Virtual Learning Handbook 2020

A Guide for Parents and Students

Virtual Learning Plan

Virtual learning is defined as an educational experience that is made possible through the use of computers and internet outside of the traditional classroom.

As we embark on this exciting new journey into virtual learning, we understand that for many of our families this is all brand new. With this being the case, we are prepared to provide support to our families to navigate this virtual learning environment. Continuing to provide our students with the highest quality education is our top priority.

We are implementing Microsoft Teams as the core of our Virtual Learning plan. It will act as a "hub" for our students to gain access to the virtual classroom. Our classroom teachers are the essential part of our learning community. All classroom teachers have been trained in the use of Teams. They are the first contact for parents and students who might have questions regarding Teams and the virtual learning plan.

We will continue to use our primary online curriculum resources throughout this process. Already familiar tools such as Pearson Realize, Khan Academy, Moby Max, and myOn will be used to support instruction. All information regarding these materials can be accessed on Microsoft Teams.

All AP and AICE virtual classes will continue to be taught by utilizing the online curriculum resources available from the College Board and Cambridge International.

Reading is one of the most important skills children will learn. The child who, reads well and loves to read, will excel in school and achieve personal growth. We are committed to this belief, which is why we are encouraging students to read on myON for at least 30 minutes a day. Through myON students can engage in the frequent, high-quality reading practice that fuels literacy growth with unlimited, 24/7 access to thousands of enhanced digital books and age-appropriate news articles. If myON is not available, other resources will be utilized.

Physical education is a critical part of virtual learning. Students will need to complete 30 minutes a day of physical activity. This can include, running, bicycling, dancing, playing soccer or basketball, etc. There are also many exercise Apps and videos available for students.

Attendance – Students are expected to login to their Teams accounts daily in order to be marked Present for that day. To record this, each teacher has added an "Attendance" channel to every one of their Teams. In this channel, teachers will create a new Post for each day. Students will need to navigate to this channel, then simply type "here" under the post for that day to be counted as present. Students are only required to do this on one channel per day and do not have to check in with every teacher. Please contact your school administrators with any questions relating to this procedure.

Although we have provided this handbook for reference, the most up-to-date information can be found on the school's website. Please check the website frequently.

We are happy to assist. Please contact your child's teacher should you have questions.

CSA Virtual Learning Parent FAQ

Questions	Response
Will I receive an email from the teacher or Microsoft Teams to begin the Virtual Learning?	You will receive an email directly from Microsoft Teams. Once you receive the email, simply follow the directions given in the email.
I have received information from the county school system regarding the virtual learning plan. Do we follow their plan also?	No, the students will only follow the CSA Virtual Learning Plan. While students may have a Hillsborough County Schools e-mail address, we will not be using this for any part of our plan. Please follow the instructions sent to the email address you have on file in PowerSchool that comes from your school, student's teacher, or CSA.
Can my child use a tablet or phone to participate?	Teams will work on tablets and mobile devices. You will notice some functions are limited on these devices so a laptop or desktop is the preferred method, however we understand that not all families have access to these devices and will gladly make accommodations as needed.
Do I need to download the app?	You can use either the web based or app. The app is available for free download for all the most common devices.
What happens if I can't get on Microsoft Teams after I receive the email.	No problem! Just reach out directly to your child's teacher. They will be happy to help troubleshoot the issue and get you on in no time. We understand that this is very new.
Do each of my students need their own Microsoft account?	Students will be added to virtual classes using the email address you have provided in PowerSchool. If you have multiple students at our CSA schools and provided only one email address, they will all share one account. If you would prefer to have separate accounts for each student, you will need to provide your student's teacher with a unique email address for each student. Sample email to teacher: Dear Mr. Matthews, My current email address on file in PowerSchool is JayMorgan@... however, I would like for you to add Jamie to your class using JamieMorgan@...Thank you!
The letter parents received says if they do not have a Microsoft account to click here to create one, but then at the top the letter it says we will receive an email from Microsoft.	When your student is added to a class, you will automatically receive an email from Microsoft Teams letting you know. If you do not have an account with Microsoft, you will be asked to create one at this time. In the meantime, you are welcome to create an account and then wait for the email.
Do I have to pay for a Microsoft 365 account?	No, you will be added as a guest at your school. You do not have to pay. If at any time you are asked to do so, please stop and contact your student's teacher.
Does my child need a Webcam?	A Webcam and live video conferencing are not required. The students can still participate through the chat option.

