

LEAD Academy High School Remote Learning Orientation Handbook



Welcome!	2
Week One - What to Expect	3
Student Schedules and Attendance	4
Student Schedules	4
Attendance	5
Virtual Classroom Expectations, Ethos, and Honor Code	6
Online Expectations for LAHS School Spaces	6
Lead Academy Virtual Ethos Expectations	7
Honor Code	8
Virtual Learning Tools	9
Student Emails	9
Clever	10
Google Classroom	11
Zoom	12
Family Communication Tools	13
Kickboard	13
Illuminate	14
Infinite Campus Parent Portal	15
TalkingPoints	16
Possip	17
School Social Media Pages	17
Technology Agreement	18

Welcome!

Dear Students and Families,

Welcome to the 2020-21 school year at LEAD Academy High School. This year we will continue our mission to ensure that students gain the tools necessary to succeed in ways they may have never imagined. At LEAD Academy we are guided by our 'Why':

We believe in equity. We believe that every student deserves a school that welcomes them with love and challenges them as they pursue their dreams for four years and beyond.

The faculty and staff at LEAD Academy High School are dedicated to every student's academic and personal growth; we are here to challenge our students to do their best every day.

As we begin this school year online and not knowing when we'll be back in person, our guiding principles must be grace and flexibility. We must all have grace for ourselves and grace for others as we attempt to do things we've never done before. Teaching virtually and learning at home will be challenging and we'll all have to remain flexible as work to ensure that each staff member, student and family member has the support they need to be successful.

It is critically important that our students get connected, stay connected and stay on track. Getting connected means ensuring that your student has a computer and knows how to access their classes. Staying connected means that students are attending all live classes for as long as we are virtual. By doing these two things (getting connected and staying connected) your student will be able to stay on track to graduate from LEAD and be college ready.

We are partners in our student's education, and we look forward to working closely with you. We want and need you to be a part of our school. The more you are involved, the better we serve our students. I look forward to a powerful and positive year. Please continue to use "The LEAD Academy High School Family" Facebook Group and check our website for the most up to date information on our response to the COVID-19 pandemic.

Yours in service,



Nic Frank
Principal

Week One - What to Expect

We are excited for the school year and all that we are going to accomplish together! On Monday, August 3rd, your student's crew teacher will send an email titled, "Welcome to LEAD Academy 2020-2021". This email will include a Zoom link which your student will need in order to access crew during the week of August 3rd. On August 4th and 5th, your student's crew teacher will host optional Zoom crew meetings at 8:00 am. This is a great chance for your student to get to know their crew teacher and practice logging onto a Zoom meeting. The first official day that students are required (mandatory attendance) to attend will be Friday, August 7th at 8:00 am. On this day, they will use the Zoom link found in the August 3rd email in order to log-in to crew. Students will participate in orientation through crew on the 7th, with their first official A day (1st-4th periods) on Monday, August 10th.

Monday, August 3: Check your student email for a Welcome to LEAD Academy 2020-2021 message from your CREW teacher.

Tuesday, August 4: 8:00-8:30am - Optional Zoom Meeting

Wednesday, August 5: 8:00-8:30am - Optional Zoom Meeting

Thursday, August 6: No classes (teacher professional development)

Friday, August 7: 8:00am-10:00am - LAHS Orientation in CREW

Monday, August 10: 8:00am - First day of A Day classes (Periods 1-4)

Student Schedules and Attendance

Student Schedules

All students will have 8 periods of classes. Periods 1-4 will happen on A days, and Periods 5-8 will happen on B days, and the schedule will alternate between A and B days throughout the quarter. The first A day classes will start on Monday, August 10. Students will receive a copy of their individual schedules with teacher names. Below are the scheduled times for each class.

VIRTUAL SCHEDULE			
A/B Days			
Start Time	End Time	Period	Minutes
8:00 AM	8:30 AM	CREW - Live	30
8:35 AM	9:30 AM	1st/5th - Live	55
9:35 AM	10:30 AM	2nd/6th - Live	55
10:30 AM	11:00 AM	SEL Time	30
11:05 AM	12:00 PM	3rd/7th - Live	55
12:05 PM	1:00 PM	4th/8th - Live	55
1:00 PM	1:30 PM	Lunch	30
1:30 PM	2:30 PM	Office Hours	60

Attendance

The attendance policy for LEAD Public Schools (LPS) follows the guidance released by Metro Nashville Public Schools and the State of Tennessee. LPS expects that students will make a good faith effort to attend all learning sessions, and that families understand that both attendance and participation are requirements of live learning sessions. Find the attendance guidelines below:

1. Student attendance will be taken **during live instruction** and reported to the state each day.
2. Students must attend **all live classes** to receive the class participation credit which will count towards their final grade.
 - a. **Class participation** is worth **30%** of the total grade for all virtual learning classes. Students who do not attend class on a regular basis will miss assignments and be in danger of failing.
3. If a student experiences technical difficulties that prohibit logging in to a virtual class, the student must **contact their school immediately** in order to be counted present for that day.
4. Chronic absenteeism and truancy will mirror the state policy.

