google Meets
- DO log in to Schoology everyday to check your grades and assignments.
- DO reach out to your teacher(s) and success coach whenever you get stuck
- DO focus on your work (try your best not to have too many tabs open or other distractions around you while working)

### **DON'Ts**

- DON'T forget to log into Schoology everyday
- DON'T forget when your Google Meets are
- DON'T skip assignments or videos
- DON'T be afraid to ask questions
- DON'T forget to charge your device every night.

## 2. Communication

As a student or family member of the Virtual Academy community, you must be checking email and overseeing your student's success in the Virtual Academy. We use Schoology and encourage ALL family members to create their parent account to be able to monitor grades. We also use Edgenuity in a few of our courses and there is a Parent Portal. In addition, we update our Google Site on a regular basis. Please see the information below on how to access these resources.

1. [Google Site](#)
2. [Schoology Parent Information](#)
3. [Edgenuity Information](#) (grades 6-12 only)
4. [HAC info](#) (only to see FINAL report card grades)
5. [Staff names and email addresses](#)

## 3. Attendance

- **GOOGLE MEETS AND 6th Period (EVERY DAY) are mandatory unless you have an excused absence.** Attendance at the Virtual Academy is **mandatory**, just as it is in a face to face class.
- We follow the rules for absences as outlined in the [SMCPS Student Handbook](#).
- **Attendance is taken during EVERY Google Meet.** If you do not show up for a Google Meet it would be like not coming to class at a building. You will be MARKED absent. Additionally, all teachers receive an attendance tracking sheet after every Google Meet.
- **In addition to your Google Meets, EVERY STUDENT at the VIRTUAL ACADEMY must be present for their Attendance Period, which is 6th period.** *\*The only students who MAY be meeting earlier for attendance are certain **seniors** with early release schedules (9:00 am).*


## 4. Technology - Expectations and Responsibility












Students are issued a device Specific to the Virtual Academy. This includes a 2-in-1 touchscreen laptop, stylus, and headset. These are borrowed resources and you are responsible for care and upkeep. There are costs associated with any broken or missing resources. Please look through both of the resources below in regards to device and print resource accountability guidelines.

- [SMCPS Student Accountability](#)
- [Virtual Academy Technology Information](#)

## 5. Google Meet Guidelines

### GOOGLE MEET EXPECTATIONS



<h4 style="background-color: #008080; color: white; padding: 5px;">COMMUNICATION</h4> <ul style="list-style-type: none"><li>★ Raise your hand to speak</li><li>★ Speak clearly</li><li>★ Look up when speaking</li><li>★ Stay on topic (<i>no side conversation</i>)</li></ul> 	<h4 style="background-color: #008080; color: white; padding: 5px;">PRIVACY IS IMPORTANT</h4> <p><u>By law and/or school rules:</u></p> <ul style="list-style-type: none"><li>★ Only students enrolled in the course may attend meetings</li><li>★ <u>NO recording or screenshots of the meeting are allowed</u></li><li>★ Consider using an appropriate virtual background for the privacy of your home and others in it.</li></ul> 	<h4 style="background-color: #008080; color: white; padding: 5px;">CHAT RESPONSIBLY</h4> <ul style="list-style-type: none"><li>★ Type your question(s) in the chat box (no individual work questions)</li><li>★ Use the hand signals given by the teacher</li></ul>  
<h4 style="background-color: #008080; color: white; padding: 5px;">KNOW YOUR MATERIAL</h4> <ul style="list-style-type: none"><li>★ Complete your assignments that are required <b>BEFORE</b> the Google Meet</li></ul>  	<h4 style="background-color: #008080; color: white; padding: 5px;">BE IN A QUIET PLACE</h4> <ul style="list-style-type: none"><li>★ Find a quiet place to participate</li><li>★ Check your surroundings</li></ul> 	<h4 style="background-color: #008080; color: white; padding: 5px;">BE PREPARED</h4> <ul style="list-style-type: none"><li>★ Log on a few minutes before class</li><li>★ Allow yourself time to wake up &amp; get ready</li><li>★ Computer is charged</li><li>★ <b>Camera is on</b></li><li>★ Use headphones</li><li>★ Microphone on MUTE</li></ul> 
<h4 style="background-color: #008080; color: white; padding: 5px;">PRESENTATION</h4> <ul style="list-style-type: none"><li>★ Wear appropriate clothing</li><li>★ Sit up straight</li><li>★ Be in Camera view</li><li>★ Turn off your camera if you are leaving the room for a moment</li></ul> 	<h4 style="background-color: #008080; color: white; padding: 5px;">SCHOOL RULES APPLY</h4> <p>Student Handbook <a href="#">HERE</a></p> <ul style="list-style-type: none"><li>★ Attendance</li><li>★ Dress Code</li><li>★ Language</li><li>★ Behavior</li></ul> 	<h4 style="background-color: #008080; color: white; padding: 5px;">PARTICIPATION</h4> <ul style="list-style-type: none"><li>★ Be RESPECTFUL</li><li>★ Be focused</li><li>★ Be attentive</li><li>★ Be kind</li><li>★ Be an active participant</li><li>★ Be considerate</li></ul> 

## 6. Schoology

All students have their classes loaded into Schoology. Schoology is the one stop shop for:

- Teacher Communication
- Announcements
- Folder labeled by Week/day with student work
- Class Expectations
- GRADES

Students login to Schoology using [Clever](#). SMCPS has a [Schoology information website](#). Parents also have access to login to Schoology! [Visit our Parent/Guardian information](#) to learn more.

This parent account access will allow you to access your student's grades in real time and see what teachers have loaded into their courses.

**Parents can also get daily or weekly digests of overdue and upcoming assignments sent to them.**

## 7. Edgenuity (only in select courses)

There will be a few courses that use Edgenuity as COURSEWARE. Courseware is designed to help supplement your classes and provide lessons, videos and activities. Edgenuity is the courseware we use to help our middle and high school teachers with asynchronous work. If you need any help with Edgenuity reach out to your teacher for the class.

Parents have access to an Edgenuity Family Portal. This portal will show you the progress your student is making and their current overall and relative grade. If your child is using edgenuity we encourage you to login and monitor their progress.

- ❖ [Edgenuity FAQ and Family Portal Information](#)

## 8. Additional Links and General Information



**Create your own personalized schedule of your Google Meets.** When you [click on this file](#) it will make a COPY. You can edit this and make it your own. Match them up with the Google Meet times in your personal schedule.