



UNIVERSITY VIEW ACADEMY



University View Academy School Reopening Plan 2020-2021

Due to the potential impact of Covid-19 on the health and well-being of teachers, students, and staff, University View Academy will operate 100% online during the fall semester of the 2020-2021 school year. While our instructional program has always operated in this manner, the “100% online” designation also means that our school will not offer any face-to-face field trips, social gatherings, family orientation sessions, etc. during the fall semester. The only exceptions that will be made for the fall semester are state testing activities required by the Louisiana Department of Education.

All live sessions and course assignments will be conducted at UVA’s “normal” pace during the fall semester. Information regarding student and teacher schedules for fall 2020 has been posted below.

Student Schedules

- **The first day of school is August 6, 2020**
- Students will participate in UVA’s 100% online educational program
- Students will attend Live Sessions as scheduled by their teachers in all courses
 - This includes whole group, small group, and/or individual session
 - Live Session schedules will be posted and/or emailed to students prior to the first day of school
- Students will log into the Canvas learning management system and/or teacher assigned sites to complete all assignments for each course
- Students should complete all assignments and watch all live sessions for the week by the end of the week (Sunday at 11:59pm) in order for the work to be considered as completed “on-time”
- Students should attempt to respond to all school communications requiring a response within 24 hours
- Students failing to log in to the system for the week who have an “F” letter grade in a course will be considered absent for the entire week (see Attendance & Truancy Information below)

Attendance & Truancy

- Attendance and truancy will be tracked, recorded and reported according to the following guidelines:
 1. Parents/Learning Coaches notify school personnel of their child's absences and submit appropriate documentation regarding the absence(s). Absences are recorded by school personnel into the JCAMPUS (SIS) program and reported to the Louisiana Department of Education.
 2. Attendance is also determined by verifying student login information into the Canvas learning management system. Due to the flexibility afforded by the online school structure, students have the entire week (Monday through Sunday) to login and work in the CANVAS learning management system.
 - Students who have an "F" letter grade and fail to log into the CANVAS system for an entire week will be marked absent for the week. Parents/guardians will be contacted by phone, email and US mail by the University View engagement personnel to advise them of the excessive absences.
 - Students who have an "F" letter grade and fail to log into the CANVAS system for two straight weeks who are non-responsive to school contact attempts, will be considered truant and will be marked absent for two weeks in the JCAMPUS (SIS) program. The school may contact local authorities, such as FINS, etc. and attempt to contact the parent/guardian via phone, email and US mail to advise them of their truant status.
 - Students who have an "F" letter grade and fail to log into the CANVAS system for three straight weeks who are non-responsive to school contact attempts, will be considered habitually truant and will be marked absent for three weeks in the JCAMPUS (SIS) program. Students' computers will be locked down until the school is contacted to discuss the lack of attendance. The school may send out a local sheriff's officer to make a home visit to determine the status of the student and to inform them of their habitually truant status.
 - Students who have an "F" letter grade and fail to log into the CANVAS system for four straight weeks who are non-responsive to school contact attempts, will be considered a non-attending student and will be marked absent for four weeks in the JCAMPUS (SIS) program. The school will send out notification of the parent/guardian's mandatory attendance at a school withdrawal hearing. Failure of the parent/guardian to attend the hearing will result in the withdrawal of the student from the online school.

Teachers Schedules

- **Teachers will work from home during the fall 2020 semester**
- Regularly scheduled PLCs and staff meetings will be held virtually by school administrators and master teachers according to published schedules
- Teachers will report attendance through the new UVA employee attendance portal (more information will be forthcoming in the next few weeks regarding this new system)
- Teacher productivity/Lynx Leader designation will be determined by reviewing the following data:
 - Live Session recordings
 - Teachers should be conducting whole group, small group, and/or individual sessions each week
 - Curriculum
 - 1-2 weeks of curriculum should be posted for each course
 - Student Work
 - All student work should be graded within 5 days of submission
 - Student Achievement
 - Academic and/or engagement strategies will be discussed when more than 25% of students are failing particular courses
 - Communications Logs
 - Advisory calls and/or check-ins with students and families should be logged shortly after they are conducted

All other UVA Staff

- **All UVA staff will work from home during the fall 2020 semester**
- Staff meetings will be held virtually by supervisors
- Staff will report attendance through the new UVA employee attendance portal (more information will be forthcoming in the next few weeks regarding this new system)
- Staff productivity will be measured through the UVA employee attendance portal as well as check-ins with supervisors and monitoring of all work-related assignments and activities

We are looking forward to an outstanding 2020-2021 school year, where we continue to meet the needs of every UVA child, every day!!!

Sincerely,

Michelle M Clayton

Michelle Clayton, Ph.D.
Superintendent