LEAD Academy Information:

- For LEAD Academy, students should communicate immediately with their CREW teachers if they are having technical difficulties and cannot get online to complete live instruction sessions.
- Families who need support with finding ways to attend classes due to challenges from extenuating circumstances should contact Office Manager Ms. McDaniel who will connect with the school counselor and the student's grade level leader.
- Students who have an excused absence should email to Office Manager Ms. McDaniel and copy any teachers whose classes they missed. If the absence is due to an appointment, a picture of the documentation should be attached.
- Office Manager Ms. McDaniel's contact information is alma.mcdaniel@leadpublicschools.org and 615-669-7561.

Virtual Classroom Expectations, Ethos, and Honor Code

Online Expectations for LAHS School Spaces

Crew, Classes, Student Support Sessions, Counseling Sessions, Grade Level Events, Clubs, School Events, SEL sessions etc.

Be Kind.

- What you say in Zoom and what you write in chat is visible to everyone, and it's recorded. All conversation should be school-appropriate.

Be Present.

- Set yourself up to avoid distractions and stay engaged by taking notes, responding to your teachers and classmates, and asking questions.

Follow Zoom expectations.

- Your camera should be on during the Do Now and direct instruction time, and you should wear school-appropriate dress for online learning.
- You should be on your own device for online learning. No sharing computers during class.
- Mute your volume unless you're speaking. This eliminates background noise, and is really helpful if you are in a room with other people.
- Your Zoom name must be your Google account name, and you must access Zoom from your Lead email.
- There are a lot of people in our class. Use the hand raise function if you need to ask a question.

Smile! All Zoom lessons are recorded.

- All Zoom lessons and chat transcripts are recorded so that students who cannot be in the live session can learn the content later.
- Behavior in breakout rooms is monitored.



Lead Academy Virtual Ethos Expectations

Committed & Disciplined	Courageous	Self Reliant	Serve Others
<ul style="list-style-type: none"> ● Attend Zoom Meetings and Classes on time ● Come prepared to class with all of your materials ● Complete all class assignments and homework and submit on time ● Follow classroom procedures- camera on, microphone muted unless talking or told otherwise, etc. ● Complete work independently, without the help of friends, unless given permission to do so ● Be present- avoid multitasking ● Choose a distraction-free space for attending virtual school ● Attend Office Hours/Tutoring/Other school sponsored activities as scheduled and on time ● Attend all Zoom Spaces as directed: Student Support, Counseling, ISR, etc. ● Keep chromebook charged ● Use technology appropriately ● Avoid eating or drinking while using Chromebook. ● Keep login, passwords, and private information private. ● Use Chromebooks for school use only 	<ul style="list-style-type: none"> ● Communicate your needs in advance with your teachers and staff ● Ask questions in Zoom class by “raising hand” ● Comment in Zoom class when given permission ● Keep camera on during Zoom class ● Demonstrate creativity ● Avoid and report inappropriate sites and unsafe use 	<ul style="list-style-type: none"> ● Email, text, or call teachers with questions about assignments ● Communicate issues with online tools in a timely manner and ask for workarounds or extensions. Ex: “Google Classroom won’t let me submit, so I’m emailing you my essay.” ● Communicate with your family/out of school supports about school expectations and deadlines ● Stay on task when using technology. 	<ul style="list-style-type: none"> ● Keep facial expressions, verbal comments, and chat comments respectful at all times when on Zoom ● Follow Breakout room norms and maintain assigned (eg, leader, timekeeper, reporter, recorder) ● Assist fellow students with technology and/or classwork. If needed ● Always THINK before posting online. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?)

Honor Code

Lead Academy students engage daily in challenging and meaningful coursework with the goal of becoming Ready for College and Ready for Life. We strive to live into our Ethos and create a school community where personal growth and a strong sense of integrity are at the forefront of our work together. To uphold the values of our community and to celebrate the self-reliance, commitment, and discipline we expect of our students and staff, we do not tolerate academic dishonesty, which includes cheating, copying another student's work, plagiarizing, or in any way misappropriating someone else's academic property and claiming it as our own.

All LAHS students review and commit to upholding the LAHS Academic Honor Code in each of their classes at the start of every school year. This code outlines the promises all students make to themselves, one another, and their teachers to honor our academic community and create high-quality work that is fully their own.

As Lead Academy students, we:

- **Submit work that is fully ours.** Copying work, whether homework, classwork, essays, projects, or using answers given to you from another student who previously took a test, quiz, or assignment is unacceptable at LAHS.
 - Do not cheat. Using another student's answer on a test or quiz, no matter the course, subject, or assessment, is unacceptable at LAHS.
 - Do not plagiarize. Plagiarism is the use of someone else's words, either in their entirety (i.e. copying an entire essay) or in pieces (using parts of an essay or including another person's words without proper credit and citation). Plagiarism is a serious breach of our academic community, and has serious implications, both at LAHS and in spaces like college and the workplace. Plagiarism is unacceptable at LAHS.