What if my child cannot be on at the designated time in the teacher's schedule?	All lessons will be posted, and live lessons will be recorded so the student can watch the lesson and complete assignments at any time during the day.
What about FSA and EOC testing?	The state has cancelled FSA and EOC testing.
What about AP and AICE classes and Exams?	The students will receive continued instruction in their AP and AICE courses. The College Board has decided to give students the AP exams virtually. We are waiting for further information from Cambridge on the AICE Exams.
Do the students have to wear their school uniform?	No, just school appropriate attire.
Should my child check in every day?	Yes. Attendance is taken daily. Students should check in each day of the week through the attendance tab. Elementary students should check in with their teacher. Middle and high school students should check in with their homeroom teacher or the teacher designated by the school.
What should I be doing now?	Now would be a good time to discuss digital citizenship and good habits for working in a virtual environment with your students. You may also wish to explore some of the resources found below, though this is not required.

The video links below can be used to familiarize yourself with Microsoft Teams

Video Link
Intro to Teams
Quick Start
Attend Live Lesson
Teams for Mobile

Guidelines for Families

The transition to distance learning may be challenging for families. In times like these, it is important to practice patience over perfection. Families will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. These guidelines are intended to help families think about what they can do to help their children find success in a distance learning environment.

1. **Establish routines and expectations**
    From the first day we implement our virtual learning platform, it is important that families establish routines and expectations.
    - We encourage families to set regular hours for their children's schoolwork.
    - We suggest students begin their studies at 9:00 a.m. during the scheduled class time.
    - Students should follow the appropriate dress code for school. Uniforms are encouraged, but not required.
    - Keep normal bedtime routines.

    Your children should move regularly and take periodic breaks as they study.
    It is important that families set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

2. **Certify that your child is working each day**
    As part of the virtual learning program it is expected that students will participate according to the schedule provided.

3. **Define the physical space for your child's study**
    Your child may already have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time. We encourage families to establish a space/location where their children will learn most of the time. It should be a place that can be quiet at times and have an adequate internet connection.

    Above all, it should be a space where families are able to passively monitor their children's learning. There may be times when family members need to work in different rooms to avoid distraction. Families may even experiment with noise-cancelling headphones to block out distractions.

    Please be cognizant that when your child is on speaker, everything that is said in the background can be heard by other students.

4. **Monitor communications from your children's teachers**
   Teachers will communicate with families through email and Microsoft Teams when necessary. Please contact your child's teachers should you have questions or concerns. However, we ask you to remember that teachers will be communicating with dozens of other families as well.

5. **Begin and end each day with a check-in**
   Families are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with families (that's normal!), but they should, nevertheless. Families should establish these check-ins as regular parts of each day. Not all students thrive in a virtual learning environment, some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

6. **Take an active role in helping your children process and own their learning**
   In the course of a regular school day, your child engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions may be re-created on virtual platforms, others cannot. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, families should regularly circle back and engage with their children about what they're learning. However, it's important that your child own their work; don't complete assignments for them, even when they are struggling.

7. **Encourage physical activity and/or exercise**
   Make sure your children remember to move and exercise. This is vitally important to their health, well-being, and learning. Special Areas Teachers will recommend activities or exercises, but it is important for families to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

Virtual Learning Schedule and Office Hours

Below is the virtual learning schedule. The yellow highlighted days are the official lesson introductory days. Lessons may be previously recorded or include content from online curricular resources (Khan Academy, Pearson Realize, myON, Moby Max, etc.). Students are expected to work on and complete assignments on Wednesday. Teachers are available for questions and student interaction during office hours.

Elementary

K-5 All Subjects	Monday (Lesson)	Tuesday (Lesson)	Wednesday (Office Hours & Meetings)	Thursday (Lesson)	Friday (Review)
Morning Lessons	9:00 -11:00	9:00 -11:00	9:00-11:00	9:00 -11:00	9:00 -11:00
Break/Lunch	11:00-12:00	11:00-12:00	*11:00-12:00	11:00-12:00	11:00-12:00
Afternoon Lessons *Specials	12:00-2:00	12:00-2:00	12:00-2:00	12:00-2:00	12:00-2:00

Middle School and High School

Period: refers to regular school schedule	Monday/ Thursday	Wednesday (Office Hours & Meetings)	Period	Tuesday/ Friday
1st period	9:00am-10:00am (Lesson)	Office Hours 9:00-2:00	5th	9:00am-10:00am (Lesson)
2nd period	10:00-11:00 (Lesson)		6th	10:00-11:00 (Lesson)
Break/Lunch	11:00 – 12:00	11:00 – 12:00	Break/Lunch	11:00 – 12:00
3rd period	12:00-1:00 (Lesson)		7th	12:00-1:00 (Lesson)
4th period	1:00-2:00 (Lesson)		8th	1:00-2:00 (Lesson)

