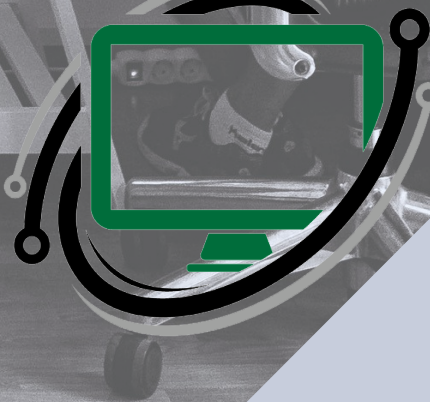


# Parent & Student Guide

Everything parents and students need to navigate, communicate and succeed in OFA Virtual Courses.



**ORCHARD FARM  
ANYWHERE**

# Contents



Getting Started: What to do on the first day of class.

Profile of a Successful Online Learner



How Learning Might Look



## Navigating Clever, Canvas, Zoom, and/or Edgenuity

How do students complete assignments, take quizzes and talk to teachers in an online classroom? We share the details.

## Academic Integrity: How to learn responsibly.

While you're not physically in a building, rules still exist-Learn the ins and outs on plagiarism, copyright and fair use.

Hello, and welcome to Orchard Farm Anywhere! We're excited you're participating in our virtual option and we're looking forward to working with you.

The goal of this guide is to help you learn how to navigate your OFA courses and help you understand what it takes to be successful in your online learning experience. We share traits of successful online learners, offer suggestions for your first few days of class, share best practices on academic integrity and plagiarism and much more.

Most importantly, we want you to know this: the most successful OFA students watch for announcements, check their Inbox for messages, read their teachers' feedback, stay on top of due dates and reach out when they need help. We're always here when you need us!



# What is Orchard Farm Anywhere?



Middle School students who request a virtual option and are accepted into the program will be assigned a full day schedule to follow during regular school hours and receive their online instruction in a blended learning format - synchronous and asynchronous - from Orchard Farm teachers via live Zoom calls, videos, and course work on Canvas.

---



High School students who request a virtual option and are accepted into the program may choose to participate in virtual learning through OFA Live and/or Edgenuity.





# Getting started

## With OFA

# Prior to Day 1

- Buy school supplies
- Students: Practice logging in to Clever, Canvas, Zoom and/or Edgenuity
- Set-up your work space
- Make sure you have everything you need to start strong on Day 1!

# Day 1 of OFA Live

- Log on to your computer, get settled, and prepare for the school day.
- Log into Clever and scroll down to Canvas. Once you are logged into Canvas, find your first class on the Dashboard. *Note: Canvas updates and publishes courses the morning of the first day of school/trimester. If your courses are not showing on your Canvas Dashboard, please call the main office to let us know.*
- Read any announcements that were posted and check your Inbox for new messages
- Click on the Zoom link for your first class a few minutes before 7:45 a.m.
- Put on your headphones, turn on your camera, and mute yourself.
- Wait for your teacher to admit you into their class.
- Follow your schedule throughout the day by finding each class in Canvas and logging in to Zoom!

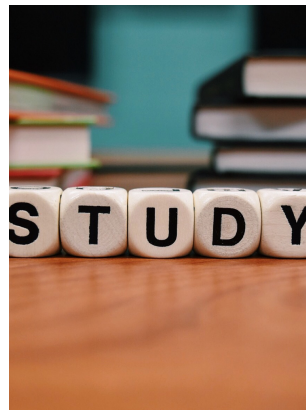
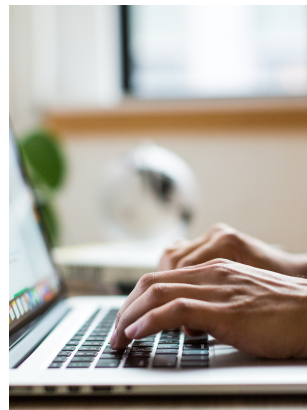
# Day 1 of Edgenuity

- Log into your Edgenuity account
- Establish which classes you want to be your "A" day classes and which ones will be your "B" day classes
- For Day 1, start with your "A" day classes
- Suggested time to work in each class: One hour

**How can students make sure they are successful in OFA courses? Adopt these habits!**

# Profile of a Successful Online Learner

There are several characteristics and practices necessary for students to be successful online learners. Working on forming these habits will help students find success in their courses.



