2019-202 Student Welcome Packet

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CAVA Motto:
DREAM
Determined
Responsible
Engaged
Ambitious
Motivated

follow your dreams
Middle School Success

DREAM

The CAVA Middle School program is designed to meet the needs of our 6th, 7th, and 8th grade students. Our teachers suggest the following keys to a successful school year.

✔ **Determined:** Complete assignments as given by your teacher. Teachers will be giving you assignments with a due date. The assignments will be from the OLMS as well as directly from your teacher. The teachers will be specific with their expectations, how they are going to grade, and what you need to do. Be DETERMINED to turn those assignments in on time!

✔ **Responsible:** Attend class connect sessions. These class connects are places where you will receive the support needed to help in your course assignments. You will have the opportunity to interact with your teacher and other students in sharing your ideas and asking questions. You are an important part of the learning community.

✔ **Engaged:** Be active in your learning. Attend your class connect sessions and be an active participant. Be ENGAGED and interactive with the teachers and other participants; come prepared with questions. This is your time to learn and ask questions.

✔ **Ambitious:** Communicate with teachers if you are struggling, you finally got it or you don’t feel like you’ll ever get it. They are here to help you. If you have a challenging situation in your life and you can’t get your assignments in on time, communicate with your teachers by class connect, email or phone. You can choose to text, but this communication should be used to schedule a time that you both can talk.

✔ **Motivated:** Be motivated to do your job. A really important part of being in middle school is getting ready for high school and beyond. Your job is to become a responsible, independent learner. Make sure you know when your assignments are due, when classes are held, and what time you need your alarm to go off in the morning. Paying attention to all of these things will make you increasingly independent, and ready to take on anything!

**D.R.E.A.M.**

Our learners are:

- Determined
- Responsible
- Engaged
- Ambitious
- Motivated
Dear Families, Parents and Friends,

On behalf of our entire staff, we would like to welcome our new students to our 2019-2020 school year and to our returning students, welcome back! We have missed you! Much planning, CONSTRUCTION and hard work has gone into preparing for a successful school year.

All teachers and support staff have spent hours preparing lesson plans, creating student-centered virtual classroom environments, and reviewing data. We are excited to welcome you and are looking forward to an exciting school year for your family.

Our leadership team is comprised of our amazing director Mrs. Deanna Haynie and 3 principals, Mrs. Sharon Flemmer, Mrs. Lara Titizian, and Mrs. Shannon Jackson.

**Director of Middle School**
**Deanna Haynie** started her career in education in 1992. She received her bachelor's degree in Liberal Studies from California State University, Long Beach. She continued with CSULB to receive her multiple subject teaching credential. Before coming to work for the CAVA schools, she worked in K–8 public schools in Fishers, Indiana, and Cupertino, California; mainly with 5th through 8th grade students. She joined the CAVA staff in 2005 as a K–8 teacher. Since then, she has served as the lead of language arts, and Regional Program Coordinator for the northern CAVA schools for six years. Currently, Deanna is the Director of Middle School for all nine California Virtual Academies. Deanna holds a clear administrative credential. She is committed to making the CAVA Middle School Program the a great schooling option for all middle school students.

**Middle School Principal**
**Sharon Flemmer** earned her bachelor's degree in sociology from the University of California, Davis, with a minor in education. She received her multiple subject teaching credential from the University of the Pacific and an advanced K–12 online teaching certificate from Boise State. Sharon began her K–8 teaching career in Lodi, California in 1994, and joined the California Virtual Academies at San Joaquin staff in 2009. Since joining, Sharon’s experience has included working with students in kindergarten through 8th grade and as a teacher trainer, in addition to a Regional Lead Teacher. Sharon is dedicated to leading middle school students to find personal successes in their educational career.

**Middle School Principal**
**Shannon Jackson** earned her teaching degree in 2001 from California State University, San Bernardino. She has taught K–5th grade in brick-and-mortar schools. While in brick-and-mortar schools, she supported her local team with ensuring that the needs of English Language Learners were being met and strategizing ways to further support students and to promote academic growth. Further pursuing her educational career, she earned her master’s degree in administration in 2017. She joined the CAVA at San Diego staff in 2014 as a middle school teacher and moved on to be a regional lead teacher. One area of focus that Shannon is passionate about is working to foster relationships and community in the virtual environment.