Virtual-Learning Instructional Content

Grade Level	ELA/Reading	Math	Science	Social Studies
K-5	-Moby Max -Journeys -Wonders -myON -Class Notebook on Teams	-Moby Max -Pearson Envision -Khan Academy -Class Notebook on Teams	-Moby Max -Pearson Elevate	-Moby Max -Studies Weekly
MS/HS	-myPerspectives -Moby Max (MS) -myON (MS) -Edge/Inside -Class Notebook on Teams -AP Online Curriculum/Resources -AICE Online Curriculum/Resources	-Pearson Envision -Khan Academy -Moby Max (MS) -Class Notebook on Teams	-Pearson Elevate -McGraw Hill -Moby Max (MS) -AP Online Curriculum/Resources -AICE Online Curriculum/Resources	-iCivics -Civics360 -Moby Max (MS) -AP Online Curriculum/Resources -AICE Online Curriculum/Resources

Resources for Electives:

PE- Move to Learn *Select specific videos to share NFL Play 60	**Art-** Kidsites & Incredible @rt Department *Select Specific Videos to share
Music-Music Theory or QuaverMusic	**Spanish-** Duolingo *Students can create free account
Typing Practice- Typing Test	-AP Online Curriculum/Resources -AICE Online Curriculum/Resources

Additional Resources:

Subject	Resource Purpose	Link
ELA	2nd-12th	Common Lit
ELA	2nd-12th	Newsela
ELA	K-12th	Readworks
ELA, Math, Science, Social Studies, Art, PE	Bring the world to your classroom K-12	PBS Learning Media
ELA, Math, Science, Social Studies	Animated Educational Movies	Brain Pop

Math, Reading	Home Activities K-8	[Curriculum Associates](#)
ELA, Math, Science, Social Studies, Tech	K-12th	[Nearpod](#)
ELA	3-12 – The New York Times	[What's Going On in This Picture? The Learning Network](#)

Virtual Learning Clubs!

Virtual clubs will continue to be added.

Chess Club	Virtual Storytime – each Thursday		
On-line Science Experiments each Tuesday	Virtual Field Studies		

ESE Virtual Learning Plan

CSA schools have moved to Virtual Learning through Microsoft Teams. In order to continue providing ESE services and accommodations to our students, we have developed the following plan:

Upcoming and/or Scheduled Meetings

Parents will be notified by the ESE clerk or ESE Assistant if their child's IEP/EP meeting will be rescheduled, held via video or phone conference. IDEA requires at least 3 IEP team members to participate in an IEP meeting. Thus, an IEP meeting cannot be held without the required members (LEA, ESE Teacher, General Ed Teacher). Once school resumes, priority will be given to outdated plans when scheduling meetings. ESE teachers are still responsible for working on the IEP/EP draft documents while schools are closed. Please forward ESE related concerns to the ESE Area Director.

While some meetings will be able to occur, **ANY ELIGIBILITY MEETINGS WILL BE RESCHEDULED UNTIL SCHOOL RESUMES**. All 504 meetings will be rescheduled. The times available for meetings will be as follows:

K-5	Tuesday	Wednesday	Thursday	Friday
Time	11am- Noon	Noon-1pm	11am- Noon	Noon-1pm

Middle/High	Tuesday	Wednesday	Thursday	Friday
Time	11am- Noon	Noon- 1pm	11am- Noon	Noon- 1pm

Special Education Services

ESE Teachers will be added to Microsoft Teams classrooms of the students they support. While in the Microsoft Teams classroom, ESE teachers will have access to the teacher's lessons and be available to support students if they have any questions. ESE teachers may provide additional practice resources to assist students with their learning. General education teachers and ESE teachers will consult with one another regarding student progress. ESE teachers will continue to log services on their designated forms.

Speech and Language services will be provided virtually to the greatest extent possible. Speech and Language therapists have been trained in Microsoft Teams and will provide a schedule to provide services. Services will be provided after core class instruction. Other supplemental services to be provided virtually are being researched and will be implemented to the greatest extent possible. Services will be provided after core class instruction.

Students currently enrolled in eLuma will participate in therapy virtually. *ESE teachers will follow the current CSA Teacher Virtual Learning and Office Hours schedule for their grade level.* During office hours, ESE teachers will be available via Microsoft Teams to assist students, consult with teachers and develop IEPs.

Please contact your child's ESE teacher with questions or concerns.