Students need to be able to manage their time. They should think through a schedule. If they are an OFA Live student, they will have to follow their exact schedule during regular school hours. An Edgenuity student will have to establish what time of day they will work on their online courses. Where will they work on their courses? When will they study? It is important that students are consistently logging in and completing work!

Without the presence of a face-to-face teacher, students need to have the discipline to log in, complete assignments and communicate with teachers.

All OFA Live courses are taught by Orchard Farm teachers. Students are able to reach out for help by asking questions during Zoom meetings and messaging their teachers. If students are unsure how to complete an assignment, they must advocate for help. Edgenuity students need to reach out to their high school counselor, administrator, and/or Edgenuity support teachers for help.

In a live online setting, communication is key. OFA Live students need to have appropriate communication with both their teachers and their classmates.

It will be important for students to form their own study habits and routines to stay current with their coursework.

# OFA Live Expectations & Schedules

OFA Live students will receive their schedule to follow. This schedule is exactly like a schedule for an in-person student, except OFA Live students are attending class virtually! Every day, for each class, OFA Live students are required log-in to Zoom through the links provided by their teachers, be on time (attendance will be taken at the beginning of each block!), and actively participate. Cameras should be turned on and microphones muted during instructional time. An Orchard Farm Eagle image will be provided to each OFA Live student to set as a Zoom background.

## SCHOOL HOURS

Monday through Friday--7:45 am- 2:32pm

## Orchard Farm Middle School

### A Day

| REGULAR         | 6th                | 7th                 | 8th   |
|-----------------|--------------------|---------------------|---|
| Block 1         | Explo 7:45-8:55 am | 7:45-8:55 am        | 7:45-8:55 am  |
| Block 2         | 9:00-10:10 am      | Explo 9:00-10:10 am | 9:00-10:10 am   |
| Block 3         | 10:15-11:25 am     | 10:15-11:25 am      | 10:15-12:02 pm<br>8th Grade Lunch<br>11:00-11:25 am<br><i>(class resumes)</i><br>11:30-12:02 pm |
| Block 4 (lunch) | OFA Live Break     | OFA Live Break      | OFA Live Break  |
| Block 5         | 1:22-2:32 pm       | 1:22-2:32 pm        | Explo 1:22-2:32 pm  |

### B Day

| REGULAR                    | 6th   | 7th            | 8th   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
|----------------------------|---|----------------|---|---------|----------------|---------|----------------|---------|---------------|---|------------|--|---------|----------------|---------|----------------|---------|---------------|---------------|
| Block 6                    | OFA Live Break  | 7:45-8:55 am   | 7:45-8:55 am  |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Block 7                    | 9:00-10:10 am   | OFA Live Break | 9:00-10:10 am   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Block 8<br>OFA Live-yellow | 10:15-11:25 am  | 10:15-11:25 am | 10:15-11:00 am<br>8th Grade Lunch<br>11:00-11:25 am<br><i>(class resumes)</i><br>11:30-12:02 pm |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Block 9<br>OFA Live-yellow | 11:30-1:17 pm<br><table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Lunch Time</th> </tr> </thead> <tbody> <tr> <td>Shift 1</td> <td>11:35-12:00 pm</td> </tr> <tr> <td>Shift 2</td> <td>12:05-12:30 pm</td> </tr> <tr> <td>Shift 3</td> <td>12:35-1:00 pm</td> </tr> </tbody> </table> | Lunch Time     |   | Shift 1 | 11:35-12:00 pm | Shift 2 | 12:05-12:30 pm | Shift 3 | 12:35-1:00 pm | 11:30-1:17 pm<br><table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Lunch Time</th> </tr> </thead> <tbody> <tr> <td>Shift 1</td> <td>11:35-12:00 pm</td> </tr> <tr> <td>Shift 2</td> <td>12:05-12:30 pm</td> </tr> <tr> <td>Shift 3</td> <td>12:35-1:00 pm</td> </tr> </tbody> </table> | Lunch Time |  | Shift 1 | 11:35-12:00 pm | Shift 2 | 12:05-12:30 pm | Shift 3 | 12:35-1:00 pm | 12:07-1:17 pm |
| Lunch Time                 |   |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 1                    | 11:35-12:00 pm  |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 2                    | 12:05-12:30 pm  |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 3                    | 12:35-1:00 pm   |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Lunch Time                 |   |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 1                    | 11:35-12:00 pm  |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 2                    | 12:05-12:30 pm  |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Shift 3                    | 12:35-1:00 pm   |                |   |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |
| Block 10                   | 1:22-2:32 pm  | 1:22-2:32 pm   | OFA Live Break  |         |                |         |                |         |               |   |            |  |         |                |         |                |         |               |               |

