Medford Online Academy
Student, Parent/Learning Coach, and Teacher Agreements
Grades 4 through 8

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.
  - <u>Device cameras need to be on</u>, and the student's entire face needs to be visible in the frame of the screen. <u>This is a requirement. If assistance is needed meeting this requirement, please call our office.</u>
  - If you cannot attend a Live Sessions, watch the recorded lessons.
  - Set aside at least 1 hour per day, per class for lessons and course progress.
  - Student microphones should be muted unless the teacher asks students to unmute.
  - Authentically complete assessments and assignments when given.
  - Use of chat features 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 help session or communicate via email.
  - 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. This allows us to offer the best support possible.

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, read, and respond to (if necessary) 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).

When needed:
- <u>Take the student to state-mandated testing</u> (OSAS and district required exams or screenings such as ELPA, TAG, hearing and vision screenings). We are aiming for 100% participation this year!
- 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.
- Contact MSD HelpDesk with technology issues (541-842-1111).

Teacher Responsibilities

Communication:
- Establish and maintain a positive rapport with families and regularly communicate with students and Learning Coaches/parents on an ongoing basis.
- Be available during working hours 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: _____

2024-25 Medford Online Academy
Academic Integrity and AI Acknowledgement

When learning in an online environment, it can be tempting to look for inauthentic and easier ways to complete tasks or work that is challenging or time consuming. However, we are committed to helping students learn. The only way for our teachers to know how students are learning and if they need additional support is through authentic demonstrations of student skills and knowledge.

Because we are education professionals that are dedicated to authentic student success, we ask that the family and student review the below academic integrity acknoledgements and confirm understanding of them by signing.

I am aware that:
- MOA has all of the tools necessary to help regulate my progress and online behavior.
- I will may take notes for each lesson for quizzes and test in Edgenuity classes. This can be via eNotes or a traditional notebook. If I do take notes, I can use them on tests, quizzes, and exams. If I do not take notes and fail, I will be required to redo the direct instruction and take notes before being given a retake.
- If I am behind or failing, contact will be made with parents / guardians.

I am committed to:
- Actively participating in the online education program.
- Logging on daily and keeping up with my assignments.
- Passing all tests with a 60% or higher.
- Communicating with the teacher regarding any problems I have with the assignments or the program.
- Attending help session and/or asking questions when I need help.
- Abiding by the district technology acceptable use requirements. This means using AI as a support, but not as a way to complete my assignments.

I pledge that I <u>will not</u>:
• Plagiarize or use AI on my assignments or in Edgenuity classes.
• Share tests, assignments, answers, or any other curricular materials on any media/text/photo or by voice that can be seen by other people.
• Help others plagiarize or inauthentically complete work
• Allow parents / mentors / guardians to give assistance on assessments.

My signature below confirms that I have read, and agree to abide by, the Academic Integrity Acknowledgement.
Violations could result in a warning, loss of credit, and/or reconsideration of student transfer.

Student Printed Name: _____

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

MOA CALENDAR 2024-25

August
- 8/27 - First day of school
- 8/30 - No school

September
- 9/02 - No school: Labor Day
- 9/27 - No school: Inservice Day

October
- 10/11 - No school: Inservice Day
- 10/25 - End of Quarter Classes
- 10/26 - No school: Grading Day

November
- 11/11 - No school: Veterans day
- 11/25 - 11/26 - No school: Conference days
- 11/27 - 11/29 - No school: Thanksgiving Break

December
- 12/06 - No school: Mid Quarter
- 12/23 - 1/3 No school: Winter Break

January
- 1/06 - Classes Resume
- 1/17 - End of Quarter Classes
- 1/20 - No school: Martin Luther King Jr. Day
- 1/21 - No school: Grading Day

February
- 2/17 - No school: Presidents' Day
- 2/24 - No school: Mid Quarter

March
- 3/21 - End of Quarter Classes
- 3/24 - 3/28 - No school: Spring Break
- 3/31 - No school: Grading Day