**Middle School Principal**
**Lara Titizian** began her career in education in 1998. She earned her master's degree in 2000
while teaching 6th grade in the Bay Area. Lara joined the California Virtual Academy at Los Angeles staff in 2008 as a K–8 teacher. Since then, she has also held the positions of regional lead teacher and lead teacher of testing. Lara became an educator because she has a love for learning and wants to share her passion with the people who deserve it most, the students. Her focus, along with the schools, is to provide our students with the necessary tools to become well-rounded, well-grounded individuals who will lead us into the future.

Remember, the **First day of school for Thursday, August 22, 2019!**

Thank you for choosing the California Virtual Academies as your school of choice! This will be a FANTASTIC year!

Sincerely,

Deanna Haynie, Director
Sharon Flemmer, Principal Campus 1
Lara Titizian, Principal Campus 2
Shannon Jackson, Principal Campus 3
Calendar of Events
2019-2020

August
8/22/19 First Day of School
8/22/19 Star360 Diagnostic Test
8/22/19-8/30/19 Spirit Week
8/30/19 Back to School Park Day

September
9/2/19 Labor Day No School
9/6/19 Star360 Assessment Due
9/27/19 Outing Day

October
10/10/19 Internet Safety/Cyber Bullying Assembly
10/10/19-10/24/19 Interim Assessment Time
10/21/19-10/25/19 Red Ribbon Week
10/24/19 End of Quarter 1/All assignments due
10/25/19 Outing Day
Quarter Transition: Parent/Teacher Conferences

November
11/4/19-11/8/19 Review Week
11/8/19 Quarter 1 Celebration
11/11/19 Veteran’s Day No School
11/22/19 Outing Day
11/25/19-11/29/19 Thanksgiving Break

December
December Spelling Bee’s held
12/9/19 -12/13/19 Learning Coach Appreciation
12/13/19 Outing Day
12/20/19-1/03/20 Winter Break
Semester 1 Academic Conferences Begin

Thank you for choosing CAVA as your school of choice!
January
1/6/2020 Mid-Year STAR 360 Assessments
1/17/2020 End of Semester 1
1/20/2020 Martin Luther King Day No School
1/21/2020-1/28/2020 Semester Break
1/29/2020 Semester 2 Begins
1/31/2020 Outing Day

February
2/17/2020 President’s Day No School
2/18/2020-2/21/2020 Random Acts of Kindness Week
2/13/2020 Award Ceremony
2/28/2020 Outing Day

March
Quarter 3 Academic Conferences Held
3/27/2020 Outing Day
3/31/2020 End of Quarter 3/All assignments Due

April
4/3/2020 Quarter 3 Celebrations
4/6/2020-4/13/2020 Spring Break
4/20/2020 State Testing Begins
4/24/2020 Outing Day

May
Quarter 4 Academic Conferences Held
5/25/2020 Memorial Day- No school
5/27/2020 End of the Year STAR 360 Assessment
5/29/2020 Outing Day

June
6/5/2020-6/11/2020 Promotion Ceremonies held
6/12/2020 Last Day of School
6/12/2020 Outing Day
California Virtual Academies
Middle School

Main CAVA Office (866) 339-6787

My Teacher Contact:

Name: ____________________________
Email: ____________________________
Phone: ____________________________

My Information:

Student ID: _________________________
OLMS Username: ______________________
OLMS Password: _______________________

Middle School Website:
https://dhaynie.wixsite.com/cavams

CAVA Outings:
http://cavaoutings.weebly.com/

K12 Customer Support:
https://www.help.k12.com/s/
• Setting up your learning Coach Account
• How to find your student ID #
• Blackboard Launcher Help
• Materials questions
• Much More!
Tech Support: (866) 512 – 2273

Online Middle School Login:
https://login-learn.k12.com/#login

Star360:
https://global-zone50.renaissance-go.com/welcomeportal/7280830

Parent Portal:
Login: ____________________________
Password: _________________________

Star360:
Login: ____________________________
Password: _________________________
CAVA Attendance
Quick Guide

Students:
✓ Attend and complete all assignments each school day, Monday through Friday.
✓ Attend required Class Connect sessions in addition to completing assigned work.
✓ Use your student username and password to access and work in the online school – this is how the online school tracks your daily attendance (time spent working on assignments & attending live Class Connects).

