

STAR Labs Procedures and Expectations

*It is the firm belief of the **STAR Labs On-line Learning Center** that the basic, fundamental goals and tenets of education are universal in that they exist to prepare our students for life-long learning and success in a changing society. The tools and instructional methods to achieve these goals are advancing rapidly and, as a result, students receiving educational instruction within the **STAR Labs On-line Learning Center** will use the most contemporary communication and information technologies to enhance and expand their individual learning experience. It has been established that on-line learning can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. In this regard **STAR Labs On-Line Learning Center** envisions the following for all students:*

- *Becoming proficient in reading, writing, mathematics, and critical thinking*
- *Being prepared for the next level of education*
- *Successfully attaining the skills and proficiencies required of today's work force*
- *Addressing diverse learning styles*
- *Accommodating individual learning rates*
- *Encouraging cooperative learning*
- *Helping students accept responsibility for their learning*
- *Providing the means to communicate globally*
- *Improving academic achievement in all areas*

1. Orientation for operation of and functioning within the computer lab.

- a. Accessing and utilizing the functions of Microsoft Office Suite
- b. Get to know the functions and operations of your **assigned** computer
- c. Setting up Accounts for: Myedkey, Gmail, Khan academy, and online textbooks
- d. How to correspond with online teachers

2. Purposeful work ethic and expectations that allow for the optimum performance, achievement and success for every student participating in online courses within the STAR Labs.

- a. Total respect toward self, peers and staff
- b. Prepared and ready to work every day (includes having necessary work materials [paper, pens, pencils, research etc.])
- c. Maintain open lines of communication with online teachers (OTL) and Lab Advisors
- d. Seek help when needed; **failure is not an option in STAR Labs**
- e. Students are expected to spend at least one hour (minimum) on each course per day

3. Student expectations for working within STAR Labs

- a. Arrive on time prepared to work at your assigned seat. Students arriving after the late bell are expected to have a late pass. Failure to have a pass may lead to detention or other disciplinary action.

- b. Check email upon entering class and maintain immediate and appropriate responses
- c. Respect the space and property of other students
- d. Respect student space and work areas
- e. Respect and do not disturb students who are already working
- f. Respect the Lab and be sure to clean/straighten up after yourself
- g. At the end of class, during fire drills or other special events, please exit the lab in an orderly manner
- h. All disciplinary rules, policies and regulations that apply to Sequoia Secondary School also apply to STAR Labs. Non acceptable, disruptive behaviors or violations by students of any of Sequoia's/STAR Labs policies can lead to seating change, room change, removal from the lab and/or other disciplinary actions determined by the administration.

4. Expectations for maintaining academic integrity and a high bar of achievement within STAR Labs.

- a. Because the access to a broad realm of information is readily available to students working in the lab, online teachers and lab advisors have devised methods to detect when students have copied or falsely claimed other people's work as their own (plagiarism).
 - i. Consequences for plagiarism: 1st offense warning from online teacher and lab advisors. Student will be allowed to re-do assignment. 2nd offense: will lead to a "0" and no opportunity to re-do assignment. 3rd offense: "0" for the assignment and an "F" for the course. Student may also be permanently banned from using STAR Labs in the future.

5. Cell phone usage is a privilege not a right in STAR Labs

- a. Cell phones are allowed only with the expressed permission of the lab advisors
 - i. permission will not be given if a student is 10% or more behind in coursework or if a student has violated disciplinary policies
- b. Cell phones are allowed only for listening to music and users must use ear buds
 - i. Students are not allowed to use cell phones when an assignment requires reading or viewing a video
- c. Cell phones will not be used for outside communication or any type of social media
 - i. Violators will be asked to put away their phones or have phone confiscated. Noncompliance will lead to further administrative disciplinary action.
- d. No one else should be able to hear or be disturbed by the user's cell phone

6. Consumption of food and drinks in STAR Labs

- a. No beverages or other liquids are allowed around any of the computers
 - i. Drinks, liquids and beverages (including water) must be kept on one of the designated table, in the refrigerator or on the floor
 - ii. Consumption of drinks, liquids and beverages may only be done in designated areas
- b. Food may be consumed at computers with permission of the lab advisors

7. Students working in STAR Labs are subjected to all rules, regulations and policies of the Sequoia Secondary Charter School and as such, are expected to attend all lab classes on time and for the duration of those classes.

8. Medications

- a. Students are not allowed to have medications on or in their possession
- b. All student medications must be given to the school nurse

9. End of Semester Standards

- a. All course work must be completed by the end of each semester. This applies whether a student enrolled in the “brick and mortar” setting or in the “online setting”.
Uncompleted courses work will no longer be carried over into the next semester or into summer school. Students will be graded out of their course/s by the last day of the semester in accordance with the grade they have earned. Note: Any work that is not completed will result in a **“0”** for the “online course” and **40%** in the “brick and mortar” course.