April
- 4/25 - No school: District Closed

May
- 5/05 - No school: Mid Quarter
- 5/26 - No school: Memorial Day

June
- 6/05 - Last Day of School

MEDFORD ONLINE ACADEMY BELL SCHEDULE 2024-25

Monday	Tuesday	Wednesday	Thursday	Friday
Advisory 8:40-9:00am Period 0	Advisory 8:40-9:00am Period 0		Advisory 8:40-9:00am Period 0	Advisory 8:40-9:00am Period 0
9:05-9:45am Period 1	9:05-9:45am Period 1		9:05-9:45am Period 1	9:05-9:45am Period 1
9:50-10:30am Period 2	9:50-10:30am Period 2	**Late Start** 10:25-10:45am Period 1	9:50-10:30am Period 2	9:50-10:30am Period 2
10:35-11:15am Period 3	10:35-11:15am Period 3	10:50-11:10am Period 2 / 11:15-11:35am Period 3	10:35-11:15am Period 3	10:35-11:15am Period 3
11:20-Noon Period 4	11:20-Noon Period 4	11:40-Noon Period 4	11:20-Noon Period 4	11:20-Noon Period 4
Lunch 12:00-1:00	Lunch 12:00-1:00	Lunch 12:00-1:00	Lunch 12:00-1:00	Lunch 12:00-1:00
Help Session 1:00-3:00	Help Session 1:00-3:00	Help Session 1:00-3:00	Help Session 1:00-3:00	Help Session 1:00-3:00

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 <u>daily academic contact with every one of your teachers with whom you have a class</u>. 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 complete the lesson exit ticket

What if I miss a whole day?

Have your responsible adult <u>call the office</u> (541-842-3639) to let us know, and make sure to go back and watch the recorded Zooms! Absences need to be called in by parent/guardian.

MOA Assessments

Medford Online Academy participates in <u>all</u> district and state level assessments. The information we gain from periodic and annual assessments is invaluable, and without that data we have to fly blind when preparing for the new year or when trying to pin-point our greatest areas of focus. It can be argued that assessment data is even more valuable for the online student, as so much of their learning and skills practice takes place outside of our virtual classrooms. Baseline and growth data help reveal how well a student is responding to online learning. It is *essential* that Medford Online Academy students participate authentically in both our district and state assessments. Though we saw growth in student participation last year, the data we gain is most valuable when we know it is representative of as many of our students as possible. For this reason, our goal is to have 100% participation in all assessments this year!

When do assessments take place?
Though we can currently provide testing date windows, teachers, office staff, and our social media pages will have specific dates as they get closer.

- iReady reading and math diagnostic assessments   September 3rd - 24th
- iReady progress monitoring assessments   January 6th - 24th
- ELPA Screening/assessments   February 1st- March 21st
- OSAS Science, Math, and ELA assessments   April 14th - May 31st
- iReady standards mastery assessment*   May 1st - May 31st
    - * If participation in other assessments is high enough, we can opt-out

What are they used for?
Although NONE of the above assessments are impactful to student grades, they do yield very valuable information about your student. They help us know where your student's literacy and math skills are at the start of the year and help us gauge their progress in these areas as the year progresses. Reviewing periodic data helps teachers understand where they may need to shift their focus in response to student strengths and areas for growth. OSAS assessments not only give us a snapshot of where your student's skills are compared to peers, but the results give us a bigger picture view of where we may need to adjust our practices or devote more resources to improve student learning.

Why should my student participate in these assessments?
As educators, we are constantly seeking ways to improve our practices and address student needs. We cannot do that if we do not have the data necessary to help us understand our students, their skills, their strengths, and areas that need the most growth. These assessments help us evaluate our overall practices, but they also help us focus on individual student needs as well.