Each student's schedule consists of the following "CORE" classes: English language arts (daily), Math (daily), Science (every other day), Social Studies (every other day), Health/Physical Education (every other day) and Core PLUS (every other day.)

Note: Health and PE are split with the Health curriculum accounting for a portion and Physical Education accounting another portion. Health will be offered as an OFA Live course, but due to the nature of Physical Education, P.E. will be in an asynchronous format.

OFA Live students will have a break for Plus Time on A Days and break for Explo Time on B Days.

## Orchard Farm High School

| Regular A & B Day |               |
|-------------------|---------------|
| Block 1 and 5     | 7:45 – 9:11   |
| Passing Period    | 9:11 – 9:14   |
| Block 2 and 6     | 9:14 – 10:38  |
| POWER Lunch       | 10:38 – 11:38 |
| Passing Period    | 11:38 – 11:41 |
| Block 3 and 7     | 11:41 – 1:05  |
| Passing Period    | 1:05 – 1:08   |
| Block 4 and 8     | 1:08 – 2:32   |

| Eagle Time Day (3rd Wednesday of the Month) |               |
|---|---------------|
| Block 1 and 5                               | 7:45 – 9:01   |
| Passing Period                              | 9:01 – 9:04   |
| Block 2 and 6                               | 9:04 – 10:20  |
| Passing Period                              | 10:20 – 10:23 |
| Eagle Time                                  | 10:23 – 10:54 |
| POWER Lunch                                 | 10:54 – 11:54 |
| Passing Period                              | 11:54 – 11:57 |
| Block 3 and 7                               | 11:57 – 1:13  |
| Passing Period                              | 1:13 – 1:16   |
| Block 4 and 8                               | 1:16 – 2:32   |

Every 3rd Wednesday is Eagle Time. OFA students can engage in Eagle Time through their Canvas Dashboard.

# A/B Calendar

## ORCHARD FARM R-5 SCHOOL DISTRICT 2021-22 SCHOOL CALENDAR

|             |    |    |    |    |    |
|-------------|----|----|----|----|----|
| AUGUST 2021 | M  | T  | W  | TH | F  |
|             | 2  | 3  | 4  | 5  | 6  |
|             | 9  | 10 | 11 | 12 | 13 |
|             | 16 | 17 | 18 | 19 | 20 |
|             | 23 | 24 | 25 | 26 | 27 |
|             | A  | B  | A  | B  | A  |
| 30          | 31 |    |    |    |    |
| B           | A  |    |    |    |    |

August 11 -12 New Teacher Orientation  
 August 16 New Teacher Orientation  
 August 17 - 20 Teacher Work Days/PD  
 August 23 School Begins

September 3 No School – Professional Development  
 September 6 No School - Labor Day

October 21 **End of 1<sup>st</sup> Qtr (HS)**  
 October 25 Parent Teacher Conferences  
 October 27 Parent Teacher Conferences  
 October 28 No School – Professional Development  
 October 29 No School – Fall Break

November 12 No School – Professional Development  
 November 15 **End of 1<sup>st</sup> Trimester (EL, MS)**  
 Nov 24-26 No School - Thanksgiving Break