Learning Coaches:
✓ Always use the Missing Attendance Survey within 48 hours when your student:
  • works offline for the day
  • is absent for any reason

Missing Attendance Survey:
https://tinyurl.com/missingattendancesurvey
Missing Attendance survey instruction video:
Video link: https://fw.unitymg.com/rdr/D:2955

Need Help?
Reach out to your student’s teacher – they know you and your student the best.

Email CMSCompliance@caliva.org if you have questions about our attendance policies.

CAVA Academic Calendar 2019-2020

August 22
First Day of School

September 2
Labor Day – No School

November 11
Veteran’s Day – No School

November 25-29
Thanksgiving Break – No School

December 20- January 3
Winter Break – No School

January 20
Martin Luther King Jr. Day – No School

January 21-27
Midterm Break – Teacher In-Service, No School for Students

February 17
Presidents’ Day – No School

April 6-13
Spring Break – No School

May 25
Memorial Day – No School

June 12
Last Day of School

School calendar online:
https://cava.k12.com/community-events/academic-calendar.html
California Virtual Academies
Middle School

Independent Study Master Agreement (ISMA)
As part of the enrollment process, all of our students and learning coaches must sign an ISMA (Independent Study Master Agreement) prior to the start of the first day of instruction. Students cannot begin school until this document has been signed. We use an electronic, web-based system to collect these required signatures.

You will receive an email from CAVAnoreply@spsis.com. When you receive the email it is very important that you open it and follow the attached directions to sign your ISMA.

1. Please be sure that both you and your student sign your full first and last names (NO Nicknames please). Student’s signature and typed name should be exactly as it shows at the top of the ISMA.
2. Both you and your student will sign and type your names TWICE, so make sure you scroll down to find all the signature boxes. Again, this should be your full first and last name for both you and your student.
3. It is tricky to sign with the mouse, so just do your best. It doesn’t have to be perfect. If you do not like your signature, you can simply click on the eraser in the right top corner of the signature box and start over.
4. Be sure to click ‘Submit’ once all signatures are complete and names typed in the appropriate boxes.

Once you and your student have signed the ISMA you will be ready to start school!
Please let your teacher know if you have any questions or if you need assistance.
What is the Back to School Packet?

- It is an online form completed annually at the start of each school year. The state of California requires the school to collect this information every year to ensure that it is accurate, and it also allows California Managed Schools to apply for additional funds.
- You will be sent an e-mail invite from your school with the subject line, “School Registration Process.” Please be sure to access your Back to School Packet directly from the link found in the e-mail invite. It is best to complete this online form on a computer, not on a mobile device such as a tablet or smartphone.
- Report cards, progress reports, and CAASPP testing results cannot be accessed until this is complete.
- For further assistance, please reach out to your homeroom teacher for step by step directions or reach out to btsp@caliva.org for assistance in retrieving your username and password.

Online Middle School (OLMS) and Welcome to Online Learning Course

- You will receive a Registration Code from K12 to set up your OLMS account.
- Set up your student’s account and email on the OLMS.
- Choose your student's name from the My Account menu and enter a user name and password & save.
- Once you save this information, your student can log in to his/her own student OLMS account and should use this account to access the OLMS each day.
- Adjust your Time Zone under your account settings so classes appear at the correct time.
- You should begin receiving your materials within the next week, if you have not already received them. If you have any questions about shipments or material issues, please contact the K12 customer help line at 1-866-626-6413. You can also view shipments on your OLMS home page by going to the “My Account” section.
- The first course your student should access and complete is the Welcome to Online Learning Course. This will receive a grade of Pass/Fail on the report card.