What are roadblocks to gaining information about my student?
- Not participating in periodic and annual assessments
- Participating in a manner that gives inauthentic results
  - Parent/adult support during assessments
  - Rushing through assessments
  - Utilizing digital supports that are not allowed on assessments

What can we do to help MOA get the most valuable information possible from assessments?
- Ensure your student participates in the periodic iReady and Newsela assessments and OSAS in the spring.
- Encourage your student to do their very best every time they take a test
- Understand that sometimes the tests may be challenging- resist the temptation to help!
- Make sure your student is well rested and has eaten prior to taking assessments
- Remind your students that their best performance is needed, but nobody expects them to know everything on all of them. It is to find out where they are right now.
- Talk positively about assessments at home, express excitement that we will learn more about your student as a learner

Please contact our office at 541-842-3639 to check out a Chromebook or exchange a non-working Chromebook. We are located in Oakdale Middle School Room 216.
815 S. Oakdale, Medford OR 97501

If you need technical assistance with your Chromebook please contact Medford School District Helpdesk 541-842-1111.

What is the difference between a laptop and a Chromebook?

What is the difference between a Chromebook and a laptop? A Chromebook is a portable computer running ChromeOS. They tend to have lower-powered processors, less RAM, and less local storage than their laptop counterparts. There are, however, some high-end Chromebooks that outstrip the specs of most contemporary laptops.

What happens if I have a lost or damaged Chromebook?

If you have lost or damaged your Chromebook, please report it to your school immediately.

If Chromebooks or chargers are lost or intentionally damaged, students will be charged the minimum replacement fee of:

- $100 Chromebook
- $10 Charger

 In the event of multiple devices lost or if loss/damage is due to intentional actions or neglect, your school administration may impose any or all of the following:

- Up to full replacement cost of devices and chargers:
  - Chromebooks $350
  - Chargers $25

WHERE ARE MY COURSES?

Medford ONLINE ACADEMY

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(1) GO TO THE MEDFORD SCHOOL DISTRICT WEBSITE: HTTPS://WWW.MEDFORD.K12.OR.US/

| STUDENTS |
| PARENTS |
| STAFF |
| COMMUNITY |

(2) CLICK "STUDENTS" ON THE RIGHT HAND SIDE

— Technology

Canvas - Learning Management Platform

Google Apps

HelloID Portal

ParentVUE
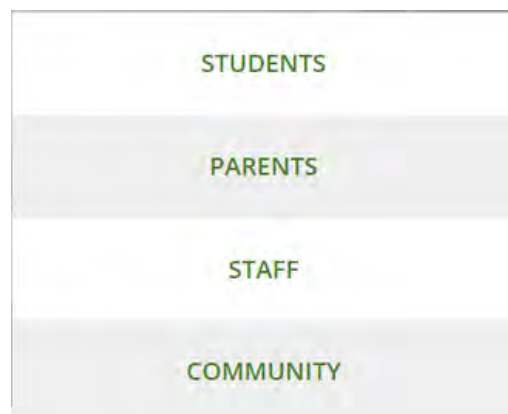
(3) SELECT "HELLOID PORTAL" UNDER "TECHNOLOGY"

Medford SCHOOL DISTRICT
ALL ARE LEARNING & LEARNING IS FOR ALL

Sign in to access the portal

| Canvas - Parents |
| Medford School District |
| Local |
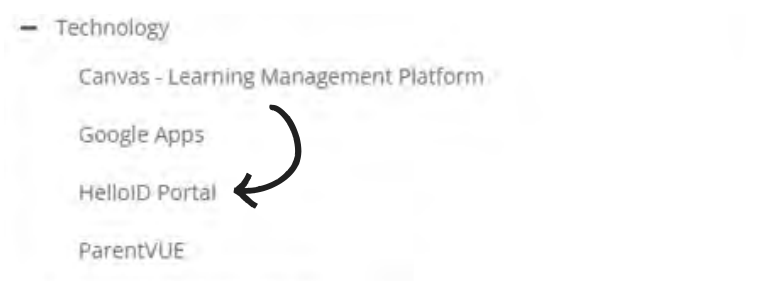
(4) CLICK "MEDFORD SCHOOL DISTRICT"