If a student does not uphold one of our Honor Code promises, the following disciplinary steps are taken in this order:

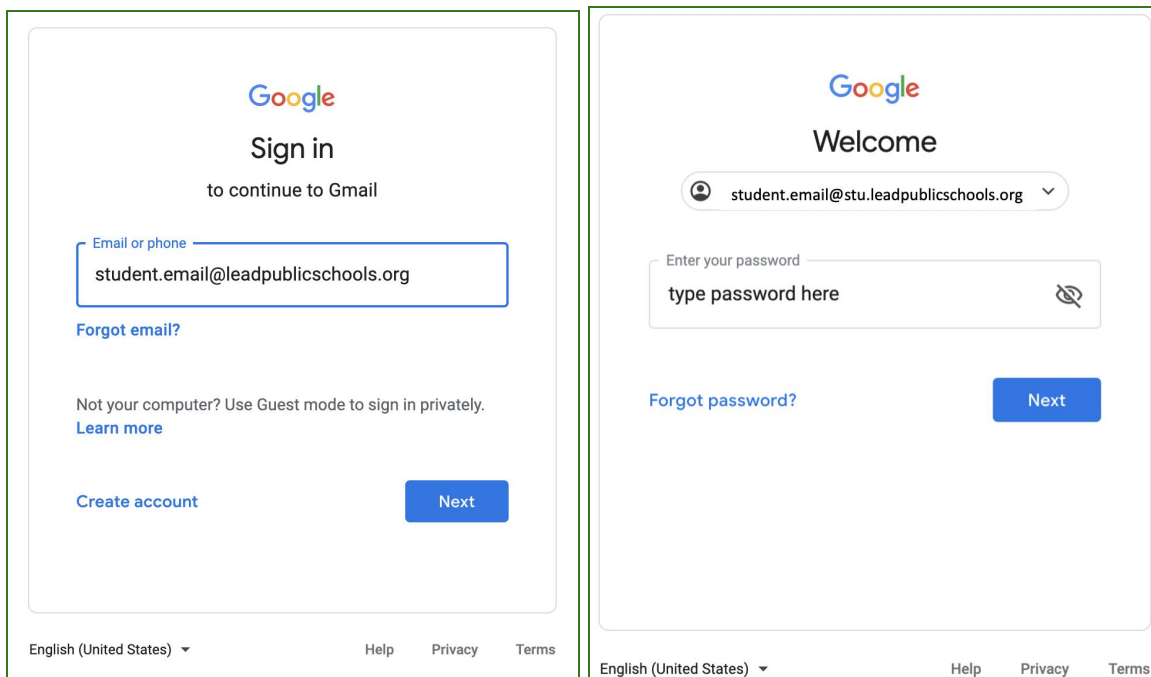
1. The student will earn an automatic zero on the assignment. This grade will be documented, with a note, in Illuminate.
2. The student, teacher, and a school administrator sit down (via phone or Zoom) to review the honor code and student work in question.
3. Their teacher will contact the student's family to inform them of the breach in our Honor Code and hold a recommitment meeting (via phone or Zoom) which includes reviewing the breach of code, consequences of the choice, and ways to make different choices moving forward to recommit to the honor code. The communication will be documented by their teacher in Kickboard (Cheating).
4. The student will earn a lunch detention (Cheating) (this will happen in office hours during online learning) in which they will complete the assignment on their own and submit to their teacher. This lunch detention can either be served in lunch detention or under the supervision of the teacher (in a virtual setting, this step will occur in required office hours for the student). If the assignment is completed at expectations, the student can earn up to 50% credit on the assignment. The detention will be documented by the teacher in Kickboard (note that it was completed). If the redo meets the assignment's expectations, the assignment grade will be adjusted, with a note, in Illuminate.

Note: if the assignment a student's completing is an extended assignment or project, the teacher and student must work out a new deadline for completing the work. This deadline should be communicated during the recommitment meeting and when the teacher contacts the student's family.

