

Lions Math & Science Christian Academy's Guide to Virtual Learning

Dear Parent / Guardian

Welcome to Lions Math and Science Christian Academy's guide to E-learning. We are so excited to help you get started today! In this guide you will find all of the information that you will need during the school year including, passwords, usernames, resource links, classroom expectations, and e- learning guidelines needed to begin your virtual classes.

Now that you have your students chrome book LET'S GET STARTED!

Step 1: Log into the Chromebook using the password _____

Step 2: Connect to your home or local Wi-Fi (you may have to enter your Wi-Fi networks password)


Step 3: Navigate to www.google.com and log into your student's e-mail.

Student E-mail (First Name @lionsacademy.org)

Example: bob@lionsacademy.org

Password: All Passwords were email to Parents in a separate email.

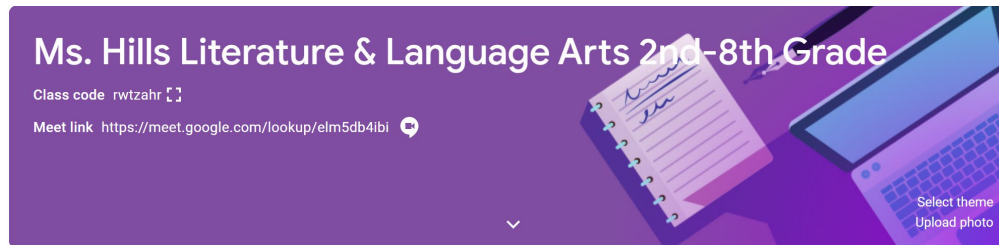
Step 4: Once you have logged into your Gmail account you can navigate to **GOOGLE**

CLASSROOM by clicking the grid icon  in the upper right-hand corner of the screen and searching for **GOOGLE CLASSROOM**.

(You should have already received an **INVITATION** to join your **CLASSROOM**)

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Step 5: After accepting the google classroom invite; at the top of the page where the class title is there will be **GOOGLE MEET** Link. This is where your student will join their virtual class **EVERYDAY!**



Step 6: Once you have clicked on the **MEET** link, you will enter the classroom. Please **MUTE** yourself.

Step 7: When class is over the teacher will **END** the meeting **NOT THE STUDENT!**

Step 8: Repeat this process **DAILY!**

Attendance Expectations

Lions Math and Science Christian Academy's E-Learning program will operate under the same attendance requirements as in person classes. Your student's attendance is extremely important and we will be keeping track of tardiness and absences. All rules and regulations in relations to Truancy will be in full effect. If your student is unable to attend their virtual class you will need to contact the attendance line at [224.303.4199](tel:224.303.4199) and follow the voice instructions.

The school day for our E- Learning program begins at 8:30 am. It is crucial that your student is prepared and online before by 8:30 am for morning devotion. Classes will start promptly at **9:00 am**.

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Classes will run until 12:45 pm Monday- Friday. (*Please see your child's schedule for details about the afternoon hours.*)

Virtual Classroom Expectations

- Student must enter the classroom promptly at **8:30 am** for Morning Devotion which is **NOT** optional. At **9:00 am** classes will begin promptly!
- If your child is not present by 8:30, he/she will be marked absent for the day!
- There is a **five-minute** break period after each class. Please use that time to go to the bathroom and grab a snack, or a glass of water.
- There is **NO** eating or drinking allowed during class time. We do understand that you are at home however during class time please refrain from eating or drinking. Our *Electronic Device Policy* states that there should be no eating and or drinking near the electronic device which you are using.
- If you need to use the rest room during class, please use common courtesy alert your teacher before you exit screen view.
- All student's must have their chrome books set up in an environment with as few distractions as possible. We want all students to be focused during class time. Lions Academy's policy on respect, behavior, and classroom etiquette will be fully enforced. If you become a disruption in the classroom your teacher will have the ability to remove you from the virtual classroom environment.
- **ALL** Students **MUST** have their Video Camera on at **ALL** times! The Video Camera feature is **NOT** a optional feature during scheduled class time.

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- Any student that is found, surfing the internet, playing games, or anything that is not class related to the classwork at hand will face termination of their internet usage
- Students must be in uniform from the waist up. (*Hunter Green, or White collared shirt with a school tie*)
- Students should be positioned in an area that simulates the class room such as a table and chair. Students are not allowed to be on the floor, bed, couch or any other area that is not suitable for learning. If your student is not in the appropriate environment, we will remove them from the virtual classroom, only to return once the teacher has spoken to the parent.

Learning Resources

Learning resource links are web links to different websites which your child's teacher may use as a tool to teach and or reinforce what was taught in the virtual classroom. All of these links will need to be saved as favorites on your child's chrome book. At the teachers request if your student is asked to navigate to a specific link, they should be able to pull up the link with no problem. If you need assistance setting up your child's favorites please reach out to your child's teacher.

Class Dojo

ClassDojo is still our number 1 resource for parent, teacher, and school communication. Please continue to check your ClassDojo accounts **DAILY**. All school announcements, upcoming events, school closure alerts will be communicated via ClassDojo

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Tuition

If you have questions regarding your child's tuition please reach out to Mrs. Jarrett our school's Finance Manager. Payments can be dropped in the school's mailbox, paid online via quick books, or by credit or debit card with Mrs. Jarrett.

Using Your Laptop for E-Learning

- Laptops are intended for school use **ONLY**.
- Only charge your laptop with the provided charger.
- **ALWAYS** use appropriate language.
- **DO NOT** transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- **DO NOT** send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- Use of "**chat rooms**" or conferencing applications may **NOT** be utilized during class without permission.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Laptop must remain free of any writing, drawing, stickers or labels.

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- Never close the laptop with anything on the keyboard, such as pencils or notebooks.
- Avoid touching the laptop screen. If you need your screen cleaned please use a clean, soft cloth. No cleansers of any kind.
- Laptop should never be left in a car.
- Protect the laptop from extreme heat and cold. If the laptop has been in extreme cold or hot temperatures, let it come up to room temperature before operating it.
- When laptop is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Learning Resource Links

- **Education.com** <https://www.education.com/games/play#choosePlayer>
 - a. Choose your name (username and password is not required)
 - b. Student code N/A
- **Prodigy** <https://www.prodigygame.com/>
 - a. students already have their username and password
 - b. if student doesn't have a username and password please see the teacher
- **EPIC** <https://www.getepic.com/students>
 - a. Every student should have received an invite to EPIC.
 - b. Follow the instructions to set up your username and password
 - c. Class code is **tvx4134**
- **Brain POP** <https://www.brainpop.com/>
 - a. see your teacher

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- Class Dojo www.classdojo.com
 - a. The class code for ClassDojo will be given by the teacher if assignments are assigned to the student.

Teacher Contact Information

- Literature & Language Arts khills@lionsacademy.org
- Science jjackson@lionsacademy.org
- Math rcook@lionsacademy.org
- Special Projects jswopes@lionsacademy.org
- 1st Grade yscott@lionsacademy.org & ljones@lionsacademy.org
- Kindergarten elopez@lionsacademy.org
- Pre K 2 and 3 ilopez@lionsacademy.org & cmartinez@lionsacademy.org
- Pre-K 4 awhite@lionsacademy.org

Main Office/ Finance Contact Information

- Faith Johnson fjohnson@lionsacademy.org
- Michelle Obleton mobleton@lionsacademy.org
- LuDona Jarrett ljarrett@lionsacademy.org