December 22 3 Hr Early Release  
 Dec 23 – Dec 31 No School - Winter Break

|           |    |    |    |    |    |
|-----------|----|----|----|----|----|
| SEPTEMBER | M  | T  | W  | TH | F  |
|           |    |    | 1  | 2  | 3  |
|           |    |    | B  | A  | PD |
|           | 6  | 7  | 8  | 9  | 10 |
|           | B  | A  | B  | A  | A  |
|           | 13 | 14 | 15 | 16 | 17 |
| B         | A  | B  | A  | B  |    |
| 20        | 21 | 22 | 23 | 24 |    |
| A         | B  | A  | B  | A  |    |
| 27        | 28 | 29 | 30 |    |    |
| B         | A  | B  | A  |    |    |

|              |    |    |    |    |    |
|--------------|----|----|----|----|----|
| JANUARY 2022 | M  | T  | W  | TH | F  |
|              | 3  | 4  | 5  | 6  | 7  |
|              | A  | B  | A  | B  | A  |
|              | 10 | 11 | 12 | 13 | 14 |
|              | B  | A  | B  | A  | PD |
|              | 17 | 18 | 19 | 20 | 21 |
| B            | A  | B  | A  | A  |    |
| 24           | 25 | 26 | 27 | 28 |    |
| B            | A  | B  | A  | B  |    |
| 31           |    |    |    |    |    |
| A            |    |    |    |    |    |

|          |    |    |    |    |    |
|----------|----|----|----|----|----|
| FEBRUARY | M  | T  | W  | TH | F  |
|          |    | 1  | 2  | 3  | 4  |
|          |    | B  | A  | B  | A  |
|          | 7  | 8  | 9  | 10 | 11 |
|          | B  | A  | B  | A  | B  |
|          | 14 | 15 | 16 | 17 | 18 |
| A        | B  | A  | B  | PD |    |
| 21       | 22 | 23 | 24 | 25 |    |
| A        | B  | A  | B  | A  |    |
| 28       |    |    |    |    |    |
| A        |    |    |    |    |    |

|         |    |    |    |    |    |
|---------|----|----|----|----|----|
| OCTOBER | M  | T  | W  | TH | F  |
|         |    |    |    |    | 1  |
|         |    |    |    |    | B  |
|         | 4  | 5  | 6  | 7  | 8  |
|         | A  | B  | A  | B  | A  |
|         | 11 | 12 | 13 | 14 | 15 |
| B       | A  | B  | A  | B  |    |
| 18      | 19 | 20 | 21 | 22 |    |
| A       | B  | A  | B  | A  |    |
| 25      | 26 | 27 | 28 | 29 |    |
| B       | A  | B  | PD |    |    |

January 3 Classes Resume  
 January 10 **End of 2<sup>nd</sup> Qtr /1<sup>st</sup> Semester (HS)**  
 January 14 No School – Professional Development  
 January 17 No School – MLK, Jr. Day

February 18 No School – Professional Development  
 February 21 No School – Presidents’ Day  
 February 23 **End of 2<sup>nd</sup> Trimester (EL, MS)**

March 17 **End of 3<sup>rd</sup> Qtr (HS)**  
 March 18 No School – Professional Development  
 March 21-25 Spring Break

April 15 No School – Good Friday  
 April 18 No School – Professional Development

May 25 High School Graduation  
 May 26 3 Hr Early Release  
 May 26 **End of 3<sup>rd</sup> Trimester (EL, MS),**  
**End of 4<sup>th</sup> Qtr /2<sup>nd</sup> Semester (HS)**  
 May 30 Memorial Day

|       |    |              |    |    |    |
|-------|----|--------------|----|----|----|
| MARCH | M  | T            | W  | TH | F  |
|       |    | 1            | 2  | 3  | 4  |
|       |    | B            | A  | B  | A  |
|       | 7  | 8            | 9  | 10 | 11 |
|       | B  | A            | B  | A  | B  |
|       | 14 | 15           | 16 | 17 | 18 |
| A     | B  | A            | B  | PD |    |
| 21    | 22 | 23           | 24 | 25 |    |
|       |    | Spring Break |    |    |    |
| 28    | 29 | 30           | 31 |    |    |
| A     | B  | A            | B  |    |    |