Virtual Learning Tools

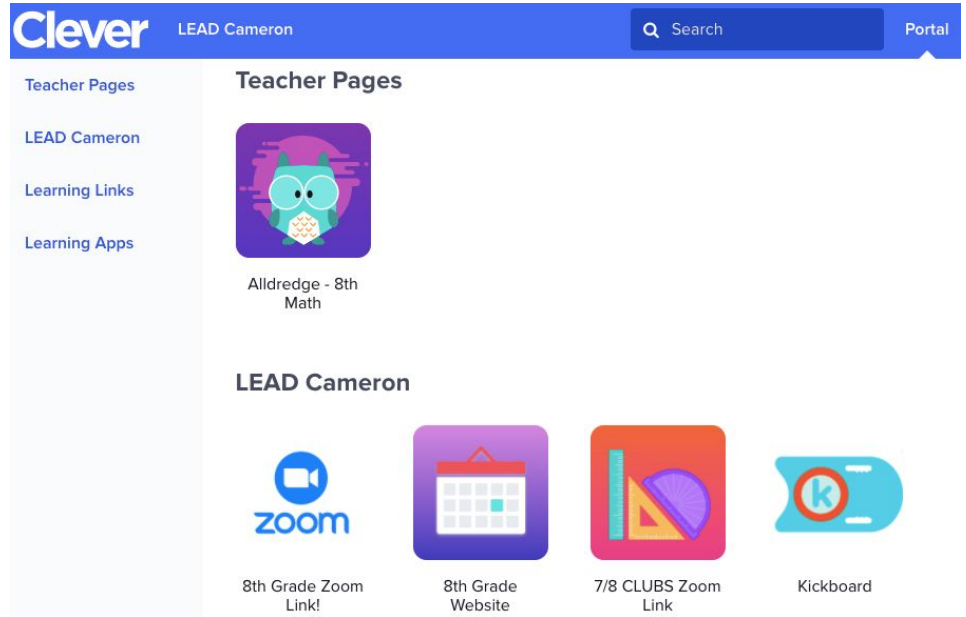
Student Emails

- Your student’s email address is on their **individual student sheet**.
- To log into their account, your student will need to:
 1. Go to www.gmail.com.
 2. Type his/her email address in the blank space. Make sure to include “@stu.leadpublicschools.org”.
 3. Click next.
 4. Type his/her password in the blank space
 5. Click “Next”.
- Please have your student **check his/her email daily** for updates and assignments from teachers and school staff.



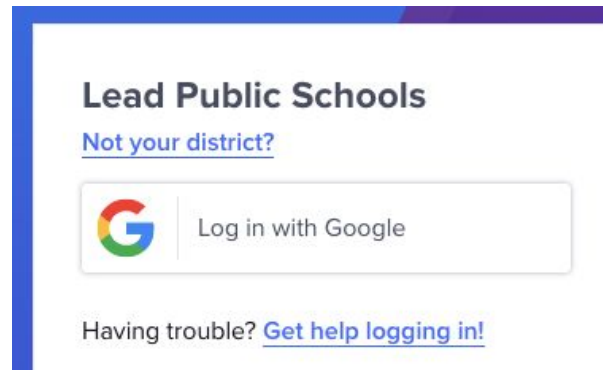
Clever

When you open your chromebook and login, the Clever homepage will automatically open on your computer. This is a **personalized webpage** that gives you access to your **teacher pages** for your classes, **Google Classrooms**, **classroom apps**, and school-specific links like **Zoom**. The great thing about Clever is that it puts all of your school resources in one place, and it also will automatically sign you into some apps, and will remember your password for other apps and links once you've signed in the first time.



Login Instructions:

Open your chromebook and sign in using your student email address and password from your **individual student sheet**. Then, it should automatically bring you to this screen. Click on "Log in with Google", and enter your student email address and same password again, and you will be at your Clever homepage!



If you are using another device to do your schoolwork, you can access the Clever login screen by going to <https://clever.com/in/lead-public-schools> to login.

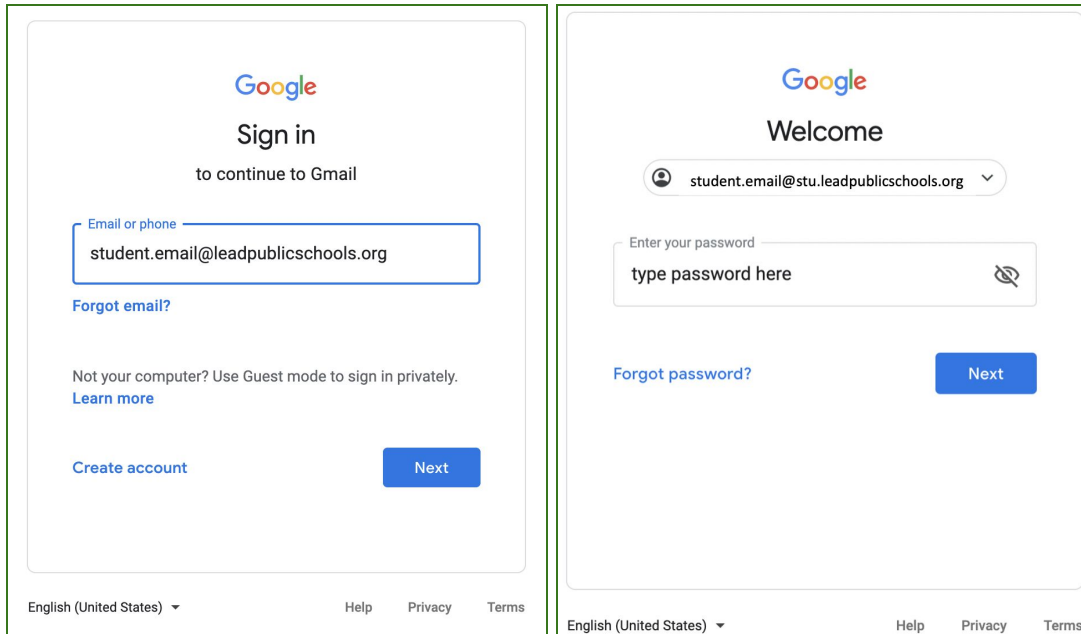
Google Classroom

Google Classroom is where your students can find their assignments posted for each of their classes. Students will see links to Google Classroom in their **Clever Portal**. The icon for Google Classroom looks like this green image on the right.



