

2019-2020 Online Learning Student Handbook

WILLIAMS VALLEY School District

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MISSION STATEMENT, VISION STATEMENT, SHARED VALUES

Mission Statement

The mission of the Williams Valley School District is to provide a safe, cooperative, educational environment that will enable and motivate every learner to progress intellectually, socially, emotionally, and physically through a rigorous curriculum focused on real-world opportunities.

Vision Statement

The vision of the Williams Valley School District is to constantly evolve in an effort to meet the needs of our ever changing society, incorporating technology and focusing on future societal needs as they change for student employment.

Shared Values

We believe that all students can learn and become contributing members of society.

We believe that community is essential in uniting generations and ideas to benefit future residents.

We believe in the importance of providing all students with opportunities to develop the knowledge, skills, and attitudes needed for future success.



PURPOSE

The purpose of this online learning handbook is to acquaint you with the procedures, activities and policies of the Williams Valley School District. While the handbook cannot physically contain all information concerning the district, it is intended to provide general guidelines. The rules contained in the handbook support, but do not limit, the school's authority. Please direct additional inquiries to the building principals.

Best wishes for an exciting, engaging online learning experience!

GENERAL STUDENT GUIDELINES

Students are expected to participate fully in online education through Odysseyware (elementary), Edgenuity (junior/senior high school), or Google Classrooms (K-12) (with signed parental permission for K-6). With the focus on essential learnings, students are able to receive instruction in knowledge and skill set development that will support success in both this year's and next year's course or grade level programs.

Following the Monday morning teacher communication of the weekly learning expectations and assignments, students and parents should develop a weekly schedule, setting time to meet students' learning goals and needs.

These time management skills will support future success with learning in an online environment. Recognizing the unique situation and the lack of face-to-face instructional opportunities, students are expected to try their best in the learning process, and to communicate questions or concerns with parents and teachers when they need additional help or support. These self-advocacy skills will help in communicating with teachers about their areas of need.

LEARNING PLATFORMS

Please note: Up to date links to all platforms are available on the left side of the www.wvschools.net homepage.

The platforms available for online planned instruction are:

- Edgenuity
- Odysseyware
- Google Classrooms (with signed parental permission for K-6)

Edgenuity (grades 7-12) Registration and log in information will be sent to parent email addresses and student school email addresses **on Thursday April 30th**.

Odyssey (grades K-6) Registration and log in information will be sent to parent email addresses and student school email addresses **on Thursday April 30th**.

Google Classrooms (grades K-12 as assigned) Registration and log in information will be sent to parent email addresses and student school email addresses via teachers **by Thursday April 30th**.

TIMELINE TO TRANSITION INTO ONLINE LEARNING

Begin Date of May 1st

- Teachers post content, expectations, assignments, and learning goals for the week every Monday at 9:00AM.
- May 1st-Teachers ensure they are able to post/navigate the platform for the Monday May 4th posting date.
- May 4th-May 8-One assignment per subject per week will be posted for students to complete and respond to their teacher(s).
- May 11th-15th-Two assignments per subject per week (or by guidelines if below one per week for younger grades) will be posted for students to complete and respond to their teacher(s).
- May 18th-22nd and May 26th-May 29th (Please note Memorial Day is a holiday on the school calendar)-following Subject/Grade Expectations guidelines on page 5-6 in this handbook.

All teachers will be utilizing the following platforms to provide student learning opportunities:

Elementary School: Odysseyware and Google Drive/Google Classroom (as assigned)
High School: Edgenuity and Google Drive/Google Classroom (as assigned)

SUBJECT/GRADE EXPECTATIONS

Kindergarten – 2nd grade

- For Week 1, only 1 activity per subject to acclimate to the program (activity may be based on learning the program)
- Math
 - 2 activities per week
- English Language Arts
 - 2 activities per week
- Science
 - 1 activity per week
- Social Studies
 - 1 activity per week
- Special – Art, Music, STEM, Library, PE, Computer, PSSA
 - 1 activity per week

Elementary: 3rd - 6th Grade

- For Week1, only 1 activity per subject to acclimate to the program (activity may be based on learning the program)
- Math
 - 3 assignments per week
- English Language Arts
 - 3 assignments per week

- Science
 - 2 assignments per week
- Social Studies
 - 2 assignments per week
- Special – Art, Music, STEM, Library, PE, Computer, PSSA
 - 1 assignment per week

Middle School: 7th-8th grade

- For Week 1, only 1 activity per subject to acclimate to the program (activity may be based on learning the program)
- Math
 - 3 assignments per week
- English Language Arts
 - 3 assignments per week
- Science
 - 3 assignments per week
- Social Studies
 - 3 assignments per week
- Middle School Special Rotation
 - 2 assignments per week
- Health
 - 1 assignment per week

