

# **Handbook and User Guide - Blended Program 2020-21**

## **GENERAL POLICIES**

### **Appointments:**

- ❖ Mandatory: once per week; on a set day and time\*
- ❖ Appointments are for testing completed units, comprehension and progress checks.
- ❖ Late arrival means you will not be able to test that week\*\*.

\*This information will be in either the paperwork your counselor gives you, or in an enrollment email once you enroll.

Check Apex Announcements for any changes to your school's appointment day.

\*\*Due dates will not be adjusted for reasons of tardies, incomplete work, or missed appointments.

### **Appointment Duration:**

- ❖ The appointment length will average 1 to 1.5 hours.
- ❖ Time may vary due to factors such as completion of unit work, test preparedness, and quality of work.
- ❖ Be prepared to work on your course until the Supervising Teacher can meet to discuss your progress.

### **Communicating with the teacher/Teacher availability:**

- ❖ Please use the "Messages" tab in APEX. (Parents contact by phone or email)
- ❖ Be specific in your message.
  - In the subject line, type the reason for your contact (BYPASS, Failed Quiz, HELP) and include the course name and activity number (English 3 A - 1.4.5).
  - If necessary, in the message field include any extra information needed.
- ❖ If you need immediate assistance/have not received a timely response to your message, call the teacher or the site's instructional aide. See website for contact info. ([www.fjuhsd.org/isierra](http://www.fjuhsd.org/isierra)).
- ❖ Your teacher is *generally* available by phone and/or email during regular school hours.

### **Work Expectations:**

- ❖ **You are expected to work a minimum of 1.5 hours per day, five days a week.** Additional work time may be necessary depending on your course(s) and/or your scheduled timeline for completion.
- ❖ You are expected to complete approximately 1/2 credit per week, or more, depending on your activity due dates. **Increase hours as needed to meet activity due dates.**

## **COURSEWORK INFORMATION**

- ❖ Do only assigned units; complete all unit activities in order.
- ❖ Check your school gmail, your APEX Announcements, and APEX Messages DAILY.

### **Assignment Due Dates:**

- ❖ Help you: stay on track with your course/complete your course on time, avoid failing the course.
- ❖ Must be followed to: stay on track with your course/complete your course on time, avoid failing the course, avoid being dropped from the course.

### **Assessments:**

- ❖ Assessments consist of Quizzes and Unit Tests.
  - Units Tests have a CST (multiple choice portion) **and** a TST (written portion)
- ❖ **All work for the unit must be completed and submitted to request the unit test.**
- ❖ All unit tests are proctored (taken under teacher supervision). Schedule a day/time to meet with your teacher when ready to test.
  - In a virtual setting, your teacher will meet with you either through Zoom or Google Meet where you will be required to "share your screen".
    - This allows the teacher to "see" what is on your screen and to monitor the test.
  - Video is not required, but if you use a web-camera, you must be appropriately dressed.
  - All Classroom/Lab Behavior Expectations apply in a virtual classroom/meeting.
- ❖ Electronics are not allowed during tests. If seen, it can result in an automatic score of "0".

- ❖ Most assessments have a minimum pass rate of 60%.
  - You are allowed two attempts to pass Quizzes and CST's.
  - If you fail both times, APEX locks down your progress - the next lesson will not appear.
  - Resolve the situation with your teacher - Message your course teacher immediately.
- ❖ Only 2 unit tests can be taken at a sitting. If you complete 3 units/week, you need to make an additional appointment to meet with your teacher.
- ❖ If completing a full course, you must take the Final Exam for course credit.

## Grading:

- ❖ Points possible for graded activities are listed on each activity/quiz/test page.
- ❖ For overall course points see the Course Syllabus in the Resources section.
- ❖ Teachers may assign the following scores for the listed reasons:
  - "0": the activity was not turned in, it was plagiarized, or given a Bypass (a temporary score).
  - "1": the activity was received and the grade is pending.
  - "2": the activity needs to be redone.\*
- ❖ The **unit score CANNOT be higher than the averaged score of the unit's CST and TST.**
- ❖ You must pass **both** portions of the unit test with a 60% or higher in order to get credit for the unit. If you do not, you will be required to redo the unit.
- ❖ All work for the unit must be completed in order to earn credit for the unit.
- ❖ \*The deadline for redoing/re-submitting work will be determined by your course teacher. Activities re-submitted after the given deadline will retain the original score.