Google Classroom

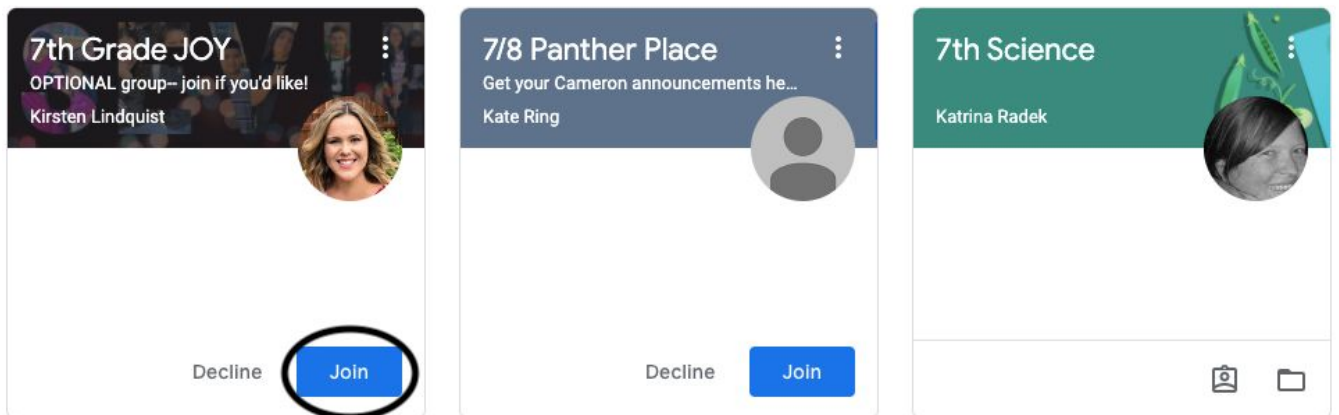
Once you click this link, you may be asked to log in, using your student email address and password from your **individual student sheet**.



The first screenshot shows the Google sign-in page. It features the Google logo, the text "Sign in to continue to Gmail", and an input field for "Email or phone" containing "student.email@leadpublicschools.org". Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

The second screenshot shows the "Welcome" page. It features the Google logo, the text "Welcome", and a dropdown menu showing "student.email@stu.leadpublicschools.org". Below is a password input field with the placeholder "type password here" and a visibility icon. A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

Once you log in, you will see a homepage that looks like this:



Click the **blue 'Join' button** to join the class. Then, click each subject name to see classwork posted for that subject. Here, you can submit work that your teachers assigned to you.

Zoom

Zoom is a **video conferencing** platform that allows students to attend **live lessons** with their teachers. LEAD Public Schools will use Zoom video conferencing daily to provide live virtual instruction.

Links to Zoom sessions will be provided to students through their **Clever Portal** or **Google Classroom**. Once you click the Zoom link, follow these quick steps to join the video call:

1. You may be prompted to “Open Zoom.us.” Click “Open Zoom.us.”

Open zoom.us?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Cancel

Open zoom.us



2. Select “Join with Video.”

Join without Video

Join with Video



3. You may be placed in a waiting room that says “Please wait, the host will let you in soon.” Simply wait and the host will let you in.
4. Once admitted into the meeting, Select “Join with Computer Audio.”

