Lebanon City Schools- Second Semester 2020-2021- Option 2
Onboarding for new students and families/Reminders for continuing students and families

1. **Expectations for time spent on educational activities** (AKA attendance)
   a. There is an attendance policy for online students. Read it here. Watch a video explanation.
   b. Students should be engaged in educational activities for 25 hours a week for a 5-day weeks (12.5 hours for Kindergarten students)
   c. Weeks with holidays have reduced hours expectations. A schedule is at the bottom of this page. Any snow days or calamity days will reduce the weekly hour expectation by 5 hours (2.5 for Kindergarten)
   d. There are no daily hour expectations--only the weekly expectation. In other words, if a student can't work on a Tuesday, that's fine. Attendance hours are only calculated weekly.
   e. Weeks are always calculated as Monday at 12:00 a.m. through Sunday at 11:59 p.m.
   f. There are two types of educational activities, ONLINE and OFFLINE. Watch a video explanation.
      i. Online activities are defined as those documented by the online platform (VLA, PLP, or ULS).
      ii. Offline activities are everything else, including time spent online that isn't documented by the platform.
      iii. There is a website with more information about online and offline hours, including due dates and hours expected for each week. Access it here.
      iv. There is also a document that explains online hours and offline hours in more detail, and provides examples of each type of hour. Read it here.
   g. Offline hours are submitted weekly
      i. Students using VLA use a course in VLA titled "Offline Education Opportunities." This video explains how to log hours.
         1. A unit in this course must be submitted weekly by Sunday night. A schedule is at the bottom of this page.
         2. A unit can be submitted before Sunday night if there are no more offline hours to log. Once a unit is submitted it cannot be altered.
      ii. Students using PLP or ULS submit their offline hours weekly using this Google Form. They should return to the form weekly to submit their hours.
   h. District truancy staff will get involved when absence hours accrue, just like for students attending school in buildings.
   i. **It's important to document offline hours correctly and submit them on time. When offline hours are submitted late, they are not automatically credited to a student's attendance record, resulting in absences.**
   j. Report any absences (illness/family emergency) to the school office where the student would be otherwise be attending. For hours missed to be excused, families must contact us using the numbers below:

   grades K-2: 513-934-5800 #1   grade 5: 513-934-5702
   grades 3: 513-934-5401   grade 6: 513-934-5703
   grade 4: 513-934-5402   grades 7-8: 513-934-5302
                                                 grades 9-12: 513-934-5113

2. **Communication** [Watch a video explanation.](#)
   a. There is a school webpage for option 2 students. [Access it here.](#)
   b. Most communication for option 2 families takes place via email. This is a change for most families in that the volume of email to read and digest is much higher than it is for students attending school in person. It is advisable to check email daily.
   c. All district communications sent to option 2 families are available on the website. [Access them here.](#) Click 'read more" on any message to access the archive which is organized by month.
   d. It's important that caregiver emails and text numbers are correct in School Messenger. Contact your child's school office for help with this if needed. This is the only way we have to communicate with everyone at the same time, so if a family's information is out-of-date, they will not receive communication.
   e. VLA and PLP also have internal messaging systems. These messaging systems provide communication within the learning platforms. This is generally how teachers will communicate with students and caregivers, and how students and caregivers can communicate with teachers.
       i. Students should check for messages DAILY.
       ii. Caregivers should check for messages WEEKLY.
   f. Teachers of grades 3-12 also use an app called REMIND to communicate with students and families. Be sure to install the app and sign up for messages.
   g. There is a staff directory available on our website. [Access it here.](#)
3. **Caregiver access**
   a. Caregivers have their own credentials (username and password) for VLA. Multiple student accounts can be viewed this way.
   b. Caregivers should check the box on the PLP log-in screen to access the student account as a caregiver, and will use the same credentials as the student.
   c. Work can only be completed when the student is logged in with their student credentials (username and password). This is a common mistake. **Caregiver log-in credentials look very similar to student credentials so check carefully.**
4. **Getting help**
   a. We have a district webpage dedicated to answering questions and providing support. [Access it here.](#)
   b. The fastest way to get help with a specific question or problem is to use our Online Help Form. Requests are reviewed by multiple online office staff members so it's faster than emailing an individual. [Access it here.](#)
   c. Other resources to get help in specific areas
       i. Help with your student's Lebanon credentials- [Access our help site here.](#)
       ii. Help with attendance questions. [Access the form here.](#)
       iii. Help with technology device questions- send an email to helpdesk@lebanonschools.org
       iv. To obtain a district-issued chromebook or hotspot, swap out a broken device, or return an unneeded device, please [use this Sign-Up Genius](#) to schedule a time. [Use this map](#) to know where to go.
5.

5. **Pacing of work, grades and progress**
    a. Students using the VLA platform should complete at least one assigned unit per week in each course. Just as happens in typical classrooms, teachers may alter the order of units, or eliminate units. Teachers can also add additional assignments that are not listed in VLA. This information will come directly from teachers and will therefore differ from published timelines that apply to all grades.
    b. Students using the PLP platform should use the progress bar for each course to monitor pacing. Just as happens in typical classrooms, teachers may alter the order of units, or eliminate units. Teachers can also add additional assignments that are not listed in PLP. This information will come directly from teachers and will therefore differ from published timelines that apply to all grades.
    c. In VLA and PLP, grade averages shown <u>only</u> include graded work. If a student is behind with work completion, that is not reflected in the grade average shown.
    d. At the end of the semester, any assigned work which is not completed is averaged in as a zero.
6. **VLA log-in address:** https://virtuallearningacademy.net/vla/general/login.aspx
7. **PLP log-in address:** https://lebanon-hs.schoolsplp.com/login
8. **Navigating VLA**
    a. Our vendor for VLA, the Jefferson County Educational Service Center, has prepared short videos that explain how to use and navigate VLA. We recommend you view them. Access them here. As a start, be sure to view videos 1, 2, 3, and 5.