# WATAUGA ELEMENTARY SCHOOL 2020-2021 REMOTE LEARNING PARENT/STUDENT HANDBOOK

## A GUIDE FOR WES FAMILIES

# Overview

As we begin the 2020-2021 school year, our schools, communities, and families continue to face unprecedented circumstances that require a new approach to learning. In preparation for an uncertain school year, our teachers have participated in multiple professional development meetings and online training workshops during the summer months. Watauga Elementary School teachers are equipped to design and deliver instruction in a variety of educational modalities and environments. We can unwaveringly assure our community that the Watauga Elementary School faculty and staff are committed to providing quality instruction to all students—whether in-person or remotely—while prioritizing the health and safety of *all* members of our community.

Washington County Public Schools has worked to provide a hybrid option in which respective cohorts will attend two days per week, while every family will be able to opt for an exclusively remote instructional mode. This handbook is designed to outline the procedures and expectations for students and families who will be participating in remote learning services. In this document, remote learning is defined as distance or virtual learning that requires the internet and electronic instruction.

Families are asked to make a nine-week commitment after choosing the hybrid or 100% virtual option. **If families wish to shift to the hybrid option, they may do so after the nine-week period.** Special requests for a change in the learning option before the specified timeframe expires will be reviewed on a case-by-case basis.

The overarching goal for our 2020-2021 remote learning plan is to offer the same learning opportunities at home as are taking place in the physical school building. **Students will be expected to complete the same requirements for remote learning at home as they do in our school. Washington County Schools' grading and attendance policies will be followed for students who are enrolled in remote learning.**

**Update 08/12/20: The Washington County School Board voted for all schools to begin virtually for the first six weeks of the school year. However, the information in this handbook remains relevant and should be helpful to all Watauga families during periods of remote learning.**

# Expectations

### Students
- Log in to Schoology daily to check for teacher updates and assignments.
- Read all the provided material and resources
- Use the links provided in order to complete assignments.
- Utilize links set up by teachers to ask questions during Google Meet or Zoom
- Keep interactions online positive and appropriate
- Bring textbooks home that will be needed to complete their online work as well as their notes.

### Parents/Guardians
- Plan and maintain a remote learning schedule for the child.
- Set up a dedicated learning space in the home.
- Maintain open lines of communication by phone, email, or Class Dojo with teachers.
- Support academic integrity by appropriately assisting your child with assignments.
- Ensure your child is submitting assignments on time as directed by the teacher.
- Communicate any issues or questions directly to the teacher by phone or email.
- Inform school staff if you need a technological device or are having difficulty with the device or your internet.
- Read, review, and follow the WCPS Acceptable Computer Use Policy.

### Remote Learning Teachers
- Communicate daily with students.
- Design and implement instruction.
- Communicate lesson and learning outcomes via video.
- Provide feedback to assigned student work.
- Assess skills and standards through formative assessments.
- Communicate regularly with students/parents through Schoology, Class Dojo, and email.
- Take daily attendance.

### School Administration
- Oversee the daily operations of remote learning.
- Provide communication and guidance as needed.
- Maintain open lines to communication.
- Serve as liaison between teachers and families.

## Attendance

Daily attendance for remote learners will be noted and recorded in PowerSchool. Any excuse documents e.g. parent notes, doctors' notes, should be submitted to the school. Schools shall seek and receive daily visual, verbal, and/or written verification of student participation in instructional time.

Attendance expectation accountability includes the following:
- Teacher phone contact with the student
- Teacher phone contact with a parent or guardian
- Virtual instruction attendance log through Schoology
- Student work completion through virtual platform
- Other virtual formats initiated through the school or school division

## Recommended Screen Time

The following daily screen time recommendations per grade level are included in Washington County Schools' Instructional Plan:

| Grade | Maximum Daily Screen Time in Minutes |
|---|---|
| Preschool | 60 |
| Kindergarten/First | 90 |
| Second/Third | 100 |
| Fourth/Fifth | 120 |

# Grading

**To receive credit and attendance for this school year, students are required to complete the assignments.** Student progress will be updated weekly in PowerSchool. Parents should monitor their child's progress in each subject area by accessing the PowerSchool Parent Portal. For log-in information, please contact the main office at 276-739-3600.

