2020-2021 WCSD Parent 6-12 Option 3 Online Learning Guide

A Warren County School District learning plan will be put into place related to training for students and professional development for staff in regards to the online learning platform that would be used if any of the following scenarios would take place during the 2020-2021 school year.

- Full time online learning to begin the school year for all students.
- Full time online learning in the case of an outbreak and all students need to go online.

**Grades 6th - 12th Core Classes and World Language Classes**

6th through 12th grade students who choose Option 3 will continue to have their core content teachers of record as they did if school was in session. Students will follow their normal schedule as they typically would in the school setting.

The online instructional delivery method for students in Grades 6-12 core courses and World Language will take place through Microsoft Teams.

**Please Note:** If school is in session and there are 6th through 12th grade students who have selected Option 3 at the beginning of the school year, the teacher of record will utilize Microsoft Teams to instruct those students who will be learning virtually from home. The teacher of record will be responsible for the instructional delivery of both the students in brick and mortar, as well as those students at home virtually (via Microsoft Teams).

The online instructional delivery method for students in Grades 6-12 core courses (English Language Arts, Mathematics, Science and Social Studies) and World Language will take place through Microsoft Teams.

The following procedures will take place if online learning is expected for 6th through 12th grades:

**SCHEDULING**

1. Each school building will follow its developed 2020-2021 master schedule that was created for students had they been in the school setting. Building administration will share the student’s class schedule with the parent and student. The designated times for the secondary 7-Period Day and Advisory will remain the same whether students are in the school building or if they are learning online.

**RESOURCES AND ONLINE TEXTBOOKS**

2. For those courses that have online textbooks, these will be set up at the beginning of the year and students should be provided access to the online textbooks as these will be utilized for instructional delivery within Microsoft Teams.
INSTRUCTIONAL DELIVERY

3. Teachers will design an agenda each week and post to Microsoft Teams for each class being taught.
4. Teachers will need to use “Class Notebook” within Microsoft Teams to deliver content and/or to distribute class resources and materials.
5. Students will follow their normal schedule each day. Teachers will provide the weekly agenda to via Microsoft Teams to explain when live lessons will take place and when time to work on virtual assignments will take place.
6. Live lessons should be recorded for future use and for students to view the lesson if unavailable or absent on any specific day. Live lessons will only be saved for a few days due to storage limits on our devices.
7. Additional teacher availability will be set up by teachers during (Advisory). Students should utilize these office hours for additional assistance and to complete College and Career Readiness activities. Students are required to complete all College and Career Readiness activities within the College and Career Readiness Course. Counselors, Advisors, and Case Managers will oversee these activities and be sure they are completed. This is done within the Virtual Academy platform.

GRADING and ASSESSMENTS

8. Grading and progress monitoring will be done by the core content teacher. Grades will be reported into the WCSD Home Access Center for parent view.
9. If you need further assistance with your child’s grades, please contact your virtual core content teacher or home building principal.

STUDENT ATTENDANCE

10. Students will need to login daily and progress through the assignments. Teachers will be taking period-by-period attendance. If students are not electing to follow their traditional schedule they would have in school, Option 2 should be considered as the online learning platform for those students.

PARENT COMMUNICATION

11. Teachers will ensure parents and students know how and when to contact them for support.

SCHOOL COUNSELORS

12. School Counselors will be available for assistance in academics, social-emotional concerns, and to provide assistance with the state mandated College and Career Readiness Course.
All Specials Classes K-12th (Art, Computer, FCS, Library, Health and Physical Education, Music, STEM 9, Technology Education), Read 180 and System 44

In most cases, 6th through 12th grade students who choose Option 3 should continue to have their specials teachers of record as they did if school was in session. Students will follow their normal schedule as they typically would in the school setting.

The online instructional delivery method for students in Grades 6-12 specials courses will take place through the Virtual Academy.

