

Virtual Learning Handbook  
Procedure Guide  
For Teachers, Parents, and Students



Comanche Public School  
2023-2024

## Comanche Public Schools Virtual Day Procedures

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Dear Parents and Students,

Comanche Public Schools' expectation is to follow our school mission which **is** to accept the challenge to provide a safe, supportive, and encouraging environment where the students of Comanche develop the skills and knowledge to make a positive difference in their community and world. With our mission in mind, our district has worked to create this plan of action that will promote academic excellence while doing everything we can to provide a safe and orderly environment. You will find in the pages to come guidelines and practices that our school district as a whole will embrace and work together to accomplish. Being consistent in all practices outlined throughout this document will assist in ensuring a healthy and safe place for children to learn and for teachers to teach.

The Comanche Public School District recognizes that the best education possible is with students in class with our teachers. However, a “ Virtual Learning Day” has proven to be a viable option when attendance is not possible due to poor weather conditions or quarantines. Our school district has adopted this innovative approach to continue learning in a nontraditional setting.

**However; Individual Virtual Learning is for those occasions when students need to miss due to a prolonged illness/absence. Students will need doctor's notes for individualized virtual learning due to a prolonged illness. Virtual Learning will not be utilized for routine illnesses.**

In the event of the district or individual school moving to a virtual learning platform, Comanche schools will:

- Notify parents via our “calling system” that the school will be closed. School closings will also be announced on local news stations. Students will follow our virtual day procedures.
- Students will have online assignments which can be accessed through Google Classroom and/or pre-assigned packets.
- Students are required to “engage” with each of their teachers at the scheduled time for virtual class periods for each school day via google classroom, email, phone, or text.
- Students will be required to complete all assignments and turn them in online or in person on the first day back at school.

During distance learning days, students will be counted present for school **only** when they complete the following tasks:

- 1) **Contact their teacher** during the school day via google classroom or by contacting the teachers by email, Google chat, phone, or text.
- 2) **Complete the assignment(s)** for each of their classes. These assignments will be posted on google classroom or can be obtained by contacting the teacher.

A large majority of our students have internet access at home, a cell phone (student), a home telephone (landline), school provided hotspot, and/or a parent phone contact number.

For Students and parents to have a better understanding of how this process will work, the following information is provided. For students with

- **Internet access:** Teachers will post the class lesson/assignment in Google Classroom and meet with students through this platform during their class periods. All assignments are due during their regularly scheduled class time upon return to school. Your child is already signed into each teacher's Google Classroom.

- **Student/Parent cell phone:** For those students that do not have access to the internet, Students will contact teachers through their teachers' voice/text number provided to the student/parent by the teacher and teachers will send assignments to students through a text message to the student/parent cell phone. Students must acknowledge receipt of the message. Students will turn the completed assignment in upon return to school. Hotspots are available and should be requested prior to imminent weather days if possible.
- **Home Phone (landline):** For students who do not have internet or cell access, they will contact their teacher through their teacher's voice/text number provided to the student to get their assignment(s). Students will turn the completed assignment in upon return to school.

Teachers have provided a text/voice number to your student so that the teacher may be contacted if the student has any questions. Teachers will be available to answer questions during the day from 8:00 a.m. until 3:00 p.m. Teachers will also be on their Google Meets during these days.

Teachers have also told the students if they cannot answer their phones because they are busy with another student call or classroom meeting, they can leave a voicemail. The teacher will return their call at the next available opportunity.

Thank you for your support in this educational opportunity for our students.

## Student Information / Instructions for Distance Learning School Day

If you have internet access:

(Follow these instructions for each of your classes)

1. Go to your Google Classroom.
2. Receive instructions through your Google Meeting.
3. Read your assignment in your class "Stream."
4. Complete the assignment as directed.

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If you do not have internet access to Google Classroom or if you have questions:

(Students copy the following information from your teacher's board and keep it for future reference)

**Teacher** \_\_\_\_\_ **Voice / Text Number** \_\_\_\_\_ **School Email Address**

Math/ \_\_\_\_\_ @cpsok.org

L.A./ \_\_\_\_\_ @cpsok.org

Science./ \_\_\_\_\_ @cpsok.org

S.S./ \_\_\_\_\_ @cpsok.org

Elective/ \_\_\_\_\_ @cpsok.org

Elective/ \_\_\_\_\_ @cpsok.org

Elective/ \_\_\_\_\_ @cpsok.org

1. Contact your teacher by phone/text/email message using the information given above to request an assignment and to be counted present.
2. If you do not text, you may call your teacher on his/her Google Voice/phone number and request homework.
3. Your teacher will send you your assignment by text or will tell you over the phone.
4. Complete your assignment and turn the assignment to your teacher the following day or the first day back to school.

## **Posting Attendance on Power School After a Virtual Day**

Students may be counted present for a teacher's class if they:

1. Contact their teacher during their scheduled class time via their Google Classroom, email, phone, or text AND
2. Complete the assignment(s) from their teacher(s) while away from school and either post their assignment on **Google Classroom** or turn the assignment in the next school day to their teacher.
3. Teachers will need to post attendance and grades to Power School.
4. You will need to keep documentation!!!!

# Digital Lesson vs a Distance Learning Assignment

## What's the difference?

A Digital lesson(s) is a lesson that is taught through Google Classroom.

Digital lessons should follow the site lesson plan template format for students.

Posting a digital lesson only does not meet the requirement for a Virtual Learning day for certified staff. Teachers must open and monitor Google Classrooms to assist students just like a regularly scheduled work day. Modified schedules from regular class times must be pre-approved by site principals.

Digital lessons can be for a minimum of 1 class period or it can be several class periods (a unit or chapter).

Digital lesson(s) should be put on Google Classroom.