MY LOG-IN INFO

Student ID # ------------------

Username ------------------
student\SID#

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

EDGE

Username ------------------
SID#.medford

Password ------------------
SID#

(5) LOOK FOR TILES LABELED "CANVAS" AND "EDGE"

Canvas

IN CANVAS:

All Courses

		Course
☆	■	Class of 2025
★	■	Coach Burnett Electives 9-12 Hex-6
☆	■	Science 8 A - Anderson
☆	■	Science 8 B-P01-Anderson
☆	■	3rd Period - Math & Reading
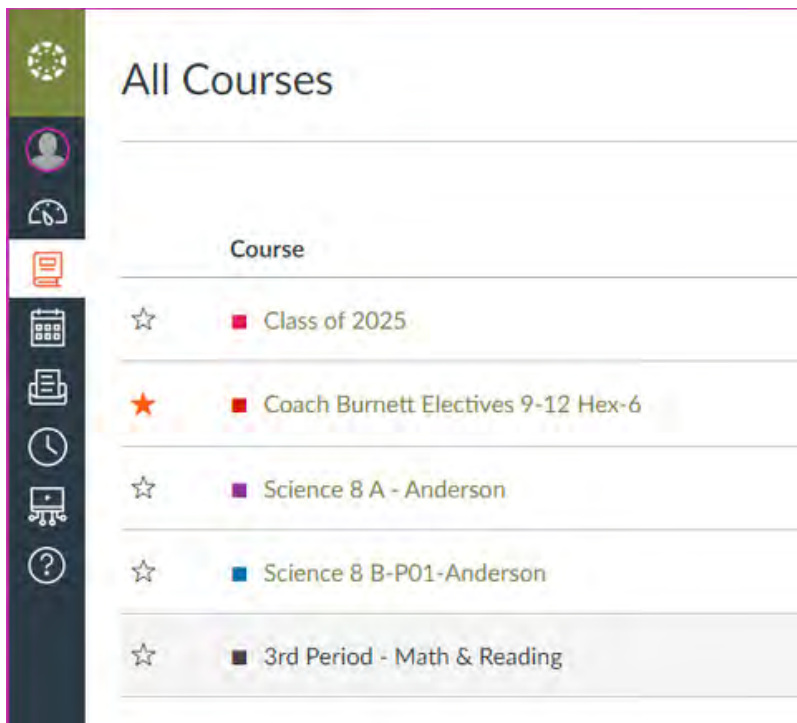
SELECT THE "COURSES" ICON ON THE LEFT SIDE, THEN "ALL COURSES" TO VIEW ALL THE COURSES YOU ARE IN.

THE STARRED COURSES SHOW UP ON YOUR DASHBOARD

IN EDGE:

imagine edgenuity

ELECTIVES
Astronomy: Exploring the Universe
You are: 10.53% complete

ELECTIVES
Construction Careers
You are: 1.59% complete
60.0% Actual Grade
Next Activity

ELECTIVES
Lifetime Fitness
You are: 2.55% complete
100.0% Actual Grade
Next Activity

SOCIAL STUDIES
MO Economics A
You are: 0.70% complete
Next Activity

SOCIAL STUDIES
MSD American Studies CR 2021-2022
You are: 100.00% complete

SCIENCE
MSD Chemistry 2021-2022
You are: 6.45% complete

You can now record yourself and your screen at the same time

LANGUAGE ARTS
MSD English 11 CR 2021-2022
You are: 89.77% complete

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

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
- And More!

Parent Canvas for synchronous classes:

- Course content and assignments

Edgenuity for:

