



# LCS Live Handbook

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Secondary School (Grades 6-12)

*Created August 2020*

## Program Overview

LCS Live offers students who are unable to be on campus an opportunity to continue their education at LCS. Students will access a live stream (live video) of their classrooms in order to receive instruction. While we designed LCS Live to serve families in the midst of a health pandemic, there is no substitute for the learning that occurs in the actual classroom. In order for live stream learning to be effective, parents will need to remain vigilant and active in their child's learning.

## How the Live Stream Works

LCS Live uses a video conference program which enables the student to participate in class, in real time. A camera is mounted in each classroom that provides live footage of the front of the room during the student's assigned class time. A student cannot access footage of the classroom in a time other than his/her scheduled class. Each teacher is also equipped with a microphone to amplify their voice for students at home. During class students will watch the live stream video and participate in assignments just as students do in the classroom. The live stream is provided exclusively through Google Meets which students will access through their classes in Google Classroom.

Things to keep in mind for how the live stream will work:

- The live stream will only show the front of the classroom - at times the teacher will need to move around the room and may not be seen on camera
- The microphone only amplifies the teacher's voice - students at home most likely will not be able to hear students in the classroom.
- The teacher can see the student at home. However, they are only visible from the teacher's computer which is typically in the back of the classroom.

## Length of Participation in LCS Live

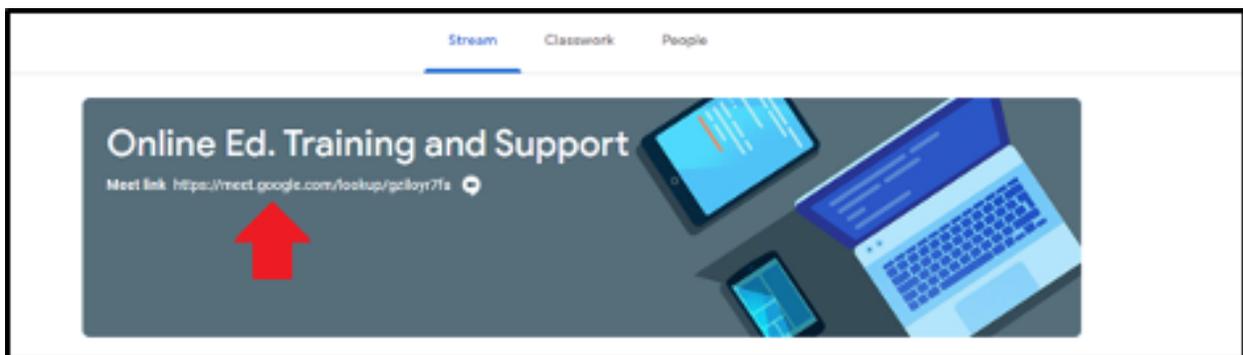
Families participating in LCS Live should have already communicated with their child's principal. We ask that families provide an initial timeline for how long they intend to remain in the LCS Live program. Should you need to change that timeline we ask that you communicate that with the principal before extending or shortening your participation. LCS Live is not designed for families to go back and forth. Learning requires consistency, and the constant changing back and forth is not only a record keeping nightmare for the school but a poor learning environment for the student.

## How to Access the Live Stream

To access the video for each class, students will log into Google Classroom and select the class they are scheduled to begin. Once they are in the class they will follow the steps below, depending on the type of device they are using. The process will be repeated for every class period.

### Accessing the live stream on a computer or laptop:

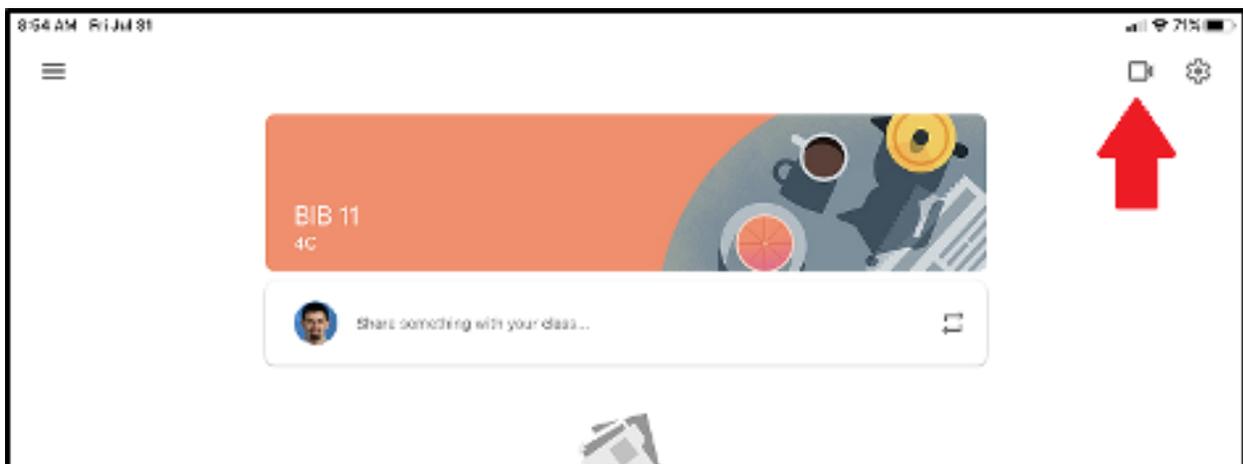
In Google Classroom click on the class you are trying to live stream. Next, click on the “Meet Link” indicated by the red arrow in the image below.