Digital lessons *must include* student instructions and/or assignments for each class period. Instructions should be developed and explanatory enough so that the student would require little to no assistance from the teacher. The content of the lesson itself should require minimal teacher interaction, much like an online course.

Content may include but are not limited to:

- A link to a video that the teacher wants the student to watch,
- A PowerPoint presentation for a student to review,
- A link to a website that the student has to review,
- Teacher's notes,
- Assignments for a student to complete,
- Etc.

A distance learning lesson is nothing more than a digital lesson given to all students to complete when students cannot come due to school closure.

When doing a distance learning day lesson, the primary means of communication between teacher and student is through Google Classroom and Google Meet.

A distance learning day lesson follows the same template as a digital lesson but may require a more detailed explanation of instruction than a classroom digital lesson. Teachers are to engage daily at the regular class period times, or at the posted schedule on Google Classroom during virtual learning days.

For distance learning day practices at school, students must communicate with their teacher through Google Classroom. Distance learning day practices should be done once weekly per hour for the first four weeks of school to ensure that students can access it.

# Teacher TALKING POINTS for students for Distance Learning days

- Share a copy of the distance lessons and virtual learning handbook with students. Go over the different sections of it with the students
- Pass out the “Student Information/Instructions for Virtual School Day.” Read the letter with the students.

The Dear Parent and Students” letter and the “Student information/Instructions for Virtual School Day” will be passed out on \_\_\_\_\_ during Homeroom/Advocacy Hour to students.

Each teacher should write their email and phone contact number (google voice# or cell number) on the board for students to copy down. Teachers need to remind students to take the “Student Information/Instructions for Virtual School Day” paper home and hang it on the refrigerator so the students can find it when they need it on our actual virtual day.

## REMINDERS:

Each teacher needs to take the time to go over the process and procedures with their students each hour when you have your students on their respective virtual day practice. Of course, if a teacher has been absent on their designated virtual day, they should be made up the next day the teacher is at school.

Monday - LA  
Tuesday - Math  
Wednesday - Electives  
Thursday - Science  
Friday - Social Studies

To count the students present on a distance learning day (Closure/weather day), the

- **students must contact their teacher**  
(Attendance in Google Classroom, email, text, voice)
- **and turn in their assignment.**

*It is imperative that students contact their teacher but if the student does not contact you, you will need to attempt to contact the student.* Teachers need to discuss and share ideas on what motivation they have used in the past with their students to get them to contact them.

For the virtual practice days during the next few weeks and as we practice on our virtual days during the remainder of the year at school, have the students turn their desks and face away from the teacher's computer location. This allows teachers to monitor their students' screens.

Teachers need to remind students to charge their computers before they come to class each day. If students will do that, then there should be minimal need for electric outlets in your room.

Thank you.



Comanche Public School Virtual Day

Certified Staff Activity Log

\*Please attach your virtual learning lesson plan to this log.

Name: \_\_\_\_\_

On the \_\_\_\_\_ (date) virtual day,

Check appropriate blanks

Approx. hours

1. \_\_\_\_\_ worked at the school site on the following distance learning day

\_\_\_\_\_

procedures and supervisor instructions. \*

**\*If you checked this skip to #4.**

2. \_\_\_\_\_ Worked from home on following professional duties

\_\_\_\_\_ Contacting and assisting students/parents \_\_\_\_\_

\_\_\_\_\_ Was live on Google Classroom with students from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Lesson Planning \_\_\_\_\_

\_\_\_\_\_ Professional Research \_\_\_\_\_

\_\_\_\_\_ Blended Learning

\_\_\_\_\_ Digital Tech Tools

\_\_\_\_\_ Curriculum

\_\_\_\_\_ Differentiated

\_\_\_\_\_ Gifted

\_\_\_\_\_ Advocacy and Personalized Learning

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Professional dialogue/meeting with colleagues

Name: \_\_\_\_\_

\_\_\_\_\_ Extra-curricular practice with students \_\_\_\_\_

3. \_\_\_\_\_ I was not able to perform my professional duties on this day

so I opt to:

\_\_\_\_\_ Take a personal day

\_\_\_\_\_ Take full pay deduction

\_\_\_\_\_ Make up time with supervisor approval

(Attach the make-up time plan to the back of this form)

4. I attest that the information provided above is true and submit it to satisfy one day of employment towards my contract.

\_\_\_\_\_ Employee Signature \_\_\_\_\_ date

\_\_\_\_\_ Supervisor Signature \_\_\_\_\_ date

Comanche Public School Virtual Day

Support Staff Work Log

Name: \_\_\_\_\_

On the \_\_\_\_\_ (date) virtual day,

**Check appropriate blanks**

Time Worked

1. \_\_\_\_ worked at the school site on supervisor-approved duties.

List duties performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
LUNCH  
\_\_\_\_\_ to \_\_\_\_\_

2. \_\_\_\_ worked from home on supervisor-approved duties.

List duties performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
LUNCH  
\_\_\_\_\_ to \_\_\_\_\_

3 \_\_\_\_ I was not able to perform my contract duties on this day

Therefore, I opt to:

- \_\_\_\_ Take a personal day
- \_\_\_\_ Use Time Coming
- \_\_\_\_ Take full pay deduction
- \_\_\_\_ Make up time with supervisor approval  
(Attach the make-up time plan to the back of this form)

4. I attest that the information provided above is true and submit it to satisfy one day of employment towards my contract.

\_\_\_\_\_ Employee Signature \_\_\_\_\_ date

\_\_\_\_\_ Supervisor Signature \_\_\_\_\_ date

**For office use only: One copy filed at the school site and one copy sent to Central Office. Support staff who are not able to complete contracted hours (varies by individual contracts) on virtual days will need to make up hours within 30 days with supervisor approval.**