

# VIRTUAL ACADEMY

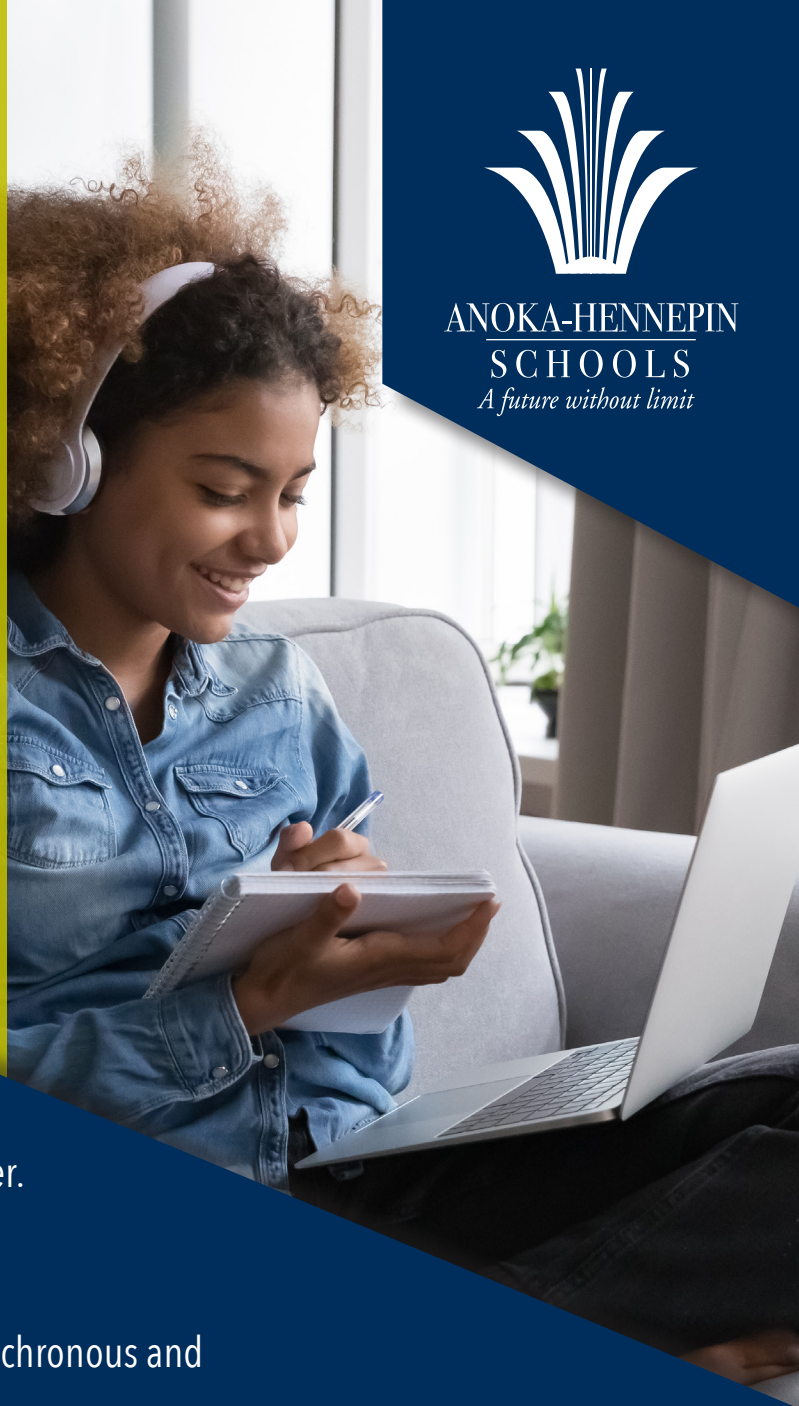
## ANOKA-HENNEPIN HIGH SCHOOL

# STUDENT HANDBOOK

Welcome to the Anoka-Hennepin Virtual Academy! We are working hard to make sure that the Virtual Academy serves your needs. This handbook will help you to understand how to navigate the Virtual Academy and what is required as a Virtual Academy student.



ANOKA-HENNEPIN  
SCHOOLS  
*A future without limit*



### **Is online learning right for you?**

See the next page to see what to consider.



### **New attendance expectations**

Attendance will be required for both Synchronous and Asynchronous days.



### **Cameras may be required at times**

See information inside and your teacher will guide the expectations.



### **Schedule, grades, and report cards are electronically viewed**

See information about viewing on AHConnect, Student Vue or Parent Vue apps.

Phone: 763-433-4040



[www.ahschools.us/virtualHS](http://www.ahschools.us/virtualHS)





## **Am I prepared for online learning?**

Successful online learning requires good time management and study skills as well as reliable computer and internet access. It requires more discipline and planning to attend a virtual class schedule and complete assignments than in-person classes.