STAR360 (Initial Diagnostic)

- STAR360 assessments in Math and Reading provides information regarding your strengths, weaknesses and your growth in both subjects. You will take these tests several times during the year to track your progress.
- You will log in by going to this website:
  https://global-zone50.renaissance-go.com/welcomeportal/7280830
- This website is specifically designed for our school. You should bookmark it as a favorite on your computer. No other Renaissance site address will work for our school.
  - Username: K12 student id number  (example: 123456)
  - Password: firstnamelast3digitchostudentidnumber (first name must be in lowercase)
    - Example:   username: 123456   password: jonathon456
- When logging in, if it asks what class you are in, choose any class. Scores are reported to all of your classroom teachers.
Travel Plan Procedures

As stated in California Virtual Academies Enrollment Requirements: CAVA is a full-time independent study program offered to students who reside in one of the counties CAVA serves. We understand that on occasion students may travel during the school calendar days. Students who travel for an extended time, over 5 days during instructional school days, must submit a request to their teacher at least 2 weeks prior to the travel date. The request will be reviewed by the local administrator.

Travel plans are granted to students in good standing:
- Completes assigned work daily consistently.
- Logs attendance daily, as assignments are worked on and completed.
- Communicates regularly with the assigned teacher.
- Attends in person and online required meetings for instruction and assessment, as scheduled.

Travel plans may not be granted if:
- Student is not in good standing.
- Student will be traveling more than 20 days (one learning period).
- Would not be available to attend required in person meetings as scheduled with the assigned teacher.
- Student will not have reliable internet or phone service while traveling.

A Travel Plan must be completed by the teacher. Once you are aware of your travel details, please notify your teacher and request a travel plan.

- Please Provide your teacher with the following details:
  - Departure Date
  - Return Date – must be entered
  - Contact Information
  - If student is in Special Education, please be sure to communicate with the student’s Special Education Teacher regarding any concerns regarding travel
  - If student has a sibling, please be sure to communicate the travel with the teacher of the sibling
  - Special Education & Support Staff names

- Assignments & Work Submissions
  - The teacher will provide clear expectations of lessons to complete and required class connect sessions, during traveling.

- Meeting and/or Testing Schedule
  - Student is required to attend class connect sessions as scheduled on the student’s ILP by the teacher.
    - An instructional recording may be provided to the student; however, the teacher must check for understanding of the recorded instruction by speaking with the student or holding a separate live session.
  - If student is traveling at the end of the school year, dates of in person assessments must be stated clearly.
  - An in person meeting date, time and location within 10 days of return date, must be included.

- All travel plans require Principal approval.
"Save The Date" for State Tests!

State Assessments Are Coming Up!

State Testing Season is an exciting time as students from all over the state gather at local sites to test in various academic subject areas. This is a great opportunity for students to demonstrate their level of knowledge while providing teachers with helpful assessment data to support instruction in the classroom. In addition, our online students are able to meet fellow classmates and teachers face-to-face!

State testing window:
April 20th to May 22nd
Your student will be assigned one week of testing during the 5 week testing window.

CALIFORNIA STATE TESTING

<table>
<thead>
<tr>
<th>SBAC or California Alternate Assessment (CAA)</th>
<th>ELA/LITERACY &amp; MATHEMATICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3-8 and 11</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CAST or California Alternate Assessment (CAA)</th>
<th>SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 5, 8 and High Schools</td>
<td></td>
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<tr>
<th>PFT</th>
<th>PHYSICAL FITNESS</th>
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</thead>
<tbody>
<tr>
<td>Grade 5, 7 and 9</td>
<td></td>
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</tbody>
</table>
OUTINGS OPPORTUNITIES

Come and meet your fellow CAVA classmates and teachers in fun and engaging school hosted outings. On the last Friday of the month, there will be an all school connection day made-up of outings, service-learning opportunities and other engaging activities (assemblies, fun fairs, etc.).

PRINCIPAL’S CHALLENGE:
Your principal will have a special challenge for you to complete. Look for details in an upcoming email to get invited to a quarterly celebration.

OUTINGS OPPORTUNITIES

SAY YES TO NEW Adventures

VIRTUAL OUTINGS
LAST FRIDAY OF THE MONTH IN PERSON
QUARTERLY CELEBRATIONS
TUTORING OPPORTUNITIES
SERVICE PROJECTS AND MORE

http://cavaoutings.weebly.com/

Please check the website regularly as we post and update our outing opportunities for your family!