High School: 9-12th Grade

- For Week 1, only 1 activity per subject to acclimate to the program (activity can be based on learning the program)
- Tech Ed
 - 1 assignment per week High School
- Math
 - 3-4 assignments per week
- English Language Arts
 - 3-4 assignments per week
- Science
 - 3-4 assignments per week
- Social Studies
 - 3-4 assignments per week
- Electives
 - 2 assignments per week per elective
- AP Courses
 - Follow AP curriculum

TEACHER FEEDBACK

Timely FEEDBACK is even more important in remote learning situations. Students will be provided assignments from their teachers that can reasonably be reviewed and completed. At minimum, student feedback will be received on a weekly basis.

Teachers will establish clear guidance for students to communicate with their teachers to ask questions and seek clarification on learning expectations and/or deadlines.

ATTENDANCE

Online continuity of education is mandatory and is required of all students. The expectation is for students to be in attendance and participate each week. The WVSD will monitor weekly attendance using both a work completion model and through the online platforms.

With a work completion model, instructional activities will be both synchronous (occurring at the same time) and asynchronous (occurring at different times). The large majority of planned instruction will be in an asynchronous manner to be able to account for family and learner situations, such as shared devices in the home. However, there will also be synchronous planned instruction that supports programming that demands this method of instructing students, such as specific special education and gifted programs.

Teachers mark students present for a course (secondary) or the weekly instruction (elementary) if they have turned in at minimum the required assignment(s). In addition to reporting student absences to the district, the teacher will reach out to parents if students are not participating in the lessons.

- Student attendance will be monitored through Edgenuity (HS), Odysseyware (ES), and by the teacher in Google Classroom (HS & ES).
- Students are expected to complete and turn in all assignments for feedback.
- Students are expected to log on daily and participate in all lessons.

GRADING

Mastery-based learning is an instructional approach that supports student learning of essential content. The final month of school will be focused on topics that are *integral to student success in future grade levels/courses*.

Teachers will continue to evaluate student work and give students assignments and quizzes/tests. Teachers will provide students with feedback on their work. Students will be given multiple opportunities to demonstrate understanding of the new knowledge and skills.

Skyward Gradebook Grading: Students will receive a grade mark of P/NP (Participation/Non-Participation), in their Skyward grades each week, for each course, for each week of instruction. Students must receive three weeks of P's in their gradebooks for a class to appear as a P (participation) on their final report cards. Less than three P's will result in a NP (non-participation) appearing on their report cards.

- Please Note: In order to receive a mark of "P," students will be actively involved in all activities and assignments. Students will make their best effort to revise and master teacher assigned content.
- Grade marks will be updated each Tuesday following the week of the assigned content.

Final Report Cards: Students will receive a grade mark of P/NP (Participation/Non-Participation), on their report cards for their involvement in online learning.

STUDENT CHECKLIST

- ✓ Students **log in daily** to Edgenuity (HS), Odysseyware (ES), and/or Google Classrooms to engage in new lessons, check for new assignments, teacher communications, or returned teacher feedback.
- ✓ Students (7th-12th Grade) **log in daily** to Skyward messaging and their school email accounts to check for communications from teachers.
- ✓ Students complete all weekly assignments as defined in SUBJECT/GRADE EXPECTATIONS (pages 5-6) and TIMELINE TO TRANSITION INTO ONLINE LEARNING (page 6) in order to be marked present for that week of online learning and receive a grade of Participation (P).
- ✓ Students mail or message teachers when problems arise and communicate.
- ✓ Students respond to all teacher communications.

ON CAMERA

When possible, teachers will connect with students through video with Odysseyware/Edgenuity/Google Classrooms. (If device is capable.) (Teachers will not use ZOOM at this time). Teacher videos, without student participation may be recorded and posted to the software for asynchronous viewing by students or as a review of content. Seeing the teachers' facial expressions, body language, and hearing their voices will help students to process lessons and information.

Please know, as students become more comfortable with online assignments, additional platforms to respond and interact may develop such as Google Meet.

SPECIAL EDUCATION

Accordingly, in light of the health and safety emergency circumstances accompanying the state mandated school closures and the requirement for social distancing, district staff will continue to provide individualized education to children to the best of their abilities through the child's IEP and with parental participation, if possible. Once schools are permitted to reopen, or shortly thereafter, the student's IEP team will provide the IEP that was in place when schools initially closed and will make an individualized determination as to whether, and to what extent, IEP revisions may be needed. Section 504

Accommodations Service Agreement accommodations will be implemented to the extent possible and determined on an individual basis. Communication from the Section 504 case manager to parents/ guardians of students will be ongoing throughout this time period.