### Accessing the live stream on an iPad:

**\*\*If using an iPad be sure you have the Google Meets app downloaded first\*\***

In the Google Classroom app, click on the class you are trying to live stream. Next, click on the camera icon in the top right corner, as indicated by the red arrow in the image below.



## Daily Schedule and Attendance

Students will follow their assigned schedule and access the live stream at the time that the classes occur at school. The start and end times for each class are listed on the student's schedule. Students are expected to be in the live stream meeting at the start of class and remain in the meeting until the end of the class period, unless given permission to leave early by the teacher. Teachers will take attendance in the first few minutes of each class period. It is important that students attend the live stream on time, just as they would need to get to class on time if they were in school.

## Instruction

LCS Live is designed to enable students at home to see and hear classroom instruction. Lessons are not designed or taught specifically for live stream students. There are going to be assignments and activities that cannot be replicated at home. In those cases teachers will provide instructions for LCS Live students and what they are to do instead or how they can participate in a different way.

What students should do at home:

- Remain attentive and focused
- Follow along with any notes, outlines, or presentations
- Write down questions for the teacher

## Communicating with Teachers

The technology in the classroom allows the teachers to speak directly to students at home. It also allows students at home to speak to the teacher through speakers projected in the classroom. It is important for students to recognize that their comments to teachers are not private, and will be heard by everyone in the classroom, just as if they raised their hand in the classroom.

There may be times when teachers cannot hear students at home or have the chance to answer all of their questions during the class period. If a student has a question that the teacher wasn't able to answer during class then the student should email his/her teacher. Teachers will respond during their next available planning period. It is important to note that it may be a few hours in some cases before the teacher is available to answer emails. Teachers are expected to teach during class time, not check their email.

Teachers may be available to meet via Google Meets during a planning period or after school. It is recommended that students communicate with teachers ahead of time to schedule a video conference.

Teachers will be available by email until 4pm each day. If you email a teacher after 4pm please be prepared to wait until following school day to get a response.

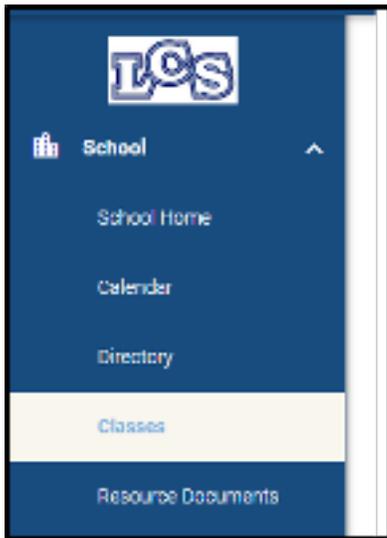
## Classwork and Homework

LCS Live students will complete the same classwork and homework assignments as students on campus. If there are any differences, the teacher will communicate those ahead of time. Students are expected to check FACTS (formerly Renweb) for their classwork and homework assignments. Students will identify their assigned classwork through the “lesson plan” tab for each class. In addition, students will check their homework assignments under the “homework” tab for their classes. All assignments will be retrieved and submitted through Google Classroom. FACTS serves as the student’s digital planner, while Google Classroom houses the actual work and content for each class.