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

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
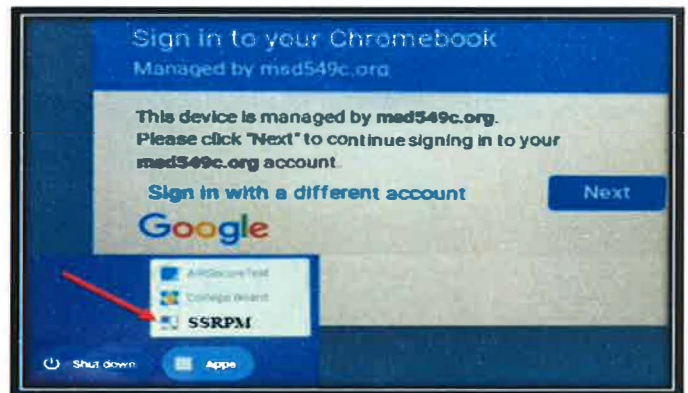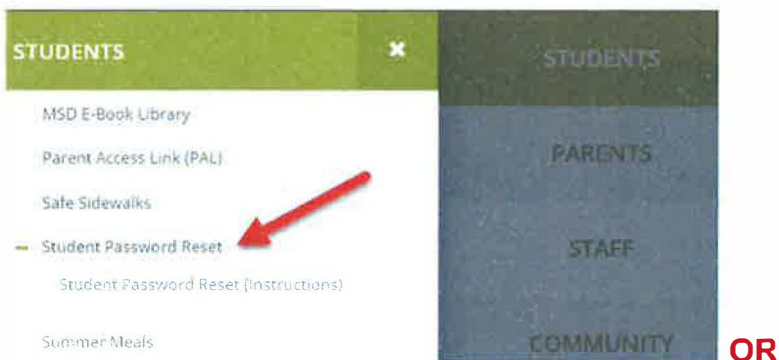
All students will follow the steps to Enroll in SSRPM and reset their password for the 20-21 school year
1) Click on 'Enroll' on the main screen
2) Enter your username and initial password and click on Next
   * Username: Student ID number   * Initial Password: birthdate in the format of mm-dd-yy
3) 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.
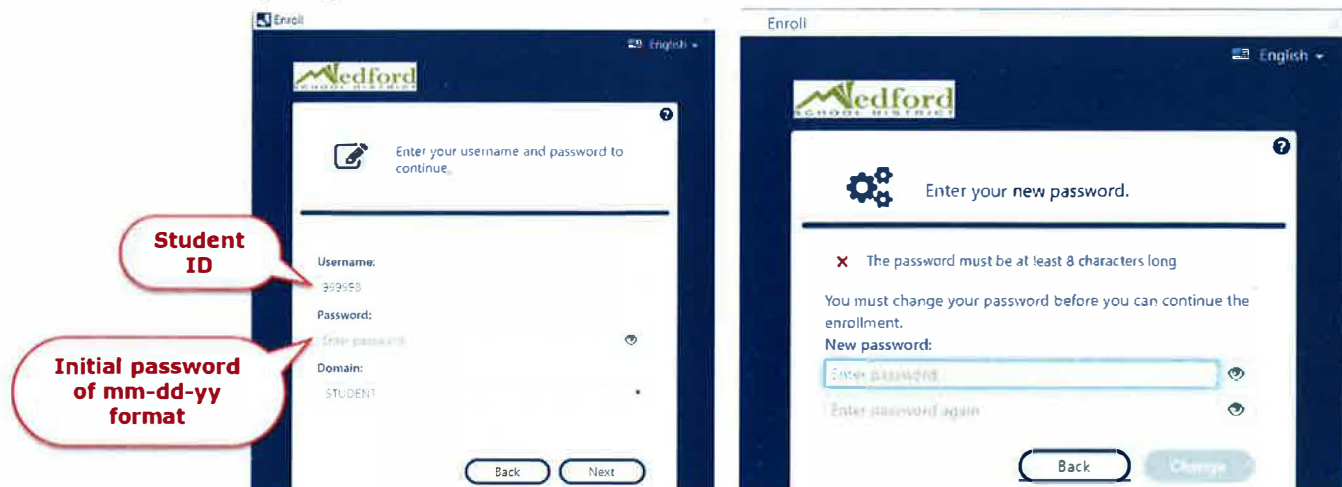
Select a question ─ (Select question: What is your oldest sibling's birthday month and year?)

