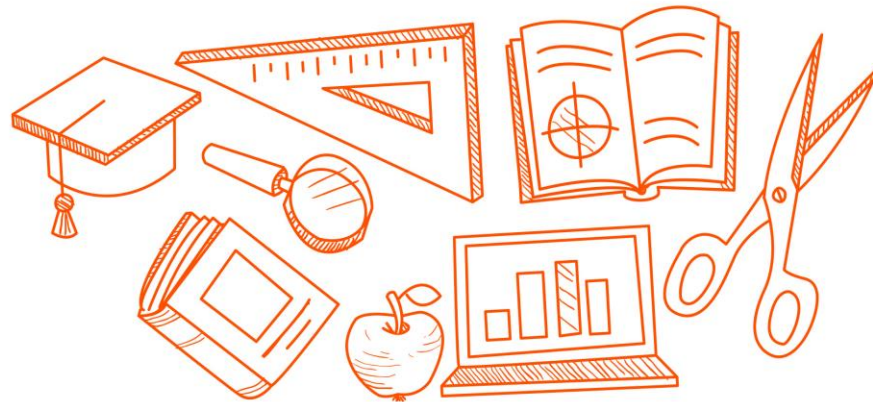




Link to Learning

TCISD VIRTUAL SCHOOL



TEXAS CITY
INDEPENDENT SCHOOL DISTRICT
LEARNING TODAY. LEADING TOMORROW.

Texas City ISD

Parent Guide

*This information is subject to change as we receive additional guidance from TEA, the Governor, or state and local officials.
Updated 8/3/2020*

INTRODUCTION

Texas City ISD has developed Link to Learning as the TCISD Virtual School for families who choose the virtual learning option for their students beginning Fall 2020. Link to Learning is available for students PreK through 12th grade. The information in this document provides families with more specific information about Link to Learning and virtual instruction in Texas City ISD.

Students in Texas City ISD will have the opportunity to continue remote/virtual instruction starting September 14, 2020. We will ask parents to officially commit to their choice of instructional delivery through a form in Skyward beginning August 6.

Virtual Learning Tools

Texas City ISD offers a host of online resources to support students, families, and teachers in the virtual learning environment. Many of these resources are outlined in the following chart and some are linked for additional information.

ClassLink	Audience: Teachers, staff, and students
Access digital resources through single sign-on.	
Canvas Learning Management System	Audience: Teachers, staff, students, and parents/guardians
Texas City ISD's online teaching and learning platform where students turn in work, view assignments, collaborate with peers, and engage in lesson activities.	
Family/Student Access – Skyward	Audience: Students and parents/guardians
Family/Student Access provides an online gradebook where parents and guardians can view helpful student information to support and guide their children through the educational process.	
Email	Audience: Teachers, staff, students, and parents/guardians
Teachers will inform parents of their email address. Parents may use this digital method of corresponding with their child's teachers. Students in PreK through 12 have access to a Texas City ISD email account and may correspond using Office 365 through ClassLink.	
Microsoft Office	Audience: Teachers and students
Microsoft Office contains One Drive, Word, Outlook, Excel, PowerPoint, and other applications that both teachers and students can use to save, create, or open files	
District and Campus Websites	Audience: Teachers, staff, students, and parents/guardians
This is public information for everyone to view. District and campus staff will update.	

ROLES AND RESPONSIBILITIES

Roles and commitments required from the students and parents choosing the remote/virtual instruction:

STUDENTS	PARENTS/GUARDIANS
<ul style="list-style-type: none"> • Follow a designated schedule to attend class during synchronous times or touch points during asynchronous learning during normal school hours. • Show up to synchronous instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class. • Complete daily asynchronous activities and assignments. • Participate daily in scheduled learning activities, including intervention and tutorials. • Use proper etiquette during online learning. • Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. • Turn in school work daily and/or at the direction of the assigned teacher. • Participate in all tutoring session required by the teachers. • Take all assessments through Respondus to ensure a secure testing environment. • Maintain passing grades at the end of each grading period or receive approval of campus administration. (failure to have passing grades will result in unenrollment in virtual learning and enrollment in face-to-face learning at their assigned campus) 	<ul style="list-style-type: none"> • Monitor and ask for evidence that your child is on track with assignments and coursework. • Provide your child with assistance on their day-to-day activities with the exception of designated independent work. • Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher and the campus. • Create a designated learning space for your child at home to learn comfortably. • Maintain communication with your child’s teacher by phone, email messages, and/or online meetings to create a learning partnership. • Allow your child to struggle; it is allowed and encouraged! Don’t help too much. Becoming independent takes lots of practice. • Provide transportation to and from campus for extra-curricular or co-curricular activities.