Elementary
- Grades and/or feedback will be issued for student assignments
- Student progress toward mastery of skills will be monitored and reported to parents frequently.
- Grades will be entered into PowerSchool weekly.
- Assessments to be completed independently will be identified.
- Student assignments will be graded as applicable.
- All assignments are expected to be completed on time at the discretion of the teacher.
- Mid-term progress reports and report cards will follow the school division's schedule.

# Grading Scale

The following grading system as adopted by Washington County Schools is as follows:

**Kindergarten**

Kindergarten students receive a progress report every nine weeks.

<table>
<tr><td colspan="2" align="center"><b>Grades 1-2</b></td><td colspan="2" align="center"><b>Grades 3-5</b></td></tr>
<tr><td><b>Scale</b></td><td><b>Numerical Grade</b></td><td><b>Letter Grade</b></td><td><b>Numerical Grade</b></td></tr>
<tr><td><b>O- Outstanding</b></td><td><b>93-100</b></td><td><b>A</b></td><td><b>93-100</b></td></tr>
<tr><td><b>G- Good Progress</b></td><td><b>85-92</b></td><td><b>B</b></td><td><b>85-92</b></td></tr>
<tr><td><b>S- Satisfactory</b></td><td><b>77-84</b></td><td><b>C</b></td><td><b>75-84</b></td></tr>
<tr><td><b>N- Needs Improvement</b></td><td><b>70-76</b></td><td><b>D</b></td><td><b>70-74</b></td></tr>
<tr><td><b>U- Unsatisfactory</b></td><td><b>0-69</b></td><td><b>F</b></td><td><b>69 and below</b></td></tr>
</table>

# Special Education

Students with disabilities will be provided with special education instruction and related services per the student's Individualized Education Plan (IEP). IEP meetings will be held by phone or video conference. Questions regarding services should be directed to the student's case manager at Watauga Elementary.

# 504

Accommodations for students with a 504 plan will be provided by the teacher.

# English as a Second Language (ESL)

Students who qualify for ESL services will be provided by the ESL teacher. Please contact Mrs. Krystal Landeros at 276-739-3600 of you have questions regarding ESL services.

## Student/Parent Support

- The teacher will be the primary contact for families.
- The teacher will aid student and parents using the following modes of communication: Schoology, email, Class Dojo, Zoom, phone calls, etc.
- If you feel your child needs social emotional support, please contact our guidance counselor.
- **WCPS Help Center (276) 739- 3115** Academic Assistance and social/emotional wellness support will be available to students beginning August 31st with the following schedule: Monday, Tuesday and Thursday 4:00pm – 7:00pm and Saturday 10:00am – 2:00pm Open for In-Person help (all social distancing regulations apply) or Internet Access at the Washington County Career and Technical Education Center.

## Technical Support with Remote Learning Platforms

- Contact the student's teacher.
- Watauga Parents and Students: How to Access Schoology Video: https://www.youtube.com/watch?v=vu98sqDRIrA&feature=youtu.be

- The information is under the parent link – Remote Learning Help https://www.wcs.k12.va.us
- Click on this link to complete a form requesting help with technology: https://bit.ly/3fEiaD2
- WCPS Help Center Technical Assistance (276) 739-3115 August 24 – September 3: Monday through Friday Between 9:00am – 3:00pm Beginning September 7:  Tuesday and Thursday 9:00am – 3:00pm

## How to Support your Child(ren) During Remote Learning

The following tips can be found in the the article, *22 Remote Learning Tips for Parents Helping at Home (https://www.teachthought.com/technology/remote-learning-tips-for-parents/):*

- Set and keep a schedule.
- Make sure your child has materials to complete the assignments.
- Provide an environment conducive to learning.
- Make sure all work is completed.
- Check messages and communicate with the teacher/school daily.
- Organize your child's learning environment.

# Sources

*Ditch That Textbook (2017) by Matt Miller*

*Johnson City Tennessee Schools 2020-2021 Remote Learning Parent/Student Handbook*

*Putnam County Tennessee Schools 2020-2021 Remote Learning Plan*

*Recover, Redesign, Restart 2020 VA Department of Education*

*22 Remote Learning Tips for Parents Helping at Home*
*https://www.teachthought.com/technology/remote-learning-tips-for-parents/*

*Washington County Schools 2020-2021 Opening Instructional Plan*