Enter an answer that you will remember ─ (Answer: Enter your answer)

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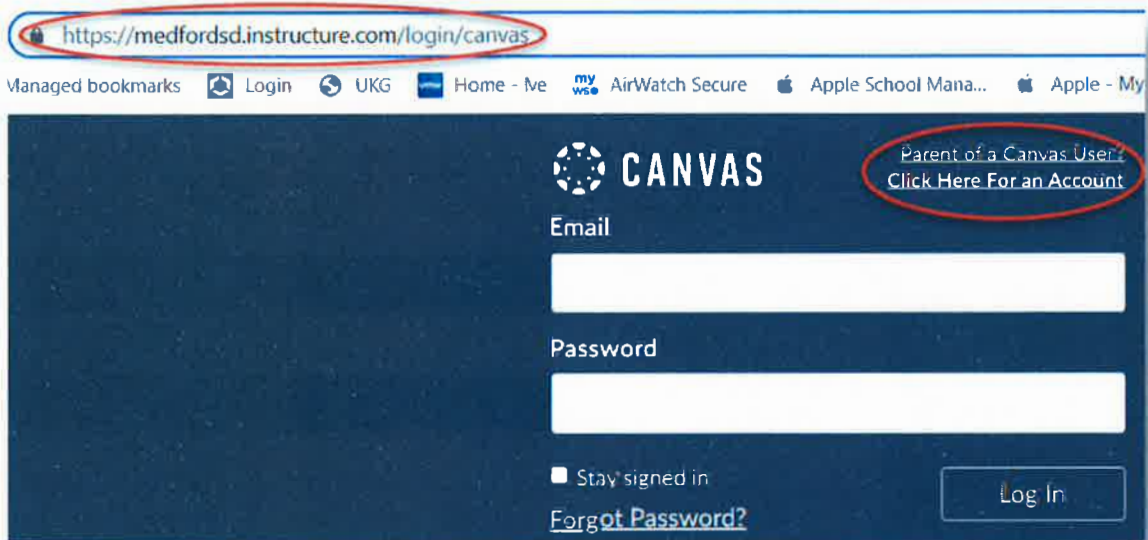
    * Note – the pairing code will expire within 7 days, or after being used

    i. Selecting Pair with Observer will create a pairing code
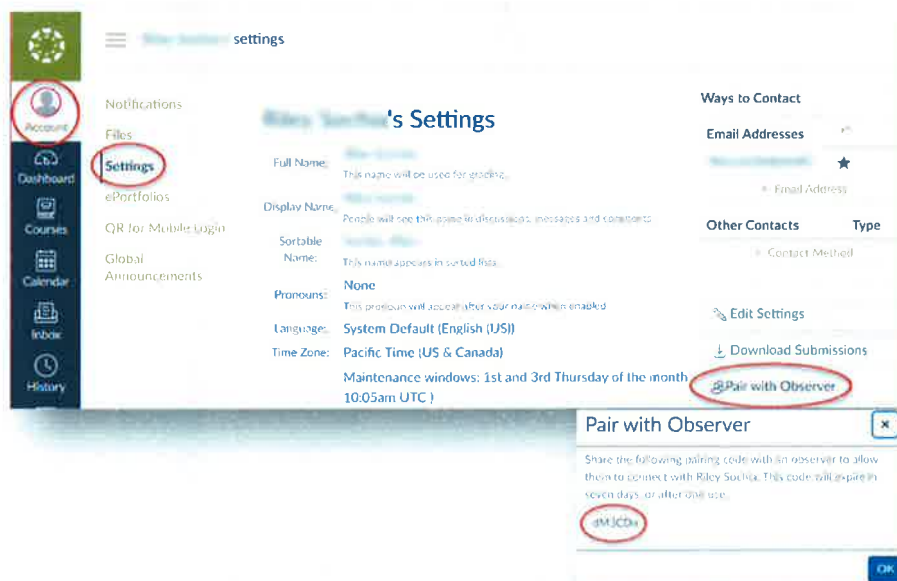
2. How to Sign Up for a Canvas Account as a Parent

