



## LCSS Virtual Learning: Opt-in Policy and Expectations for Virtual Learners

As we navigate these unprecedented times, we are committed to providing flexible learning options designed to support your student's academic and health and safety needs. In this document, you'll find information about our virtual learning opt-in policy and expectations for virtual learners. The policy that follows is ONLY for parents seeking to opt their student into virtual learning. Current guidelines for quarantine and COVID related illness remain in effect. The expectations for virtual learners applies to all students learning from home.

Please understand that our virtual learning policy and expectations for virtual learners are subject to change as we learn more about both COVID-19 and the needs of the learners we serve.

### Virtual Opt-In Policy

- Students may only opt into virtual learning one time per nine week grading period.
- Parents may choose to begin virtual learning at any time during this nine week period with the exception of one week prior to and one week after scheduled breaks (Fall, Winter, Spring). Parents may request a waiver if the request to opt-in to virtual learning the week prior to or after a break is medically necessary.
- Students who opt in to virtual learning will participate virtually in one week segments.
- The principal in consultation with the parent will determine the most appropriate start date for virtual learning. Whenever possible, parents are asked to provide one week notice prior to entering into virtual learning.
- To request virtual learning for a student, a parent must complete the [Virtual Learning Opt-In & Return Form](#).
- Parents must contact the school's administration the week prior to the student returning to in-person instruction by completing the [Virtual Learning Opt-In & Return Form](#). The principal in consultation with the parent will determine the most appropriate return date for in-person learning.

### Expectations for ALL Virtual Learners

#### Attendance

- Attendance will be taken by the teacher. If a LIVE session is offered attendance is required. Students are considered present if they arrive on time and stay for the duration of the LIVE session. Late students will be marked tardy. Students exiting the meet early without permission will be considered absent. For asynchronous learning (not live), attendance will be taken via a Google Form posted by the teacher.
- If a student cannot join live or the student will be unable to complete the required asynchronous work due to an illness, appointment, or other reason a parent must call the school office to report the reason for the student's absence.

#### Academics

- Students are responsible for checking Schoology, daily, for updates, directions, and the LIVE learning schedule.
- All virtual learners are expected to keep pace with their in-person peers. During a live session, when given time to work on a class assignment, virtual learners are expected to work on that class period assignment.
- Students failing one or more courses may be required to return to in-person instruction.
- Virtual learners may be required to take assessments in person at school as requested or scheduled by the teacher.

#### Behavior & Dress Code

- All virtual learners are expected to be dressed and sitting at a desk, table or chair. Students should be in school appropriate attire but uniforms are not required.
- Student cameras should remain on during live sessions in order for students to better interact with the teachers and peers.
- Be conscious of your background and make sure there is a light source in front of the student's face. The iPad or MacBook should be positioned so that the student's face (not the ceiling or wall above) is visible.
- The student code of conduct and individual classroom rules apply to the student attending in a virtual environment. Violations of the student code of conduct and classroom rules will be handled according to the school's discipline policy.

#### Technical Issues

- If you are having technology issues, please send an email to [helpdesk@lcss.org](mailto:helpdesk@lcss.org) describing the issue as specifically as you can. You may also message helpdesk via Schoology messages.