Join With Computer Audio

Test Speaker and Microphone

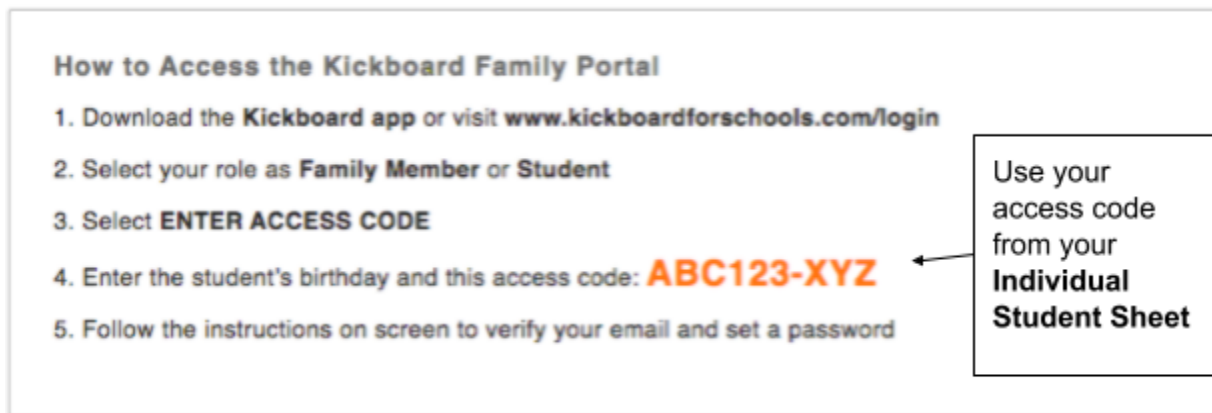


Family Communication Tools

Kickboard

The **Kickboard Family Portal** is a way for families to know about their student's behavior. To create your account in Kickboard, follow the instructions below. A **Kickboard Access Code** will be provided by your school on the **individual student sheet**.

Sample Student Access Code & Directions



How to Access the Kickboard Family Portal

1. Download the **Kickboard app** or visit www.kickboardforschools.com/login
2. Select your role as **Family Member** or **Student**
3. Select **ENTER ACCESS CODE**
4. Enter the student's birthday and this access code: **ABC123-XYZ**
5. Follow the instructions on screen to verify your email and set a password

Use your access code from your **Individual Student Sheet**

For security purposes, you will be asked to enter the access code from your **individual student sheet** and the student's date of birth. You will then be able to verify your email address, set a password, and log in.

To add more than one student, log out and follow the same steps above for each student. If you use the same email address, you will be able to see information for multiple students from a single account login.

Illuminate

Setting up your **Illuminate Parent Portal** allows you to see your student's grades as often as you choose. You will get your access code on your student's **individual student sheet**. You can register for a parent portal account by following the steps below.

Step 1: Go to <http://leadpublicschools.illuminatehc.com/login>

Step 2: Complete the registration fields as shown below. Then click "Submit".

Create Parent Account [Back To Login](#)

First Name

Last Name

Email
This email will be used as your username when logging in.

Phone

Access Code
If you do not have an access code, please contact your school district to receive one.

Access Code

Password

Password

Confirm Password

[Submit](#)

This Access Code will be listed on your student's **individual student sheet** that you get from your child's school.

Infinite Campus Parent Portal

Infinite Campus is where schools keep all updated **contact information**. During remote learning, it is very important that we have up-to-date contact information, especially **phone numbers** and **email addresses**, for all families. You can update your own contact information in the **Infinite Campus Parent Portal**.

1. Go to <http://familyportal.mnps.org>
2. Choose "Campus Parent"

Metro Nashville Public Schools

Log in to

Campus Student

or

Campus Parent

3. Choose "New User" to create your account.

Metro Nashville Public Schools

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

4. Enter your Infinite Campus Parent Portal activation key from the **individual student sheet** to access to your parent portal account and update your phone number and/or email address if there is any change.

New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)

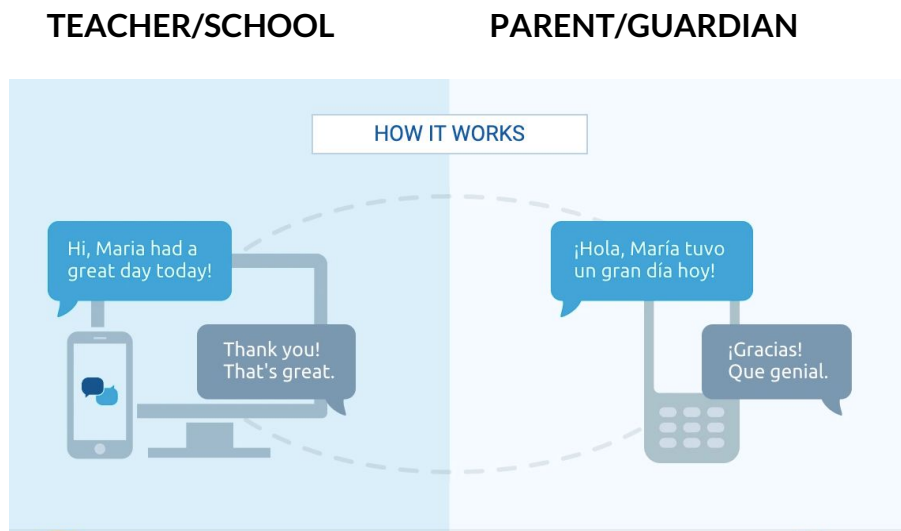
TalkingPoints

TalkingPoints is a **parent-teacher messaging app with translation**. Your school and your student's individual teachers will use TalkingPoints to communicate with you through a **mobile app or text messages** in your home language.



How does it work?

- You will receive messages from your teachers in your home language.
- You can reply back and send them a message in your home language, English or with an emoji ☺ **Your responses are only sent to the sender and not to other families.*



What do I need to do as the parent to get signed up?