## Course Completion/ Last Day to take Work:

- ❖ Complete your units and course by the assigned due date(s).
- ❖ Teachers will relay their last day to accept work, and the day of their course Final Exam via APEX Dashboard, and/or the Activity Scores Report, and/or through physical paperwork. This will be considered the same as relaying the information through a course syllabus. It is the students' responsibility to make sure they understand, and communicate to their parent(s)/guardian(s), the Last Day to submit work and the day of their Final. No work or tests will be accepted after the given deadlines - individual activity or course.
- ❖ ALL COURSEWORK MUST BE COMPLETE TO TAKE THE COURSE FINAL.
- ❖ ALL COURSEWORK MUST BE COMPLETED FOR COURSE CREDIT.

## Course Content Assistance/Apex Technical Support:

- ❖ Problems understanding the course content: See the iSierra website, Resources section, for tutorial sites; Message your Course teacher.
- ❖ Problems accessing assigned course/units: contact your teacher ASAP
- ❖ Technical problems, such as error messages or inability to play videos: Contact APEX Support at: 1-800-453-1454. Or from your APEX dashboard, select Help>Help Home>Support.
- ❖ Forgot your password: Select "Forgot my password" from the login page.
  - Computer problems are not an excuse for incomplete work. The school lab or public library computers are available. You must find a way.

## Removal From Course:

Removal from a course and/or disqualification from earning course credit may occur when a student:

- ❖ Has more than three absences.
- ❖ Fails to complete assignments and/or make progress as assigned.
- ❖ Violates the Code of Conduct.

## UC/CSU and NCAA:

**UC/CSU:** While most iSierra courses are UC/CSU approved, a few are not. It is up to you and your counselor to make sure that your online course matches your post high school goals.

**NCAA:** The iSierra course(s) you are taking will be posted under La Sierra High School, an approved NCAA institution. If you are pursuing a sport at the NCAA level your Transfer Request Form should indicate which courses need to be NCAA, so we can make sure all guidelines are being met. While many iSierra courses are NCAA approved, a few are not. It is up to you and your counselor to make sure that your online course matches your post high school goals.

## **LAB RULES (\*\*\*)*This applies if/when we return to on-campus learning***

### **Classroom/ "On-Site Lab":**

- ❖ Students are expected to complete their work at home, a lab is available if a classroom environment is needed.
- ❖ All students will be expected to follow the behavior expectations and rules while working in the lab. Failure to do so will result in losing the lab privilege for the day, week, or permanently.
  - The student will be asked to leave the lab and a parent/guardian will be called to pick up. The student will need to work from home and come in only on the appointment day to take tests.

### **Lab and/or Virtual Setting Behavior Expectations**

- ❖ Work quietly at your computer station.
- ❖ Work only on your school assignments.
- ❖ Treat teachers, instructional aides, fellow students, and lab equipment with respect.
  - *This includes vocabulary, body language, as well as no derogatory comments about: race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.*
- ❖ Follow ALL Lab Rules: Sign in/out; Hall Pass; Cell Phone; Food/Drink.
- ❖ Follow Teachers'/Instructional Aide's instructions at all times.
- ❖ Frequent "in and out" will be questioned and may be subject to consequences.

### **Sign-in and Sign-out:**

- ❖ Sign in with your Supervising Teacher as soon as you enter the lab.
- ❖ Sign out with your Supervising Teacher when you are leaving the campus.

### **Hall Pass:**

- ❖ Except at break and lunch, you must have a pass to be outside the lab.
  - This includes leaving to use the restroom or to drink water.
- ❖ You may not just leave the classroom because you feel like it. There are set break and lunch times.
- ❖ If you are on campus without a pass, you will be escorted to the office to speak with administration.

### **Classroom Supplies:**

- ❖ Please bring writing materials - paper, pens/pencils. It is recommended that you have a notebook.

### **Streaming/Cell Phone:**

- ❖ No interaction on social media that is not contained within the iSierra digital curriculum.
- ❖ Cell phone use is severely restricted; The iSierra Lab (main site) utilizes Yondr - locked cell phone pouches. All cell phones will be locked into pouches upon entering the lab/unlocked at lunch and when leaving campus for the day.
- ❖ You cannot work in the lab without following the cell phone rules.
  - *You will be sent home for violations of phone policy.*

### **Food/Drink:**

- ❖ No food or gum at the computers; check with your teacher regarding break/lunch times.
- ❖ Water is acceptable to drink in the lab, but it must be capped.