|       |    |    |    |    |    |
|-------|----|----|----|----|----|
| APRIL | M  | T  | W  | TH | F  |
|       |    |    |    |    | 1  |
|       |    |    |    |    | A  |
|       | 4  | 5  | 6  | 7  | 8  |
|       | B  | A  | B  | A  | B  |
|       | 11 | 12 | 13 | 14 | 15 |
| A     | B  | A  | B  |    |    |
| 18    | 19 | 20 | 21 | 22 |    |
| PD    | A  | B  | A  | B  |    |
| 25    | 26 | 27 | 28 | 29 |    |
| A     | B  | A  | B  | A  |    |

|          |              |    |    |    |    |
|----------|--------------|----|----|----|----|
| DECEMBER | M            | T  | W  | TH | F  |
|          |              |    | 1  | 2  | 3  |
|          |              |    | A  | B  | A  |
|          | 6            | 7  | 8  | 9  | 10 |
|          | B            | A  | B  | A  | B  |
|          | 13           | 14 | 15 | 16 | 17 |
| A        | B            | A  | B  | A  |    |
| 20       | 21           | 22 | 23 | 24 |    |
| B        | A            | B  | A  |    |    |
| 27       | 28           | 29 | 30 | 31 |    |
|          | Winter Break |    |    |    |    |

### Scheduled Makeup Days:

- (1) MLK, Jr. Day – January 17
- (2) President’s Day – February 21
- (3) Spring Break – March 21 - 23
- (4) Extended Academic Year (if needed)

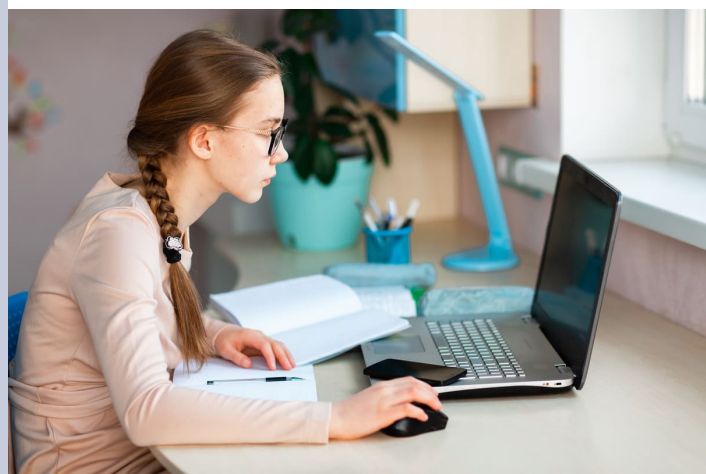
|     |    |    |    |    |    |
|-----|----|----|----|----|----|
| MAY | M  | T  | W  | TH | F  |
|     | 2  | 3  | 4  | 5  | 6  |
|     | B  | A  | B  | A  | B  |
|     | 9  | 10 | 11 | 12 | 13 |
|     | A  | B  | A  | B  | A  |
|     | 16 | 17 | 18 | 19 | 20 |
| B   | A  | B  | A  | B  |    |
| 23  | 24 | 25 | 26 | 27 |    |
| A   | B  | A  | B  |    |    |
| 30  | 31 |    |    |    |    |

Student Attendance Days 172  
 Teacher Work Days 184  
 New Teacher Work Days 187

**Orchard Farm Anywhere recommends that all learners have a designated work space where they can log on and complete their coursework each day. Explore this page to find a few essential items you may consider for your student's space.**

- Desk or table
- Spot for workbooks, notebooks, and paper
- Writing utensils
- School supplies (scissors, glue, markers, etc.)
- Learning device (Chromebook or other computer)
- Headphones with built-in microphone

# Setting the Space





# How might learning look?

OFA Live-while offered during regular school hours-will be in a blended format of synchronous and asynchronous learning. Orchard Farm teachers will be teaching your child via live Zoom calls, videos, and course work on Canvas.

Below are a few examples of what your child's learning might look like on a day to day, class to class, basis.

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Bell ringer activity
4. 20 minutes of direct instruction
5. Virtual student completes the rest of the work on Canvas independently.