    a. In a browser window, enter the URL https://medfordsd.instructure.com/login/canvas
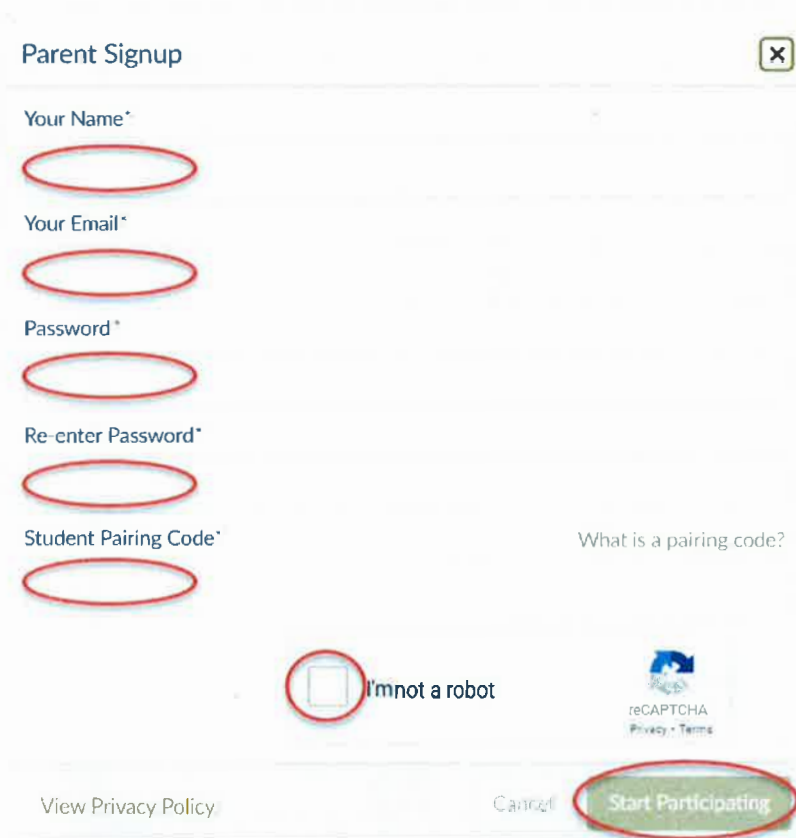
    b. Complete the Parent Signup information and then select Start Participating