## **Do I have the time for online learning?**

Online classes take as much time, if not more time, than the same class in-person. Just like in an in-person class, for every 1 hour you spend in a Google Meet for a class, you should plan for 2-3 hours of work and studying in your Google Classroom. You are typically in a school building for over six hours a day and also have homework and studying to do on most days or weekends. While being a student in the Virtual Academy allows for more flexibility in how students use their time each day, students should still plan on spending just as much time in classes and on their coursework as a student that attends in-person at a school building. It is not easier, and in many ways requires more skills to manage online learning.

## **Google Classroom Courses**

Students will be expected to attend their Google Meet classes each day and time they have a live “synchronous” class. Some classes will meet synchronously three times a week and others will meet two times per week.

## **Synchronous Learning / Cameras / Microphones**

Synchronous learning refers to when students are in a live Google Meet class with their teacher. In a Google Meet class, students may be expected to turn on their camera when required by a teacher for a particular activity, lesson or so that students are actively engaged. Students are encouraged to use a Google Meet background when they are required to have their camera on. Students can choose a background by clicking on the three dot button next to the leave call red hangup button. Then select “apply visual effects”. Students will be expected to manage their microphone and appropriately mute themselves during the class until they are expected to participate verbally.

## **Asynchronous Time**

Students are expected to be doing their classwork and homework for their classes on the time when they don't have synchronous classes. Note that students should also spend time outside the school day to study and complete school work just as students are expected to do at their home in-person school.



## Daily Schedule

Period 1	7:55-8:45 a.m.
Period 2	8:55-9:45 a.m.
Period 3	10:15-11:05 a.m.
Lunch Break & Study Time	
Period 4	12:15-1:05 p.m.
Period 5	1:15-2:05 p.m.

## Email Communications

You will receive your schedule from the Virtual Academy prior to each trimester. You will also receive emails about the details for each class from your teachers. Check your school email on a regular basis as it is the main means of communication in the Virtual Academy.

## Grades

Grades are available on AH Connect on a computer or the Student Vue and Parent Vue apps for mobile devices just as they are in the home high schools. For directions when using an app to access grades, scan the code.



## Attendance

DAILY ATTENDANCE is required for all classes.

## Synchronous Instruction Days

Daily attendance will be taken by your teachers at the beginning of each synchronous Google Meet class. If students log into their Google Meet later than their class start time they will be marked tardy.

## Asynchronous Instruction Days

On asynchronous days attendance will also be taken for each course. Students will be required to go into each Google Classroom and report what they are going to be working on for that day. This must be done before 2:05 PM (the end of the school day) for attendance purposes. The assigned coursework may be completed anytime during the day.

## Technology Requirements and Support

Chromebooks are available for students to check out for the Virtual Academy. You must have a reliable internet connection and may need high-speed access for some content delivered in online classes. You will need to use Google Chrome as your internet browser. You will also need your school account for access to the Google Classrooms, Google Meets and Google Docs. You may not be able to complete an entire online class on your smartphone or tablet! If you need help with technology issues you can contact the technology department at 763-433-4073.

If you are a full-time Virtual Academy student you are no longer concurrently enrolled at your home high school. This is different from last school year. This means you will not get the critical communications from your home high school that you will still need for resources and deadlines you will still need to know. Please check with your home high school to continue to get their electronic newsletters.

## Virtual Learning Expectations For Students

1. Create a space to limit distractions.
2. Actively follow a planned daily learning schedule of both synchronous classes and asynchronous work time.
3. Obtain any required textbooks or course materials or supplies requested by your teacher. Most resources are found online.
4. Seek help when needed (teachers, counselors, principals).
5. Sign into the Google Classrooms daily.
6. Create balance scheduling your daily work time and by taking some breaks.
7. Demonstrate your learning by completing assignments and by studying for your assessments.
8. Engage and participate in the classroom Google Meets.
9. Communicate with your teacher and review any feedback.
10. The expectations for participation and conduct are the same as if you were taking the class in person.
11. Collaborate with peers using respectful language and behaviors.
12. Students are expected to treat each other, instructor(s), and all other staff members with courtesy and respect.
13. Offensive or inappropriate language or images should not be used in any form of communication e.g., emails, discussion postings, group projects, and submitted assignments. This includes background images in Google Meets.
14. Use equipment as outlined in the Anoka-Hennepin Acceptable Use Policy.
15. Demonstrate a commitment to academic honesty by completing coursework with integrity.
16. Only individuals registered and enrolled in a particular course may access the course materials, lectures, group discussions, etc. in the online environment, unless otherwise approved by the instructor. Links to course materials, including videos and assessments, should not be shared with individuals who are not enrolled in the course unless otherwise approved by the instructor.
17. Wear attire acceptable for school as you may be required to have your camera on for some classes.
18. Support each other in this new way of learning.
19. Be patient with yourselves and your teachers - we are all learning together!

## Expectations of Families

1. Build a home schedule for the required time to attend classes and complete classwork. Traditional school days provide students with a lot of structure. This may be hard to replicate in online e-learning days without having a plan and the discipline to stick to it.
2. Encourage hard work and persistence.
3. Ensure a designated space is available for learning and getting classwork done.
4. Get to know the online learning platform (Google).
5. Stay in communication with your student's teachers.
6. Check your email often.
7. Support your student in their learning.
8. Anticipate challenges, remain flexible.