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Bell ringer activity
4. Virtual students go to Canvas to watch pre-recorded videos and submit work (students can stay on Zoom if they need help or log off)

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Review concept
4. Take a quiz
5. Students can log off Zoom when finished with quiz
6. Go to Canvas for next steps

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Bell ringer activity
4. 20 minutes of direct instruction
5. Small group work with in-person students (virtual students could work together in their own group too)

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Bell ringer activity
4. Virtual students go to Canvas to watch a video, complete an assignment, take a quiz, etc.
5. Teacher sets a timer for independent work and virtual student returns back to whole group for next steps.
6. Direct instruction

1. Start Zoom-teacher takes attendance
2. Teacher shares screen with schedule
3. Bell ringer activity
4. Divide virtual students into Breakout Rooms
5. Meet individually with each student

---

Students who are 100% Edgenuity will be learning on their own time-asynchronously.

# Having trouble logging in?

## Signing into Chromebooks and Google:

**Username:** lastnamefirstname@ofr5.com

**Password:** Six-digit lunch pin + uppercase first name initial + lowercase last name initial

**Example:** jonathandoe@ofr5.com  
123456Jd

## Student Portal:

**Username:** six-digit lunch pin

**Password:** birthdate as two-digit month, two-digit day, two-digit year

**Example:** 123456  
010103 (as in January 1, 2003)



Clever is a single sign-on platform so that students can access digital learning tools with their OFR5 Google account. Clever can be accessed on a district Chromebook.

Students using a **district Chromebook** can open their Chrome browser and click on the Clever bookmark.

Students using their own **personal computer** can go to [clever.com/in/student/portal](https://clever.com/in/student/portal) and log-in with their OFR5 Google account and password.

Students using an **iPad or Android tablet** would do the same process as the personal computer.

---

For additional information on logging into Clever, please watch this video tutorial:  
<https://youtu.be/BXpoaW1lks0>



In the Orchard Farm School District, we use Canvas as our learning management system, or LMS. Teachers and students can manage online course learning materials and communicate their skills and learning achievements through assignments, quizzes, and videos.

OFA Live students will be using Canvas daily to access Zoom links, receive work, and access resources from their teachers.

Edgenuity students have an Orchard Farm Canvas, as well. All-school announcements, Eagle Time, clubs and activities, etc. can be accessed through Canvas.



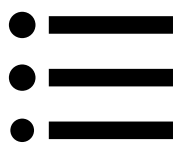
### Announcements

Teachers and administrators post announcements throughout the school year. Be sure to watch announcements for important course information and instruction.



### Recent Feedback

You can see your teacher's recent feedback, including rubrics and comments. Respond to your teachers' feedback to enhance your learning experience.



### Modules

You will use the modules page to navigate between units and assignments. Some modules will have to be finished before you can move to the next assignment.



### Syllabus

The syllabus outlines your course's major topics and concepts.



### Grades

The grades tab allows you to see your current progress in your classes and also see your teacher's feedback comments. **Check Tyler SIS for your most accurate grade.**



### Instructor Information

Your instructor's information can be found on the homepage of each Canvas course.



### Google Drive

You will use Google Drive to create many of your assignments, and then you will submit your Google files to Canvas.



### Inbox

You will use your Canvas Inbox for communication with your teachers, including asking your teacher questions.



### To Do

This is where you'll find a list of assignments and due dates. This list is found on the course homepage and will lead you to videos, discussions, and other assignments.



### Calendar

Calendar view lists all of your assignments and due dates.



Zoom is a conferencing application used in Canvas that allows virtual classroom meetings. Zoom is the main form of live video for OFA Live students. Students will follow their daily class schedule and log-in to each class via Zoom.

- 1** Find your meeting link either as a button on the home page or in the left navigation bar.
- 2** Click the meeting link under Join Zoom Meeting.
- 3** Select Allow to let Zoom use your microphone and camera for calls and meetings.
- 4** Click join from your browser.
- 5** Type in your First Name and Last Initial.
- 6** Click the I'm not a robot checkbox. You might also have to verify the CAPTCHA that pops up on the next screen.
- 7** Click the Join button.
- 8** You will see a message saying "Please wait, the meeting host will let you in soon." You will join the meeting once your teacher allows you in as an attendee.
- 9** Please turn ON your camera and MUTE your microphone.