**Please Note:** If school is in session and there are 6th through 12th grade students who have selected Option 3 at the beginning of the school year, the specials teacher of record will utilize the Virtual Academy to instruct those students who will be learning virtually from home. Pending the course, the teacher of record will most likely be responsible for the instructional delivery of both the students in brick and mortar, as well as those students at home virtually (via Zoom within the Virtual Academy).

The online instructional delivery method for most specials classes K-12th (Art, Computer, FCS, Library, Health and Physical Education, Music, STEM 9, Technology Education), Read 180, and System 44 will be through the Warren County School District Virtual Academy.

Certain Technology Education and Physical Education classes will be done utilizing the Option 2 Virtual Academy. The course will be backed by a teacher but live lessons will not take place. These courses include the following:

<table>
<thead>
<tr>
<th>Physical Education</th>
<th>Technology Education</th>
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<tbody>
<tr>
<td>PE 6</td>
<td>Tech Ed 7 (Applying/Exploring Technology)</td>
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<tr>
<td>PE 7</td>
<td>Tech Ed 8 (Creative Technology)</td>
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<td>PE 8</td>
<td>Manufacturing Technology</td>
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<tr>
<td>Competitive Sports/Tournament Play</td>
<td>Design and Manufacturing Enterprise</td>
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<tr>
<td>Recreational Activities for Life</td>
<td>Engineering Design and Applications</td>
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<tr>
<td>Walking for Personal Fitness</td>
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<td>Strength and Weight Training</td>
<td>Designs and Bio-Technology</td>
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<td>Outdoor Adventures</td>
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<tr>
<td>First Aid/CPR</td>
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Also STEM 6-8 courses will be done by using their “Project Lead the Way” online platform. STEM teachers will instruct students how to utilize the STEM program in these courses.

Virtual Academy online specials courses were aligned by WCSD teachers at the end of the 2019-2020 school year. Reading specialists also created courses in the Virtual Academy for Read 180.
and System 44. Furthermore, specific WCSD courses were built during the summer months of 2020.

The following procedures will take place if online learning is expected for specials classes K-12\textsuperscript{th} (Art, Computer, FCS, Library, Health and Physical Education, Music, STEM 9, Technology Education) and reading courses.

**SCHEDULING**

1. Each school building will follow its developed 2020-2021 master schedule that was created for students had they been in the school setting. Building administration will share the student’s class schedule with the parent and student. Additionally, middle and secondary level 7-Period Day and Advisory will remain the same whether students are in the school building or if they are learning online.

2. Students will follow their normal schedule each day. Teachers will provide a weekly agenda to explain when live lessons will take place and when time to work on virtual assignments will take place.

**INSTRUCTIONAL DELIVERY**

3. Live lessons will be taking place for those specials courses that have the capability to provide online access through the Virtual Academy while in his/her classroom.

4. Live lessons should be recorded for future use and for students to view the lesson if unavailable or absent on any specific day. Live lessons will only be saved for a few days due to storage limits on our devices.

5. Additional teacher availability will be set up by teachers during (Advisory). Students should utilize these office hours for additional assistance and to complete College and Career Readiness activities. Students are required to complete all College and Career Readiness activities within the College and Career Readiness Course. Counselors, Advisors, and Case Managers will oversee these activities and be sure they are completed. This is done within the Virtual Academy platform.

**GRADING and ASSESSMENTS**

6. Grading and progress monitoring will be done by the virtual teacher. Grades reported within the Virtual Academy should be made available to you via a report from the Virtual Academy grading system and entered into the WCSD Home Access Center for midterms and at the end of the nine-week marking period.

7. If you need further assistance with your child’s grades, please contact your virtual teacher or home building principal.

**STUDENT ATTENDANCE**

8. Students will need to login daily and progress through the assignments. Teachers will be taking period-by-period attendance. If students are not electing to follow their
traditional schedule they would have in school, Option 2 should be considered as the online learning platform for those students.

PARENT COMMUNICATION

9. Teachers will ensure parents and students know how and when to contact them for support.

SCHOOL COUNSELORS

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