Nothing, a member of our LEAD team will send you a message to invite you to begin using TalkingPoints and a link to download the free parent app!

This is what the app looks like for families →



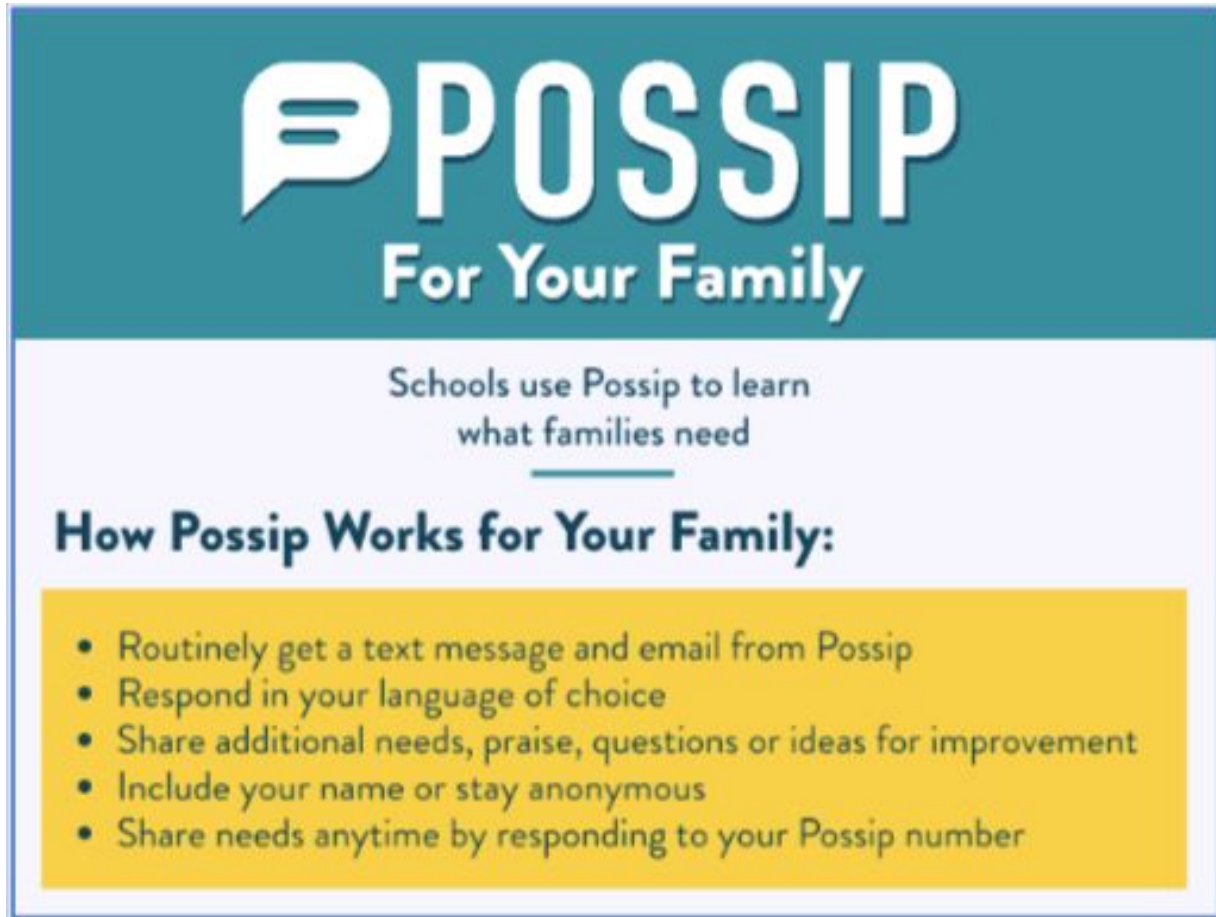
If you prefer not to download the app, it also works with SMS Text Messaging.

**Standard text messaging fees apply.*

**If you are not interested in participating, you will be able to opt-out once you receive the introductory message from the school.*

Possip

Possip is a messaging system that gives the school administration a direct way to communicate with families through **text messaging** or **email**. You will receive a sign-up text message or email, depending on the contact information you shared with school.



The graphic features a teal header with a white speech bubble icon containing three horizontal lines, followed by the word "POSSIP" in large, bold, white, sans-serif capital letters. Below this, the phrase "For Your Family" is written in a smaller, white, sans-serif font. The background of the graphic is a light blue gradient. Below the header, the text "Schools use Possip to learn what families need" is centered in a dark blue font. Underneath this is a horizontal line, followed by the heading "How Possip Works for Your Family:" in a bold, dark blue font. A yellow rectangular box contains a bulleted list of five items in a dark blue font.

POSSIP
For Your Family

Schools use Possip to learn
what families need

How Possip Works for Your Family:

- Routinely get a text message and email from Possip
- Respond in your language of choice
- Share additional needs, praise, questions or ideas for improvement
- Include your name or stay anonymous
- Share needs anytime by responding to your Possip number

School Social Media Pages

In addition to TalkingPoints and Possip, we want to stay connected to you in the following ways!