# All OFA Live students will have the image below to use as their Zoom background.



Watch this video to learn how to set your virtual background:

<https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image>

---

## Zoom Etiquette

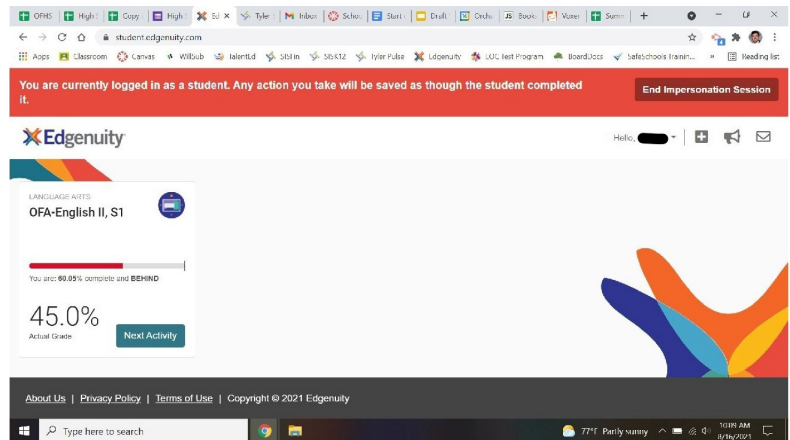
- Create a work space where supplies and charger are easily accessible. Do the best you can to make sure your area (and background) is distraction-free and quiet.
- Make sure that you sit in a well lit area so your face can be seen. Your face and shoulders should be in view. All school dress code rules still apply.
- Students should be muted at the start of class. If a student needs to ask a question, raise hand or use virtual hand symbol. Headphones/ear buds are highly encouraged.
- All chats to the teacher or others should be academic related. If two students are at the same location, please be on separate screens to ensure privacy.
- Students should only use their school name on the screen. Students should also be on time at the start of class and remain online with camera on until the end of the class period or until the teacher gives direction otherwise.
- Please take care of personal needs (eating, talking with others in your home, etc.) before entering a Zoom classroom. If a break is needed, privately chat with your teacher.

# Edgenuity

Edgenuity is a standards-aligned video-based curriculum. Orchard Farm High School OFA students can use Edgenuity for 100% of their courses or do a mix of Edgenuity and OFA Live.

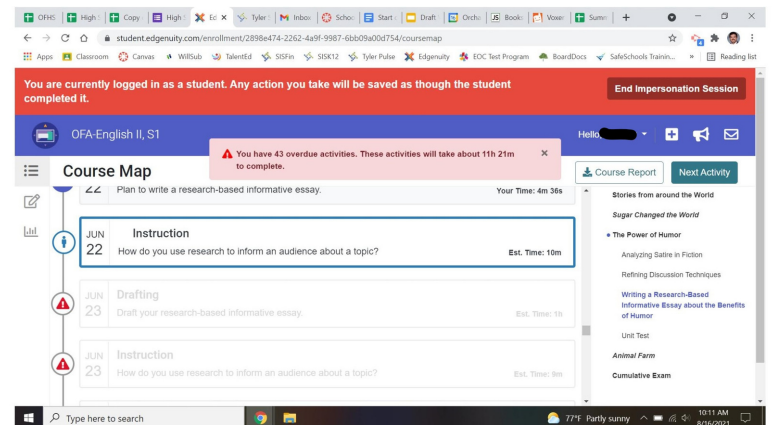
## Home Page

When virtual students login, you will see a tile for each course they are enrolled in. Each tile will provide information about progress and achievements. To get started in the course, students will click "Next Activity", OR they can click anywhere else on the tile to go to the course map.



