

VIRTUAL LEARNING ACADEMY EXPECTATIONS

In order to give students an engaging online learning experience that replicates a traditional classroom experience, clear expectations are necessary.

ONLINE CODE OF CONDUCT

Our virtual students are responsible for appropriate behavior on the school's computer just as they are in a classroom and will be held to the same expectations as listed in Hope Township School's Acceptable Use Policy and Code of Conduct.

[Acceptable Use Policy](#)

[Elementary School Code of Conduct](#)

[Middle School Code of Conduct](#)

LEARNING MANAGEMENT SYSTEM

Hope Township School will be using Google Classroom as our Learning Management System.

Students are required to log into their Google Classroom(s) daily Monday through Friday.

ATTENDANCE & INACTIVITY

All virtual students must adhere to the Hope Township School's Attendance Policy which states,

In the event that a virtual student is sick and cannot participate in online learning for that day, "it is the parent's/guardian's responsibility to call and notify the school. The district's voicemail system is operative 24 hours a day, and parents are requested to call or email the school by 8:30 AM."

Please include the following information in your voice message or email:

- the child's full name;
- reason for absence;
- and the date(s) of absence

If a student is sick, it is the student's responsibility to check Google Classroom(s) for the assignment(s) he/she missed. Students will be allowed the same number of school days as their absence to complete and submit assignments. Students who are absent on Wednesday and miss an assignment from a Specials class such as Art, Physical Education, Music, Spanish (K-5), or Technology will have until the following Wednesday to complete and submit the assignment/project.

An inactive student is a student who has not completed/submitted one day's assignments and has not notified the main office or school nurse of their illness/absence. The teacher will contact the parent after one day of inactivity.

After three days of inactivity, the student will be referred to the administration who will then follow the policy guidelines as specified under "Unexcused Absences" on pages 1 and 2 in the Code of Conduct which states,

"In accordance with *NJ Statutes Annotated (NJSA) 18:A and NJ Administrative Code (NJAC) 6A*, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student’s parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;
- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies.
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the NJ Administrative Office of the Courts. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with NJSA 18:A, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an “unexcused” absence or inactivity will be made. The school will proceed in accordance with the law’s provision if a potential missing or abused child situation is detected.”

EXPECTATIONS OF TIME

According to “The Road Back: Restart and Recovery Plan for Education” published by the New Jersey Department of Education, all virtual students must adhere to the length of school day requirements pursuant N.J.A.C. 6A:32-8.3.

- Our virtual Pre-K students are expected to complete 3 hours of learning each day.
- Virtual students who are in Kindergarten through 8th Grade will be expected to complete 4 hours of learning each day.

Virtual learning experiences will consist of synchronous and asynchronous instruction and will build over time as teachers’ and students’ comfort levels increase

DESIGNATED WORKSPACE

It is suggested that students have a designated workspace where they can sit down and focus for an extended period of time that is free from distractions such as high traffic areas in the house, pets, gaming consoles and television.

DEVICES

Students who have been issued a Hope Township School device are expected to follow the guidelines as outlined in the Chromebook Agreement.

Students should make sure their devices are charged daily.

Using headphones is suggested to limit distractions and background noises.

OFFICE HOURS

There will be an opportunity each day, from 1:30 PM - 3:13 PM Monday through Friday, for all students to virtually meet with their teachers. It is suggested that students work on their assignments throughout the school day and log into the virtual meetings prepared with questions for the teacher.

Virtual students will only need to log in to Office Hours on an as needed basis unless a virtual meeting is requested by the student’s teacher(s).

GOOGLE MEETINGS & ZOOM MEETINGS

When attending virtual meetings hosted by a teacher, students are expected to:

- Arrive at the virtual meeting on time and stay until the meeting has ended.
- Be seated at a designated workspace and remain seated and attentive for the duration of the virtual meeting. (No roaming, eating, texting, gaming, etc.)
- Have the video feature on and be seated in the camera's view.
- Be appropriately dressed.
- Be prepared with all necessary materials.
- Be an active participant. (Taking notes, typing in responses/questions when asked, raising your hand, etc.)

COMMUNICATION

Students in Grades 6-8 must check their school email daily.

Parents of virtual students and virtual students in grades 6-8 are expected to promptly respond to any teacher's email within 24 hours Monday-Friday.

MATERIALS

It will be the parent's responsibility to pick up required materials such as textbooks, workbooks, and novels from the school as needed. If students find they do not have the necessary materials at home to complete a required assignment, they are to reach out to the teacher(s), and a parent/guardian is expected to pick them up at the school. Teachers will make every attempt to provide their virtual students with the same or similar materials, and materials are subject to change.

Virtual students may need to print materials such as manipulatives, worksheets, and reference sheets when suggested by the teacher.

In an effort to replicate the in-person learning experience, teachers will also post a list of suggested supplies and materials to their Google Classroom that parents/guardians may need to purchase.

ASSIGNMENTS

All students are expected to complete required assignments.

Daily assignments will be posted to Google Classroom by 9:00AM Monday - Friday and will be due no later than 8:00PM on the day of their due date. Students must follow all of the directions, complete the assignment, and submit the assignment on time to receive full credit.

Students are expected to produce quality work. Whether they are completing a practice worksheet or a long-term assignment that requires more time and attention, our virtual students are expected to submit their best work each time.

Missing or late assignments will not be accepted after two school days. If a student misses a Special (Art, Physical Education, Music, Spanish (K-5), or Technology), students will be required to complete the assignment/project by the following Wednesday.

All assignments are to be submitted by the student via Google Classroom. Video tutorials and cheat sheets about Google Classroom will be provided to students.

ACADEMIC INTEGRITY

In order to accurately assess the students' understanding of concepts taught, students must complete all assignments independently.

Assignments completed by a parent/guardian will not be accepted.

Cheating, submitting work copied from another student, or plagiarism in any form will not be tolerated and will result in disciplinary action.