c. You will then be taken to your Canvas Dashboard
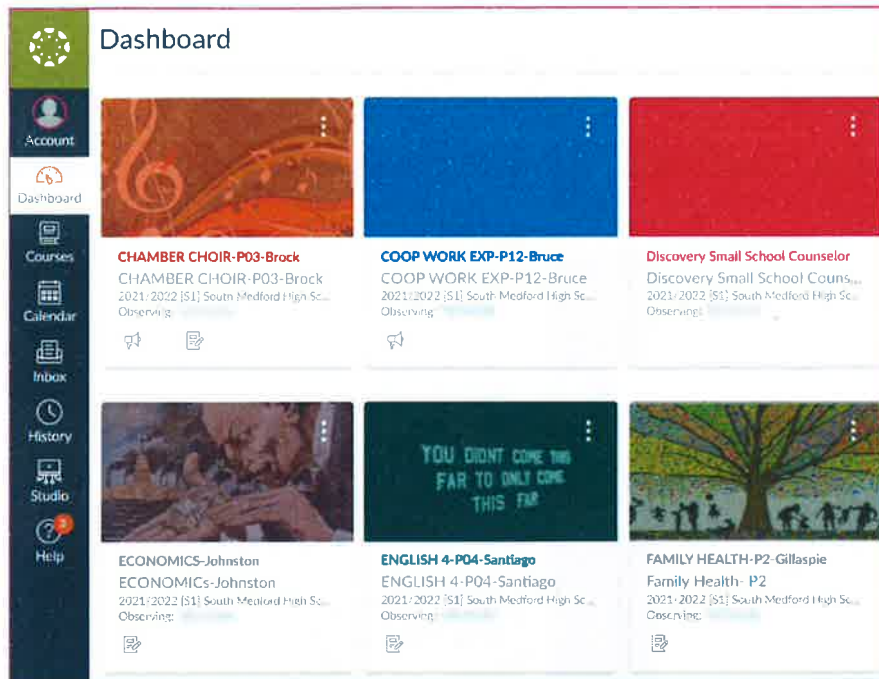
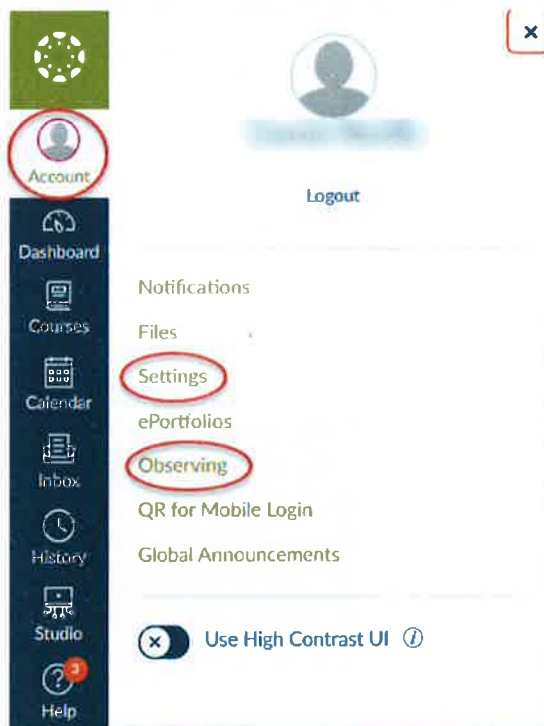## 3. How to Link Additional Students to Your Account

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
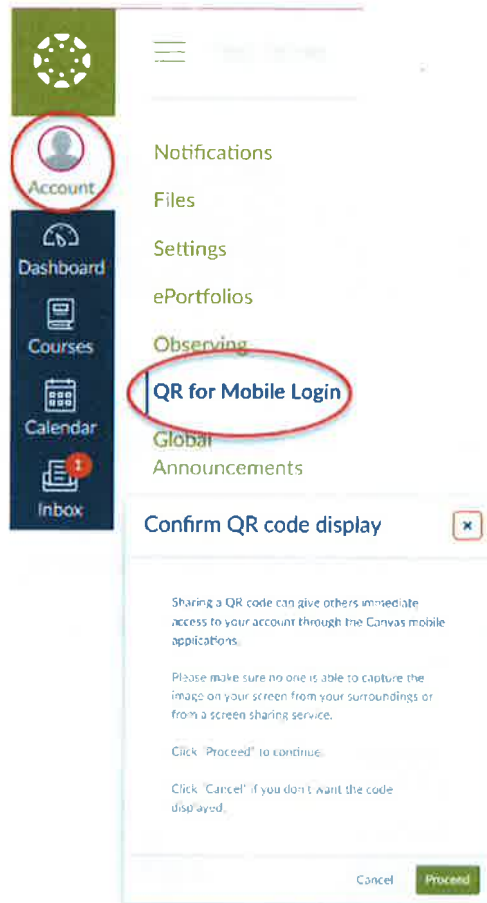
c. Use the QR code on the computer screen in *your own account* for the mobile app
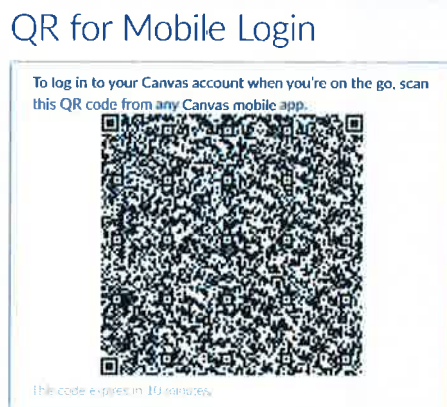
Getting Started with ParentVUE and StudentVUE

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

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**

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

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