### **Disciplinary Consequences:**

- ❖ Parents/Guardians, counselor, and administration will be contacted about negative behavior and a note will be placed into your AERIES file.
  - *AERIES follows you throughout high school, so counselors or admin can see your file.*
- ❖ You may be sent home for the day, week, or permanently from the lab.
- ❖ If you are sent home for the day, you may not come back & ride the school bus.

\*TRHS students' lab is on the LSHS campus.

\*\*Students may go to the restroom as necessary, except once a test has been started.

# **STUDENT CODE OF CONDUCT**

All technology used must be appropriate, and adhere to the district *Acceptable Use of Technology Agreement*.

The following rules apply to all activities conducted by students enrolled in iSierra's online Academy courses (Apex Learning). Failure to abide by these rules may result in revoked access as well as consequences determined by La Sierra High School and/or FJUHSD administrators. Apex Learning will cooperate with LSHS and/or district administrators regarding matters related to violation of the code of conduct. If you witness any violations of this code of conduct, please contact your teacher.

## **Accountability: DO NOT:**

- Publicly post your personal contact information or anyone else's.
- Publicly post any messages that were sent to you privately.
- Post anonymous messages except for the express purpose of collaborative writing.
- Impersonate another person.

## **Passwords: YOU AGREE TO:**

- Maintain the secrecy of your login information, and to use only your own.
- Not to help anyone gain unauthorized access.
- Sign off from the Apex Learning courses and close your Internet browser window when you have finished accessing and using any Apex Learning course.

## **Netiquette** - Know that communications can be retrieved and printed by the instructor at any time.

- Avoid sarcasm and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Never use insults, threats or attacks of any kind against another person.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them.
- Remove easily misinterpreted language and proofread for typos.

## **Plagiarism and Source Citation**

Plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. You agree not to engage in plagiarism when submitting your work. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit, revoked access and/or additional consequences as outlined in the La Sierra Student Handbook.

You agree **not** to:

- Copy or rephrase another student's work
  - Have someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it)
  - Copy content from student aids (for example, Cliff Notes), critical sources, reference materials, or other materials, in part or in whole, from any source other than yourself, without acknowledgment (including by rephrasing ideas borrowed from such materials).
- ★ Any quotations from a source require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a website, provide the complete Web page or website title, URL, author if known, page number if applicable, and publication date of the site, if available.
  - ★ Suggested websites: <http://www.easybib.com> or <https://owl.english.purdue.edu/>

## **Cheating**

Cheating of any kind is not tolerated. If caught cheating, students will be held to the consequences laid out in the LSHS Handbook and/or their campus's Handbook. Please see the schools' websites for the cheating explanations/consequences and Handbook Details.

## RESOURCES

### Subject Area Information:

[www.fjuhsd.org/isierra](http://www.fjuhsd.org/isierra)>Resources>Student Resources>Course Information and Support

Students taking the courses listed below need to check the iSierra website for special instructions, such as novels to check out (English), tutorial sites (math), or recording options for spoken assignments (Spanish).

ENGLISH \* MATHEMATICS \* SPANISH \* AP COURSES

### Frequently Asked Questions:

[www.fjuhsd.org/isierra](http://www.fjuhsd.org/isierra)>Resources>Student Resources>Frequently Asked Questions

### iSierra Sites and Staff:

[www.fjuhsd.org/isierra](http://www.fjuhsd.org/isierra)>About Us>Meet the Staff

### APEX Technical Support:

[www.fjuhsd.org/isierra](http://www.fjuhsd.org/isierra)>Resources>Student Resources>APEX Tech Support

## APEX USER GUIDE

### Understanding Apex Course Activities

All of the resources you need for your online course(s) are embedded in APEX, unless otherwise stated. Each unit is divided into chapters, and each chapter is divided into multiple lessons. Each lesson has a number of “**Activities**”. Each activity has a specific title and number, for example: **Study 2.1.1**. **The first number is the unit, the second number is the chapter, and the third is the lesson. So the example activity is Study unit 2, chapter 1, lesson 1.**

**The lesson activities are divided into two categories: “Non-Graded” and “Graded.”**

- ❖ Non-Graded Activities: are to be printed, completed and submitted by hand.
- ❖ Graded Activities: are to be completed and submitted electronically.

**The following work must be completed and turned in PRIOR to taking your unit test:**

**\*Non-Graded Activities-** (these are considered part of your course notes)

1. **Study Guides** (for every Study section), **\*Reading Guides** (English only), **\*Check-ups** (math only)
2. **All interactive exercises within each unit** (these are not printed out).
3. **Your Own Written Notes** (Cornell, Active Reading, Your own format, etc...).
4. **Unit Review** (answer any checklist questions in a **full sentence format - Not “Yes” or “No”**).
5. **Diagnostic Test-** with notes-if available in course (these are not printed out).