I look forward to seeing you there!
# Daily Take 5: Learning Coaches Guide to Student Success

## Daily Check- 5 tasks for 5 minutes

<table>
<thead>
<tr>
<th>Daily 5</th>
<th>Ask your Student</th>
<th>Action Steps</th>
<th>Additional Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily Schedule</strong></td>
<td>Does the student have all materials ready to go for each lesson for the week?</td>
<td>Print out the daily and weekly schedule either from the OLMS or teacher email.</td>
<td>Have the child highlight as he/she attends and completes assignments</td>
</tr>
<tr>
<td><strong>Grades Check</strong></td>
<td>Explain any grades of a zero (this could mean the student did not complete the assignment)</td>
<td>Redo any low quizzes/test scores.</td>
<td>Celebrate Successes</td>
</tr>
<tr>
<td><strong>Content Check</strong></td>
<td>Check each day for the green checkmark. Any lesson that states a number has a portion not yet completed</td>
<td>Ensure that days lesson has a green check mark.</td>
<td>Check for student understanding of the topic.</td>
</tr>
<tr>
<td><strong>Download Student Guides</strong></td>
<td>Ask your student show you the next days lesson and prepare by downloading all “Lesson Resources”</td>
<td>Help your student download/print all lesson resources.</td>
<td>Taking notes and reading all pages as listed in the student guide will help determine Success on quizzes and unit exams.</td>
</tr>
<tr>
<td><strong>Missing Assignments</strong></td>
<td>Have the student explain any overdue assignments (these are not daily quizzes and tests but rather teacher graded assignments such as essays and projects).</td>
<td>Have the student complete and submit overdue assignments ASAP.</td>
<td>Overdue assignments can be completed as homework and submitted over the weekend.</td>
</tr>
</tbody>
</table>
Student Resources for History and Science

Each lesson contains a “Lesson Resources” button.

This contains Materials that are KEY to student understanding

**Materials**

- Student Guide: Lesson 1
- Lesson Answer Key (DOCX)
- Getting Started (DOCX)
- Why Study History? (DOCX)
- History Journal

The Student Guide and extra documents should be printed and placed in the student’s history folder. These guiding questions and notes will be extremely helpful when studying for the quizzes and unit exams.
How to Complete Lessons and Check Grades in the Online Middle School

Student Homepage (each student has a different picture of their choosing)

Click “My Schedule” to see Live Class Connect Sessions and assignments, as well as Overdue Assignments.

These are Live Class Connect sessions. Click the name to go!

This is where you will find assignments.
Click on “Classes” to see your classes. To “Go” to class, click on the class picture. To go to see your lessons, you have to click on a class.
Once you are in a class, click “Content” to see the lessons. To know what lesson you need to work on for that day, you can look at the Weekly Plan, or write down the lessons you saw under “My Schedule.” You can also look at the “Plan” tab in a class. The easiest is to print the Weekly Plan you get from Mrs. Hanson on Monday and have it near your computer. Then you check put a check mark by the lesson on the plan when you finish it, and keep track of your progress!

This is what the content area looks like:
Scroll Down to see the full Table of Contents for the unit. Click the Unit Number to see Student Resources for the unit, or click a lesson number to complete a lesson.

Always start a lesson at the Introduction, and read through all pages and take notes before taking a quiz.
This is the process you use for completing lessons in each class in the online school. Some lessons have quizzes, and those will finish the lessons. Always complete the practice exercises in the lessons, and complete the activities as well. It is important to remember to take notes for your lessons in the online school, just like you would in a classroom. You may use your notes on your lesson quizzes and on the unit tests.

Check your grades, scores and missing assignments by clicking the “Grades” tab.

Items that show a dash instead of a score need to be completed. Items with a zero also mean a missing assignment. The zero is not the final score, it just tells students they need to complete the assignment.

Number scores are assignment scores. All quizzes and tests can be taken three times to improve scores.

To complete missing assignments or re-take quizzes/test, write down the lesson number (Unit + lesson) then go to content and find the lesson to work on it.