- Family closed facebook group “The LEAD Academy High School Family”
“<https://www.facebook.com/groups/227046938390604/>”
- General public Facebook page (LPS maybe posting network wide information) “LEAD Academy”
- General public Instagram @lead_academy_hs
- The LEAD Public School website (Families can get more detailed information on certain social media posts) <https://leadpublicschools.org/>

Technology Agreement

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY: PROCEDURES AND GUIDELINES

The following procedures and guidelines shall apply to the use of electronic resources by students, staff and guest users within LEAD Public Schools ("LPS"). Electronic resources are defined as computers, networks, INTERNET, electronic mail (email), audio equipment, VCR's, DVD/Blue-ray players, televisions, telephones, etc. Independent access to any of these electronic resources by students will not be granted until a permission agreement form, a copy of which is attached hereto, is signed by the student. If the student is under 18 years of age, the permission agreement form must also be signed by the student's parent or legal guardian

STUDENT USE

Access to electronic resources is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will make a reasonable effort to supervise the use of electronic resources at school.

A. Internet Access

Internet access consists of visiting predetermined sites or for educational research purposes. Research through the Internet is controlled by using the best possible technology to block as many inappropriate sites as possible. However, parents must understand that their child may encounter sexually explicit or other objectionable material. The student is responsible for not actively pursuing material that could be considered offensive. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

B. Email Access

Email access may consist of individual student accounts for all 5-12 grade students. Parents should understand that email provides the ability to contact unknown people all over the world, outside of the direct supervision of LPS. The school system will take reasonable steps to filter student email for objectionable content. However, students may encounter sexually explicit or other objectionable material. The student is responsible for constructing and sending email containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Email accounts are the property of LPS. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

C. Consent for Use

By signing the attached acknowledgement, you hereby accept and agree that your child's rights to use the electronic resource provided by LPS are subject to the terms and conditions set forth in LPS policy/procedure. Please also be advised that data stored in relation to such services is managed by LPS pursuant to LPS, Metro Nashville, State, and Federal policy, You also understand that any e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by LPS, which provide features such as online storage, online communications and collaboration, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between the end-user and the service provider. Before your child can use online services, he/she must accept the service agreement and in certain cases, obtain your consent.

D. Publication of Student Works

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian. Signing this AUP constitutes permission to publish any student work hosted in the electronic mediums covered by this policy

E. Technology Protection Measures and CIPA Compliance

LPS recognizes an increase in 21st Century Skills is vital to the success of our students; schools are now increasingly using the powerful Web 2.0 tools available on the Internet.

Our school district currently uses a third-party filtering solution provided by ENA at the network level, in conjunction with a filtering and monitoring solution provided by GoGuardian which operates at the student Google Account/Chromebook level. We employ WPA2 passphrase-based Encryption/Authentication to secure wireless communications and control access to the network.

F. Digital Storage

Anytime/anywhere access to network electronic (digital) storage is provided by LPS in the form of Google Drive storage. This online storage is provided for school-related work, not personal photos, music, etc. All files stored in this online storage should be related to school work and are fully subject to the terms of the AUP.

G. Care of Chromebook

Students are responsible for the care of their chromebook and it is expected that all chromebooks will be returned to LPS in good working condition absent normal wear and tear. If a chromebook is returned with excessive wear and tear and or is lost / stolen the student may be held responsible for the cost of the chromebook minus depreciation

F. Cyberbullying

Cyberbullying is defined as the use of electronic information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, to support deliberate and

harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

LEAD Public Schools will continue to adhere to the MNPS disciplinary guidelines outlined in the MNPS Student-Parent Handbook when responding to reported instances of cyberbullying. Additionally, LEAD follows mandated reporter guidelines. Therefore, if content turned over to school staff during investigations into reported cyberbullying suggests that a student is unsafe or is being victimized in any way, all LPS employees will provide all necessary information to the authorities, be it the Department of Children's Services or the local police.

MONITORING

LPS maintains the right to limit access to electronic resources by technical or human barriers. Network administrators may review files and communications, including without limitation email and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on local computers, LPS servers, or LPS-provided internet resources will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

SANCTIONS

Violations of the LPS AUP may additionally result in disciplinary action at the building or the district/network level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.

When applicable, law enforcement agencies may be involved.

Please complete and turn in the attached form and keep the remainder of this document for your records.

ACCEPTANCE OF TECHNOLOGY AUP

Please indicate your agreement to abide by and be bound by the terms of this LEAD Public Schools Technology Acceptable Use Policy:

I (clearly print student name)_____ have read and agree to abide by this policy.

Sign (student):_____ Date:_____

Print (guardian):_____

Sign (guardian):_____ Date:_____

This document will remain in force until terminated, in writing, by the student/guardian or rescinded/superseded by LPS. Termination of this agreement will result in immediate loss of select technology privileges.