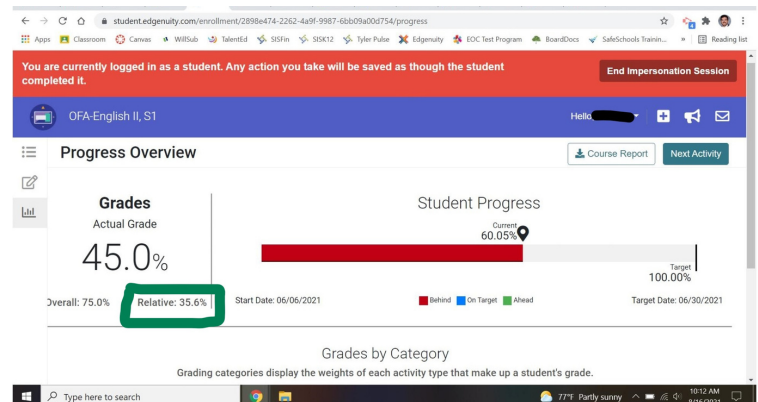
## Course Map

From the course map, students can view the structure of the entire course. The course map page will provide students updates on their progress, due dates, and missing assignments.



## Progress Overview

Students will see three grades: Overall Grade, Actual Grade, and Relative Grade. The Overall Grade is the weighted average grade for completed activities based on the grade weights for each type of activity. The Actual Grade is the overall grade adjusted for progress if a student is behind. This score doesn't assume zeros for uncompleted work; simply penalizes for falling behind. The Relative Grade is the grade that a student would receive if s/he stopped working and received 0% for all unscored, counted activities. **It is important to note student's Relative Grades will be entered on their official transcript after they complete their courses.**



For additional information on the Edgenuity program, please view this short video tutorial:  
<https://www.youtube.com/watch?v=vYnfK-zEWTw>

# How to Email a Teacher

## Subject Line

2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

## Begin with a Greeting

- Good Morning
- Hello
- Good Afternoon

## Body of the Email

- I am writing because...
- I need help with...
- I am confused by...

## Closing

- Thank you!
- Have a nice day!

*Sign your Name!*

### **General Tips:**

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar
- Plz spell out ur words.



# Academic Integrity & Plagiarism

In OFA courses, students will be creating a variety of projects: essays, videos, slide presentations, etc. They'll need to consider how they are going to use outside sources responsibly.

## Plagiarism

When students use someone else's work and claim it as their own, they commit plagiarism. Plagiarism can get students into trouble at school, even if it is unintentional. To avoid plagiarism, all students have to do is cite their source (tell the reader where they got the information) and use quotation marks (when they use information from their source). They may also simply summarize the source's information in their own words.

## Copyright & Fair Use

Students may not realize it, but their original creative work is protected by copyright. Unlike plagiarism, copyright infringement is against the law.

Stories and information found in newspapers, books, videos, podcasts, and other creative works in print, broadcast, and online are almost always protected by copyright. To make sure we are not breaking the law, there are resources that are considered "Fair Use".

### The four characteristics of Fair Use:

1. **Purpose**-changing the purpose of the original work favors fair use.
2. **Nature**-Factual works favor fair use more than creative works.
3. **Amount**-Students shouldn't use the most important part of the work, or too much of it, if they want to claim fair use.
4. **Marketability**-as long as a student's work doesn't take potential profit away from the creator of the original work, they can claim fair use.



# Getting Support

## Need help with...

### Scheduling?

Contact your counselor:

Middle School-La'Sheka Smith, smith@ofr5.com

High School-Jennifer Pipkens, jpipkens@ofr5.com

### Content?

Contact your teachers:

Middle School-OFA Live teachers from your student's schedule

High School-OFA Live teachers from your student's schedule

High School-Edgenuity support teachers

Laura Rapini-lrapini@ofr5.com

Carly Harper-charper@ofr5.com

### Technology?

For Chromebook, Google, Student Portal support:

Middle School Librarian- Heather Sanchez. hsanchez@ofr5.com

High School Librarian- Mindy Botkin, mbotkin@ofr5.com

For Clever, Canvas, overall technical support:

Technology Help Desk- helpdesk@ofr5.com

636-757-6895

For all other questions, please contact your child's building principal.

If your child is having technical difficulties (for example, the internet isn't working at home), please call the main office so the OFA Live teachers can be notified.

**Orchard Farm High School: 636-695-8650**  
**Orchard Farm Middle School: 636-757-8750**