Attendance - Every minute a student spends online or offline working on their courses accumulates into hours of attendance, and teachers will document daily attendance. Absences for the student’s attendance must be reported to the home campus by the parent/guardian. If the student is absent for any reason, parents must ensure the student completes make-up assignments for the dates missed. If a student has excessive absences of more than 10 days, the parent is responsible to appear before the campus Attendance Review Committee at the scheduled time to provide information relating to their student’s absences and to support prescribed activities.

Monitor Assignments and Assessments - Student progress will be monitored, and all students are required to show growth and proficiency. Grading procedures will be the same as face-to-face instruction in the classrooms. Parents should ensure that their student logs in to Canvas daily to access the curriculum,

submit assignments, attend online class sessions, produce projects, and review for assessments. Students enrolled in designated CTE courses can be required to come to campus to complete required assignments or projects. Students may also be required to come to a district facility at scheduled times for assessments (beginning of year, middle of year and end of year diagnostics, curriculum-based assessments, state assessments, college preparation/entrance assessments), and parents will need to provide transportation.

Program Exit - Exit from Remote Learning will be permitted at the end of the first six/nine-week grading period and each marking period thereafter. If a student chooses to return to face-to-face instruction, parents must contact campus administration **at least two weeks prior** to the end of a grading period.

Technology Usage - Students must adhere to the TCISD Internet Use and Student Electronic Mail Policies. Failure to abide by these expectations will not be tolerated at any level.

INSTRUCTIONAL SCHEDULE/Framework

- Students will receive instruction through a combination of two models:
 - **Asynchronous instruction** refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with formative assessments in the learning management system (LMS). Texas City ISD uses Canvas as their LMS. Students may also watch pre-recorded videos of instruction with guided support.
 - **Synchronous instruction** refers to live, scheduled, interactive classes with teachers and students in real-time, teacher-supported work time, and scheduled and timed, online tests.
- Teacher interaction and availability will be predictable, planned and clearly communicated.
- Students can access support from teachers when needed and will know how and when to access this support.
- Students will receive clear instructions on how and when to engage with academic material on a daily basis.
- The instructional schedule will meet the minimum number of daily minutes required by the Texas Education Agency.
 - Students are required to logon daily for instruction that will include a blend of direct synchronous instruction and asynchronous practice.















Elementary: PreK- 4th Grades













Elementary

<p>Instruction Delivery Methods</p>	<ul style="list-style-type: none"> • Link to Learning teachers will follow the same Texas City ISD curriculum as face-to-face teachers which is developed from the Texas Essential Knowledge and Skills (TEKS) standards. The curriculum includes activities, engaging instruction, assessments, student collaboration, and time for age-appropriate, independent practice. • Virtual learning activities include live, daily interaction to provide direct instruction, student supports to facilitate class discussions, and to practice new concepts. • When mathematics manipulatives are needed, students will utilize virtual manipulatives and basic materials at home. • When science labs are appropriate, teachers will provide simulations and/or teachers may host live demonstrations with students, virtually.
<p>Teacher Interaction</p>	<ul style="list-style-type: none"> • Teachers will access quality learning resources through the Texas City ISD Interactive Curriculum housed in Canvas and Forethought. • Link to Learning virtual teachers will employ engaging methods to allow for interaction with both the teacher and fellow students. • Teachers will follow a schedule which will provide time for continuous learning in all subject areas including physical education. The daily schedule will include maximum engagement of students through collaborative learning activities and technology tools. • Teachers are available during other times for extra student supports or small group instruction. Teachers will communicate office hour schedules with students and parents. • The day will include intervals of time for students to work independently on various assignments asynchronously or to receive additional support from the teacher through small group instruction.
<p>Student Assessment and Feedback</p>	<ul style="list-style-type: none"> • Teachers will assess student learning formally and informally through assignments, discussions, participation, projects, performance tasks and unit assessments. • When needed, teachers may assign assessments within Canvas or other available technology tools. • Link to Learning students in grades K through 4th, will participate in Curriculum Based Assessments through Canvas utilizing Respondus which will provide test security to ensure an accurate representation of student learning. • Teachers will provide feedback in various formats.

