North Star Online School Tidbits
Semester One

1. **Attendance:**
    a. To meet the North Star weekly attendance requirement, students must complete one lesson in each class, by the end of the day on Tuesday, of each week.   This ensures the student has met the State's weekly online school attendance requirement, and gives our staff a couple of days to reach out with reminders, before it's too late (Friday night at 11:59pm).
        i. If a student is ahead in their planner, or doesn't have an assignment for a particular class by Tuesday, they will need to skip ahead in the planner until they come to the next assignment, and complete it.
        ii. Students may encounter a multi-day assignment, or an exam that is scheduled for later in the week. If this occurs, be mindful that you will receive a reminder message anyway, because our system can't tell the difference. In this case just be ABSOLUTELY sure that you are working on the assignments throughout the week and submit your work for the class, by Friday evening, to avoid being marked absent for that week.
        iii. Weekly attendance can also be made in a couple of other ways: First, the student and their teacher can have a two-way conversation via webmail, e-mail, or phone, meaning that they must have a back-and-forth conversation. Second, the student can take part in a live lesson for that particular class.
    b. The work week begins Friday nights at Midnight, and carries through the following week, ending at 11:59pm, that following Friday.
        i. All work assigned within a particular week, should be completed within that week's time.
            1. When students leave work incomplete on their planner, it piles up quickly, and it becomes difficult to catch up. Students should remain under, five overdue lessons at a time.
                a. Parents need to be monitoring this daily. When a student accumulates over five overdue assignments, our staff gets concerned. We will webmail, email, and call as reminders to get going.
    c. If a student will not have access to their lessons (for example: **vacation, or no internet**), and this is known in advance, students MUST work ahead in their planner to complete all upcoming assignments that are on the planner for that timeframe. Additionally, students will need to make contact with their teachers during the time that they will away, for attendance purposes.
    d. **If you receive a Connect Ed. Message** about attendance, and are confused or unsure as to why you were on the list, please reach out to Mrs. Hardy, our Dean. She can be reached via webmail, e-mail vhardy@washoeschools.net, or by phone at 775-353-6926.

2. **Learning Coach/Caregiver Responsibilities:**
    a. Watch, read, and listen to all **welcome information**, training materials, and orientations that were sent to your family by teachers and staff. These materials are meant to answer many of the questions we are asked regularly.
    b. Learning Coaches/Caregivers should be logging in AT LEAST weekly to monitor their children's progress.

c. Learning Coaches/caregivers should be overseeing the workmanship of their children, and should be doing quality control, prior to allowing students to turn in responses to quizzes, tests, and portfolios.

d. Learning Coaches/Caregivers should be overseeing the notetaking process for their children. Notetaking for all classes is required, and very beneficial to the students. Notes can be taken with paper and pencil, or electronically; whichever is easiest for the child.

e. Learning Coaches/Caregivers should be the first point of contact when a student is having trouble. This includes technical difficulties, difficulties with instructions, difficulty submitting completed work, or accessing/locating lesson resources. Connexus Technical Support is also available to families at 1-888-322-9353

f. Visit our website for resources, staff list/contact information, and to find specific teacher website links. https://www.washoeschools.net/Page/1006

3. **Grading/Feedback:**

a. Please be patient when expecting feedback for submitted assignments. When applicable, feedback will be given within the assignment itself, and should be viewed by both students and Learning Coaches/caregivers, prior to reaching out to the teacher.

b. It is important to note that sometimes teachers have to prioritize assignments, based on which ones require feedback prior to students being able to move on.

c. Teachers grade items in the order that they were received, and really make all efforts to grade items with a couple day turn around. However, in high school English courses, this turnaround time may be longer, due to the heavy feedback required of the instructor. Again, please be patient.

d. Students should be moving ahead by between 6-7% in each class, weekly.

4. **High School Live Lessons:**

a. Live Lessons are a part of the overall grade at the high school level, and students should make every effort to attend these. If a student cannot attend the live lesson, they should make-up the work missed, right away

   i. **Mr. Devaney:** Students have until the time they take their final exam for the class, to make them up, with no penalties. He will send out the recordings on the day of the Live Lesson.

   ii. **Mrs. Stelzriede:** Live Lessons are worth 5% of the grade, and in the participation category. Students can watch the video and answer questions to makeup missed Live Lessons. They are posted in the message board for easy access (look for a link titled "Live Lesson Recordings" and they are organized by number and have directions).

   iii. **Mrs. Cresci:** Live Lessons will be utilized as needed, to support individual students, and will not impact the students' grades.

   iv. **Mrs. Riley:** Live Lessons will be utilized as needed, to support individual students, and will not impact the students' grades.

   v. **Mrs. Sharp:** Live Lessons will be utilized as needed, to support individual students, and will not impact the students' grades.

5. **Tech Tips:**

a. When a student is having **difficulty moving onto the next lesson**, it is often because they have not submitted all their work within the lesson (usually a practice). Students should go back

through the lesson and click on every link, complete all tasks, and then mark the lesson complete at the end.

b. **Online Textbooks:** Be sure to enable the Flash Player/Plug-in (see image on last page)
c. If you find a **dead link**, or an **error**, please try a different browser, clear your cache, and then let the teacher know if it still won't work, **and contact tech support to report the issue.**
d. **Lessons running more than one day:** Your planner will indicate how many days the lesson should take. You must be working on the lesson on each of the days that it shows on your planner, and submit on (or before) the final day the lesson appears on your planner for.
e. **Microsoft Office:** For students to successfully navigate lessons and submit work, they need to have basic computer skills and a working knowledge of Microsoft Office products, especially Word and PowerPoint. This website is helpful: https://support.microsoft.com/en-us/training

Flash Player Screenshot: