

**WCSD Short-Term Closure Plan**  
**Secondary (6-12)**  
**FAQ**  
**2021-2022**

**MIDDLE/SECONDARY (6-12)**

In the event that a school or the entire Warren County School District is required to close due to the COVID-19 pandemic, the following procedures will be followed. Please read the procedures in order to understand how the district will proceed with educating our students virtually.

**General Information:**

- Each middle and high school student should have been trained how to use **Microsoft TEAMS**
  - All courses in grades 6 through 12 will be using **Microsoft TEAMS** as the virtual platform for online learning. (This does not include Warren County Career Center Courses.)
- The students will follow their normal schedule period-by-period, Monday through Friday. Live lessons will take place daily and student attendance will be recorded by the teachers. (If the teacher is absent, the teacher will place an announcement on Microsoft Teams and post any work that may need completed.)
- To access Microsoft Teams, students will login to their device and open the “Teams” icon on the desktop. The student’s courses will be located within “Teams.”
- Parents/guardians should be prepared if a school or the entire district transitions to remote learning and communicate with the school regarding technology needs.
- Grades will continue to be reflected in eSchool so parents are made aware of their child’s progress during the school closure.
- Special education teachers and case managers will continue to work with their students. Each special education teacher/case manager will make contact with their students’ parents to discuss any specific needs during the time of the school closure.
- School counselors will be available to help progress monitor and reach out to students who may be struggling or are lacking progress within Teams. They will also be available for individual counseling sessions or other student needs.

## FAQ

### **1. What is the length of this short-term school closure?**

- a. It depends on the number of COVID-19 cases. The short-term closure could be one specific building or the entire district.
- b. Information will be provided to parents, students, and staff as soon as it becomes available.

### **2. What are the expectations of students if a school building or the entire district closes?**

- a. Students currently attending school in-person will shift to online learning via Microsoft TEAMS. Middle and secondary students will be instructed by their assigned classroom teachers throughout their 7-period school day, Monday through Friday. Their teachers will not change. Live lessons will take place daily, and student attendance will be recorded each period.
- b. Students who are currently attending the Virtual Academy will remain the same. There will be no change in their education.

### **3. What can I expect my child to bring home if a school building or the entire district closes?**

- a. WCSO login procedures (username and password)
- b. Laptop
- c. Laptop charger
- d. Hotspot (TBD; if necessary)
- e. Login Procedures for Microsoft Teams with username and password

### **4. How does my child access Microsoft Teams?**

In addition to the login procedures that will be sent home with the student, below is how to log into Teams. There will be a more detailed set of directions sent home in the event of a closure and posted on the district website at [www.wcsdpa.org](http://www.wcsdpa.org) on the main page under "NEWS".

- a. Select the Teams icon on your desktop. Each course will have its own Team located within the app.
- b. If it doesn't automatically login into your Teams account, enter your district issued email address and district issued password
- c. If the Teams icon is not on the desktop, log into Office 365 and click the 9 square app launcher in the top left to access the app.



**5. Has each middle and high school student been trained on the virtual platform that would be used if a school or the entire district has to close?**

a. Yes, all students were trained on Microsoft Teams.

**6. Will students have to attend Advisory in the event of a school closure?**

a. Students will not be required to attend Advisory. Teachers will utilize this time for parent communication.

**7. Will students have to attend “support center” (study hall) in the event of a school closure?**

Students will not need to log in to their “support center” (study hall) period. This time should be used to complete any online or offline work assigned by the teachers.

**8. Can students do their work at any time, or is there a specific schedule?**

Middle and high school students will follow their normal schedule period-by-period, Monday through Friday. Live lessons will take place daily and student attendance will be recorded by the teacher.

**9. How will parents/guardians know how the student is doing within courses offered through Microsoft Teams?**

Grades will be recorded in eSchool as students submit their assignments through Microsoft Teams. Parents can follow their child’s progress in Home Access Center.

**10. Will special education teachers / case managers continue to work with students?**

Yes. Each special education teacher / case manager will make contact with their student’s parents and discuss any specific needs during the time of the school closure.

**11. Will school counselors be available to help students?**

Yes. School counselors will help progress monitor and reach out to students who may be struggling or lack progress. They will be available for individual counseling sessions or other student needs.

**12. If a student attends the WCCC, are they reporting to the building during the school closure?**

The WCCC will be reaching out to WCCC students to explain whether they will or will not be coming into the WCCC for instruction of their specialized program.

**13. If a student is in a full-time special education program, are they to report to the building during the school closure?**

The WCSD will be reaching out to families of students with full time special education to explain whether they will or will not be coming into the school setting for instruction of their specialized program.

**REMINDERS FOR ADDITIONAL ASSISTANCE**

**Email for any specific classroom issues:** Contact your classroom teacher via email or call the school.

**Email address for technical issues:** [helpme.wcsdpa.org](mailto:helpme.wcsdpa.org) OR call (814) 723-6900; Option 7