Elementary Grades PreK – 2nd
Sample Schedule

Length of Time in Minutes	Synchronous or Asynchronous Instruction	Subject Area
15	 	Morning Meeting
140	 	RLA (all literacy components)
45		Specials/ Teacher Planning/ Office Hours
60	 	Math
60		Lunch/Break
30		Science
30		Social Studies
30		Independent Learning
30		Teacher Office Hours

Elementary Grades 3rd – 4th
Sample Schedule

Length of Time in Minutes	Synchronous or Asynchronous Instruction	Subject Area
15	 	Morning Meeting
130	 	RLA (all literacy components)
45		Specials/ Teacher Planning/ Office Hours
90	 	Math
60		Lunch/Break
30		Science
30		Social Studies
20		Independent Learning
30		Teacher Office Hours

*These schedules are subject to change and are only to be used as examples.

Note: Link to Learning students may pick up instructional materials to be used at home during virtual learning.

Key:  Synchronous Instruction  Asynchronous Instruction

Elementary School: Types of Assessments

At the elementary school level there are many different types of assessments. The following chart outlines these types of assessments.

Note: Students may need to take some tests in person while attending Link to Learning.
















Assessment	Assessment Process in a virtual Environment	Assessment Level
Unit Assessments, Project, Performance Tasks	Virtual, through Canvas, utilizing Respondus within Canvas for test security at the discretion of the teacher.	Teacher
Curriculum Based Assessments (CBA)	Administered once a nine-weeks in each of the core content areas.	District
Renaissance Testing	Administered three times a year in Reading and Math.	District
STAAR EOC	The State of Texas End of Course Exams referred to as its acronym EOC, are a series of standardized tests used in Texas public primary and secondary schools to assess a student's achievements and knowledge learned in the grade level. It tests curriculum taught from the Texas Essential Knowledge and Skills.	State

Intermediate/Middle School: 5th – 8th Grades

**Intermediate/
Middle**

Instruction Delivery Methods	<ul style="list-style-type: none">• Link to Learning teachers will follow the same Texas City ISD curriculum as face-to-face teachers which is developed from the Texas Essential Knowledge and Skills (TEKS) standards. The curriculum includes activities, engaging instruction, assessments, student collaboration, and time for age-appropriate, independent practice.• Virtual learning activities include live, daily interaction to provide direct instruction, student supports to facilitate class discussions, and to practice new concepts.• When mathematics manipulatives are needed, students will utilize virtual manipulatives and basic materials at home.• When science labs are appropriate, teachers will provide simulations and/or teachers may host live demonstrations with students, virtually.
Teacher Interaction	<ul style="list-style-type: none">• Teachers will access quality learning resources through the Texas City ISD Interactive Curriculum housed in Canvas and Forethought.• Link to Learning virtual teachers will employ engaging methods to allow for interaction with both the teacher and fellow students.• Teachers will follow a schedule which will provide time for continuous learning in all subject areas. The daily schedule will include maximum engagement of students through learning activities and technology tools.• Teachers are available during other times for extra student supports or small group instruction. Teachers will communicate office hour schedules with students and parents.
Student Assessment and Feedback	<ul style="list-style-type: none">• Teachers will assess student learning through assignments, quizzes, discussions, participation, projects, performance tasks and unit assessments.• When needed, teachers may assign assessments within Canvas utilizing Respondus which will provide test security to ensure an accurate representation of student learning.• Teachers will provide feedback in various formats.