**\*Graded Activities-** (These will have “**Points Possible**” listed on them-see page 6 for submission instructions)

1. **Quizzes**
2. **Discuss** (Discussion Posts)
3. **Written Activities** (titles vary by course)
  - Practices
  - Check-ups (math only)
  - \*\*Write (English only)
  - Explore
  - Logs (PE only)
  - Journals
  - Dry Labs (science only)
  - Projects

4. **CST and TST:** Proctored unit tests to be completed only under staff supervision.

*\*\*The **Write** Activities are an exception: They do not have a "Points Possible" listed, but they are Rough Drafts for Essays and must be submitted with the essay or the essay will not be graded.*

## **Requesting a Unit Test BYPASS**

**If you complete a unit and cannot come in to test right away, you may request a bypass\*. This will allow you to continue into the next unit until you can come in to test.**

### **BYPASS INSTRUCTIONS:**

After submitting all "Graded Activities" electronically, Message a bypass request by doing the following:

- ❖ In the subject line type "**BYPASS REQUEST,**" and type the **Course Title, and Unit #**
  - Ex. **BYPASS REQUEST - English 3A, unit 4**
- ❖ A temporary score of "0" will be given for the CST,
  - This will open the next unit.
  - Your grade will drop until you take the test and replace the score.

*\*Bypasses are limited to **one per course per week**. Come in to test at the very next opportunity or your next appointment, whichever comes first.*

## **Submitting APEX Graded Activities**

Activities with "Points Possible" or with points listed on the activity "note" that pops up in the middle navigation bar are written activities that are to be electronically submitted.

**Quizzes:** Take independently/at home. The score is automatically posted to your Activity Scores Report.

**Discuss Activities-** These are considered "class discussions". Please read all of the directions on the activity page and then click on the next page. Take a few minutes to brainstorm before you post your response directly into the APEX discussion board. After posting your initial response, you will also need to reply to one other person to earn full points. See the iSierra Online Academy website for posting directions.

### **Written Activities:**

**Formatting** (Activities will be returned with a "0" if these are not followed)

- Always use MLA format; Arial or Times New Roman; 12 pt font, and double space.
- Your responses must be in **blue** font for readability.

### **Submitting**

**Copy the Activity into Word or a Google Doc (Check with your teacher on which one is preferred)**

1. Copy and Paste the entire Activity into your Word or Google Doc
  - a. Open Word or Google Doc (open a Google Doc within Google Drive, please)
  - b. Highlight the entire Activity, including the numbered heading.
  - c. Right click on the highlighted area and select "copy" or press ctrl+C.
  - d. Click on Word document or Google Doc, then right click and "paste" (select clipboard w/paintbrush).
  - e. **The activity should look exactly the same as it did in APEX.**
  - f. Complete the Activity - remember the formatting instructions above.

### **Saving in Word**

1. Save the document with your first and last initial and the Activity number. For example: (mm 1.2.3 Journal).
2. If you are working in the classroom, save to your gdrive, onedrive, etc, but not on school computers.

### ***Saving & Submitting Using GOOGLE DRIVE***

1. Title the google document with the same title as the Activity.
2. Select "Share," type your course teacher's email and select "can edit"
3. UNCHECK the "Notify people via e-mail" box on the bottom right (above "advanced").
  - a. If you don't see this box, select "Advanced", and you should see the box to UNCHECK there.
4. Open the "Get Shareable link," copy the link, and select "Done".

### **Sending via Apex Messaging for both Word & Google Drive:**

1. Open a New Message, select a course
  - a. If using **Google Doc**, paste the "Shareable link" you copied into the message box.
2. In the Subject line type: Homework & the assignment title
3. Select "Submit Homework" box
4. From the Activity drop down menu select, the appropriate Activity title. (Must match)
  - a. If using **Word**, select "browse" and attach your document.
5. Click "Send"

### **FOR ALL ASSIGNMENTS:**

1. If you do not select the correct activity title in Apex Messages, the assignment will not go to the correct assignment mailbox. You are responsible for misdirected assignments.
2. Assignments may not be faxed, scanned or pasted into the message of an email.
3. Bring your Non-Graded handouts to your next appointment. All Graded/Non-Graded activities must be completed & submitted prior to testing. You may not take unit tests without turning in all of the unit work. No Exceptions.