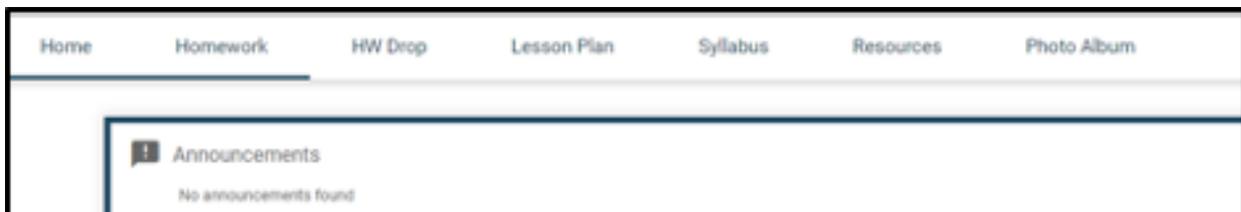
All assignments have the same due date regardless of whether a student is participating via livestream or on campus. Students at home are expected to submit all work on time.

How to check for Classwork and Homework in FACTS through a browser (computer):

1. Log in to FACTS online
2. Go to the classes tab on the left side of the page
3. Select the class you want to check

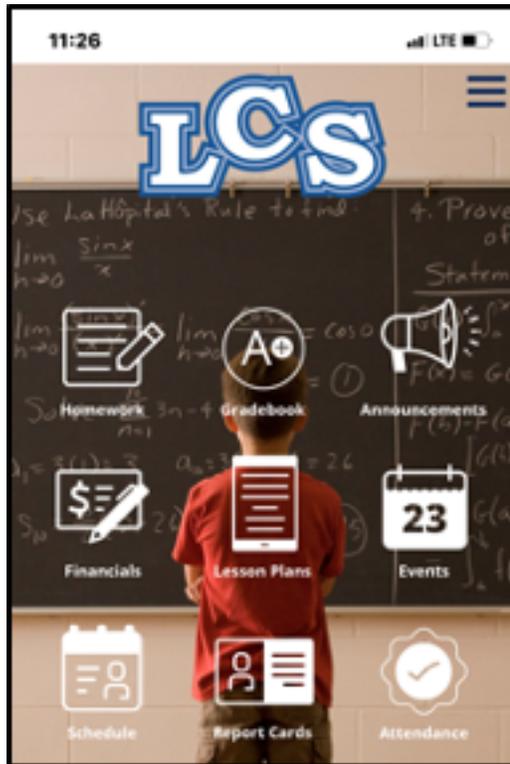


4. Use the Homework tab to check for homework assignments and use the Lesson Plan tab to check for classwork.



How to check for classwork and homework in FACTS through the app:

1. Download the all new “Lakeland Christian School” app through your devices’ app store.
2. Once you login you’ll see the layout with Lesson Plans (Classwork) and Homework on the front page. Simply select the option you are looking for, pick the class from the drop down menu and you can access the work for each class.



## Assessments

Assessments are critical to the process of learning. Traditional assessments include tests and quizzes. However, any assignment that measures a student’s knowledge or skill acquisition is an assessment. When possible teachers will utilize alternative assessments that students can complete at home. At times these may even include quizzes done through Google Classroom.

There may be times when it is necessary for students to take traditional assessments, such as a test. We will provide opportunities for LCS Live students to come to campus after school to take tests. The appropriate office or teacher will coordinate the testing date with families.

If you do not want your child to take tests on campus, please contact the appropriate administrator to make alternate arrangements.

## Study Hall, PE and Electives

Due to their nature certain classes won't be live streamed or will require an alternative format for students at home.

Study Hall - Study halls will not be live streamed. Attendance will not be taken during that period for students at home. LCS Live students can use their study hall period as an at home study hall.

Physical Education - PE classes will not be live streamed due to the fact that students at home cannot participate in any on campus PE activities. Instead, LCS Live students will need to complete the activity logs provided by their PE coach. Logs can be accessed and submitted through the student's PE class in Google Classroom.

Electives - Electives will be available through the live stream format. However, certain electives may be difficult to replicate or participate in from home. If a student is unsure of how to participate he/she should communicate with the teacher. In some cases participation may become voluntary or an alternative assignment may be given for the students at home.

## Student Expectations

Even though LCS Live students may not be on campus, they remain LCS students and are still expected to abide by the LCS Honor Code. In addition, students at home are expected to conduct themselves in manner befitting a student in the classroom. The following are expectations specifically designed with LCS Live students in mind:

1. Students are to attend class on time and remain in attendance for the duration of the class period
2. Students should be seated upright in front of the camera
3. Students should be at a desk or table, ready to participate in the class
4. Students should not be playing music, talking, texting, or doing anything else to cause distractions to themselves or students in the classroom.
5. Using resources not allowed by the teacher, sharing answers, and using other students' work will be considered cheating.
6. Students are not to record classes or share the video with anyone.
7. Students need to be dressed appropriately.
8. All inappropriate comments, actions, and behavior will be addressed as if it was done in front of the classroom at school.