Intermediate/Middle School: Grades 5th – 8th
Sample Schedule

Length of Time in Minutes	Synchronous or Asynchronous Instruction	Subject Area
10	 	Morning Meeting
65	 	1 st Period
65	 	2 nd Period
65	 	3 rd Period
30		Lunch
65	 	4 th Period
65	 	5 th Period
65	 	6 th Period

*This schedule is subject to change and are only to be used as examples.

Note: Link to Learning students may pick up instructional materials to be used at home during virtual learning.

Key:  Synchronous Instruction  Asynchronous Instruction

Intermediate/Middle School: Types of Assessments

At the intermediate/middle school level there are many different types of assessments. The following chart outlines these types of assessments.

Note: Students may need to take some tests in person while attending Link to Learning.


















Assessment	Assessment Process in a virtual Environment	Assessment Level
Unit Assessments, Project, Performance Tasks	Virtual, through Canvas, utilizing Respondus within Canvas for test security at the discretion of the teacher.	Teacher
Curriculum Based Assessments (CBA)	Administered once a nine-weeks in each of the core content areas.	District
Renaissance/Moby Max	Administered three times a year in Reading and Math.	District
STAAR EOC	The State of Texas End of Course Exams referred to as its acronym EOC, are a series of standardized tests used in Texas public primary and secondary schools to assess a student's achievements and knowledge learned in the grade level. It tests curriculum taught from the Texas Essential Knowledge and Skills.	State

High School: 9th – 12th Grades

**High**

Instruction Delivery Methods	<ul style="list-style-type: none">• Link to Learning teachers will follow the same Texas City ISD curriculum as face-to-face teachers which is developed from the Texas Essential Knowledge and Skills (TEKS) standards. The curriculum includes activities, engaging instruction, assessments, student collaboration, and time for age-appropriate, independent practice.• Virtual learning activities include live, daily interaction to provide direct instruction, student supports to facilitate class discussions, and to practice new concepts.• When science labs are appropriate, teachers will provide simulations and/or teachers may host live demonstrations with students, virtually.
Teacher Interaction	<ul style="list-style-type: none">• Teachers will access quality learning resources through the Texas City ISD Interactive Curriculum housed in Canvas and Forethought.• Link to Learning virtual teachers will employ engaging methods to allow for interaction with both the teacher and fellow students.• Teachers will follow a schedule which will provide time for continuous learning in all subject areas. The daily schedule will include maximum engagement of students through learning activities.• Teachers are available during other times for extra student supports or small group instruction. Teachers will communicate office hour schedules with students and parents.
Student Assessment and Feedback	<ul style="list-style-type: none">• Teachers will assess student learning through assignments, quizzes, discussions, participation, projects, performance tasks and unit assessments.• When needed, teachers may assign assessments within Canvas utilizing Respondus which will provide test security to ensure an accurate representation of student learning.• Teachers will provide feedback in various formats.

High School: Grades 9th – 12th
Sample Schedule

Length of Time in Minutes	Synchronous or Asynchronous Instruction	Subject Area
50	 	1 st Period
50	 	2 nd Period
50	 	3 rd Period
50	 	4 th period
30		Lunch
50	 	5 th Period
50	 	6 th Period
50	 	7 th Period
50	 	8 th period

*This schedule is subject to change and are only to be used as examples.

Key:  Synchronous Instruction  Asynchronous Instruction

High School: Types of Assessments

At the high school level there are many different types of assessments. The following chart outlines these types of assessments.

Note: Students may need to take some tests in person while attending Link to Learning.

Assessment	Assessment Process in a virtual Environment	Assessment Level
Unit Assessments, Project, Performance Tasks	Virtual, through Canvas, utilizing Respondus within Canvas for test security at the discretion of the teacher.	Teacher
Curriculum Based Assessments (CBA)	Administered once a nine-weeks in each of the core content areas.	District
STAAR EOC	The State of Texas End of Course Exams referred to by its acronym EOC, are a series of standardized tests used in Texas public primary and secondary schools to assess a student's achievements and knowledge learned in the grade level. It tests curriculum taught from the Texas Essential Knowledge and Skills.	State
TSIA	The Texas Success Initiative Assessment (TSIA) is a series of placement tests for students enrolling in public colleges and universities in Texas. The tests help Texas schools determine whether you're ready for college-level courses in the areas of reading, writing, and math. If the student is not ready for college-level courses, the tests help determine what types of courses or intervention will best prepare you for college-level work.	State
AP Exams	AP exams are the culmination of year-long Advanced Placement (AP) courses. AP exams (with few exceptions) consist of a multiple-choice section and a free-response section. Exam registration occurs in November.	National
SAT/ACT	The SAT/ACT is a standardized test administered by the College Board. The SAT along with the ACT are the primary entrance exams used by colleges and universities in the United States.	National
PSAT	The PSAT (Preliminary Scholastic Aptitude Test) test is given to sophomores and juniors to prepare for the SAT. Dates and times will be communicated.	National