GUIDANCE/ BEHAVIORIAL INTERVENTION SERVICES

District guidance and behavioral services are available for all students through the counselors. Students may arrange for individual or group conferences with their respective counselor. A student can arrange meetings through email and a counselor will reach out to schedule.

SAFE2SAY

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Reporters may utilize the app, website, or number to make reports.

www.safe2saypa.org

1-800-844-723-2729

QUESTIONS AND ANSWERS

Is school work mandatory while the building is physically closed?

- YES, participation in planned instruction has been deemed mandatory by the state of Pennsylvania. Mandatory participation begins May 4th and runs until May 29th.for all K-12 students.

What kind of feedback will my child(ren) receive from teachers?

- Feedback and grading will be focused on helping students to master concepts and big ideas that are *necessary for the upcoming school year*.
- As we move through the 4th marking period, teachers will be mindful of students with unique circumstances such as parents/guardians who are essential workers. Please collaborate with your teacher(s) if your child(ren) need accommodations.
- Participation in the learning process is mandatory, which will include completing teacher assigned activities and submitting assignments.

Who should I contact if my child needs assistance?

- **Academic Help?**
 - Please email your child's teacher(s). He/she will assist your child with one-on-one feedback and guidance or by offering extra resources. We have other staff including paraprofessionals, guidance counselors, and Title I/MTSS teachers who are also available to support your child. If your child has an IEP, please communicate with his/her special education teacher and the special education office as needed.
- **Technology Help?**
 - Contact the Williams Valley Tech Help Desk at: 717-647-2167 ex: 1400 or email wvsdmail@wvschools.net
- **Guidance/Health-**
 - Mrs. Jury (Guidance K-6) bjury@wvschools.net
 - Mrs. Snyder (Behavioural Interventionist) asnyder@wvschools.net
 - Mrs. Keiter (Nurse K-6) akeiter@wvschools.net
 - Mrs. Clough (Guidance 7-9) sclough@wvschools.net
 - Mrs. Cecco (Guidance 10-12) jcecco@wvschools.net
 - Mrs. Scheibley (Nurse 7-12) pscheibley@wvschools.net

- **General Assistance**

- As a reminder if you have other questions or do not have access to email, please contact our office during school hours by calling or emailing: Mrs. Monger (elementary)-cmonger@wvschools.net or Mrs. Klingler (high school)-jklingler@wvschools.net or call 717-647-2167.

- **When is our last day of school and how do we return technology?**

- School ends on May 29th.
- Plans will be shared with students on collecting locker items, desk items from classrooms, and returning technology closer to the end of the school year.

Is the Williams Valley 2019-2020 school year calendar changing as a result of COVID-19?

- No-the Williams Valley School District calendar remains the same for 2019-2020 school year.

Why is ZOOM not being utilized?

- At this time, WVSD will not utilize Zoom for student lessons until all district staff are trained.

How will the third and fourth quarter grades be calculated?

- On student report cards, for the third and fourth quarters students will be given a Participation (P) or Non-Participation (NP). Students should actively seek to participate and engage in teacher lessons, activities, and assignments to receive a mark of "P" on their report cards. Please see the grading section of the handbook on page 7.

Why won't the third marking period receive a percentage grade?

- Even though the third marking period only had 4 days left, a percentage grade will not be awarded on the report card due to inequities created by the Covid-19 pandemic. Student technology access, home environment, and special needs had to be addressed to in order to provide a Free and Appropriate Education for ALL students. Many students did not receive the opportunity to complete testing, assignments, projects, activities, and other evaluations that other students may have been able to complete. Please see <https://www2.ed.gov/about/offices/list/ocr/docs/edlite-FAPE504.html> for more information on FAPE.

Why won't the fourth marking period receive a percentage grade?

- As stated in the question above, until our online learning process is honed and adjusted to accommodate all students, the WVSD will only utilize a P/NP grade for report cards. While we want all students to be held accountable and graded appropriately, a grade of P/NP is more appropriate at this time until all students have the appropriate educational resources and accommodations.

Will online instruction continue into the 2020/2021 school year?

- While we are hopeful school will resume in August for the 2020/2021 school year as normal, we must be prepared for the possibility of a continuation of online learning. We are asking the WVSD community to work with us as we dive into online learning and work out the nuances that online learning entails. Our goal is to provide the best education possible for all Williams Valley students.