SPECIAL PROGRAMS

PreK to 12th Grades

Dyslexia Intervention

Students identified to receive dyslexia intervention services in the general or special education setting will receive small group dyslexia intervention (virtually or face-to-face) compliant with the student's Individual Accommodation Plans (Section 504) or Individualized Education Plans (Special Education) and the provisions outlined in the Texas Dyslexia Handbook.

Bilingual Programs

Students participating in Bilingual Education will receive bilingual instruction in the virtual environment. Linguistic supports will be provided to enhance biliteracy in listening, speaking, reading and writing skills across all content areas.

ESL Programs

Students participating in ESL will receive linguistic supports in the virtual environment that are commensurate to their English proficiency in order to develop listening, speaking, reading and writing skills across all content areas.

Gifted and Talented Services

Elementary students identified as gifted and talented will receive services in the general education setting. Secondary GT students will receive services through their Advanced/AP classes. Both of which will be in accordance with the Gifted and Talented State Plan.

Special Education/504 Programs

Like general education, special education services and 504 services for students participating in the virtual learning option will be a blend of live, two-way teacher-student interaction and independent practice. Accommodations, modified curriculum, alternate curriculum, and/or related services will continue to be provided for students enrolled in virtual learning who meet eligibility requirements.

Intermediate, Middle, and High Schools Only

Fine Arts

Some Fine Arts courses may require some in-person instruction. Band students who will require a school owned instrument for virtual learning and participation will be able to schedule a time with their home campus instructor for check out and pick up. Home campus instructors will help students with any mechanical or repair needs as they are incurred through the duration of the student's virtual learning.

Other Fine Arts courses, such as art, choir, dance and theatre, may need to pick up needed materials from the home campus. The campus program director will notify the students when and how these materials may be collected.

High Schools Only

Career and Technical Education (CTE)

Listed below are several Career and Technical Education (CTE) courses that will require students to attend in-person to learn specific skills and have access to specialized equipment. If a student has chosen one of these CTE courses and Link to Learning, the student will be required to attend the in-person CTE course during their regular instructional time and can attend all other courses through Link to Learning. If your student is enrolled in any other CTE course not listed below, they may access it through Link to Learning. Students must provide their own transportation to each of these scheduled classes throughout the school day. The district will not provide transportation.

Agriculture Mechanics
Advanced Robotics Program and Design I
Advanced Robotics Program and Design II
Audio/Video Production II
Audio/Video Practicum
Culinary Arts I
Culinary Arts II

Culinary Arts Practicum
Cosmetology - Introduction
Cosmetology I
Cosmetology II
Health Science Clinicals
Health Science Theory – Pharmacology
Practicum in Health Science

Dual Credit

Dual Credit courses will be offered through Texas City ISD and College of the Mainland (COM). Adjunct professors from COM will conduct classes virtually via Blackboard. While Texas City ISD dual credit instructors will conduct classes via Canvas. Any La Marque HS students enrolled in the dual credit welding classes at COM will follow COM's in-person schedule.

Industrial Trade Center (ITC)

The ITC programs listed below will be offered in person for students to learn specific skills and have access to specialized equipment. If a student selects instruction through Link to Learning and ITC, only home campus courses will be virtual. Students will attend ITC in-person for their CTE course(s) during their regular instructional time. Students must provide their own transportation to each of these scheduled classes throughout the school day. The district will not provide transportation.

Carpentry
Electrical/Instrumentation
Maritime

Pipefitting
Welding