

Washington High School

2020-2021



Remote Learning
Student Handbook

Message from Principal Whitemarsh:



Greetings Patriot Family,

I am excited for the start of the 2020-21 school year, and I can't believe it is just around the corner. Just like all of you, I look forward to reconnecting with the students, staff, and Washington High School community as we push forward with our focus on learning and preparing all students for success after high school. I'm ready to move beyond descriptors such as "unprecedented" and "uncertain" times, and while recognizing the challenging nature of remote learning, celebrate the fact that we have technological resources to provide our students with quality learning experiences that will pave the way for future success. Our teachers and support staff have put in much work to prepare for this school year, and when September 8th (the first day of school) hits, we plan to hit the ground running. One benefit to the remote learning schedule that I'm really looking forward to is the opportunity to connect with more students and families. Since instruction will be virtual, "dropping in" on classes to see students engage in their learning will be just a click away. When we're not observing instruction, our admin team plans to go out and check in and students and families to make sure all students are set up for success. There are certainly aspects of our learning model that will not be ideal, but in many ways, I believe we will be able to accomplish things that we've never been able to do before. I'm looking forward to a great school year!

A few updates and things you should expect:

- Grades count! One of the challenges in the spring was that, based on direction from the state, students could only be encouraged (but were not required) to complete any new work issued once we went remote. This is not the case this year. Every summative assignment will be used to calculate your overall grade for each course. Teachers will expect you to be present, attentive, and on task during each remote learning session.
- You will engage in both synchronous ("live") and asynchronous ("on demand") instruction each day. Attendance will be taken during each synchronous class period; if you are unable to attend class on a given day, you will need to communicate with your teacher and make plans to receive the instruction in another way.
- Each teacher will post specified office hours to provide additional support to students and families. If you contact a teacher during the posted office hours, you can expect a prompt response. If you contact a teacher (via email or phone message) outside of those office hours, please allow 24 hours for a response.
- While athletic events, fine arts performances, and other extra-curricular activities are currently on hold, we are working to develop opportunities for students to engage in regular virtual meetings for various clubs and activities. Advisors are developing plans to create meaningful alternative experiences that will allow students to engage in these activities during our remote learning model.

Brent Whitemarsh
Principal

FRANKLIN PIERCE SCHOOLS

2020-21 Calendar

No School
 All Offices Closed
 First/Last Day
 Wednesday Early Release (90 minutes)
 Conferences
 Early Release (3.5 hours)
 Make Up Day

<p>August</p> <p>31 Teacher Training (PRAD)</p> <p>September - 17 School days</p> <p>1-3 Teacher Training (PRAD)</p> <p>8 First Day of School</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUG/SEPTEMBER 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	AUG/SEPTEMBER 2020							S	M	T	W	Th	F	S	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
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29	30	31																																																							

OPENING SCHEDULE - 9/8 to 9/15

During the first six days of school, students will receive necessary information that will prepare them to be successful in our remote learning model. The schedule below reflects synchronous instructional times. Because limited course content will be taught during this time, the assigned asynchronous time will be used primarily to distribute any instructional materials that are required for 1st semester courses.

	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
8:30–9:15		Cohort A Advisory	Cohort A Advisory	Cohort A Advisory	Cohort A Advisory
9:20–9:50		Cohort A 4 th Period	Cohort A 1 st Period	Cohort A 1 st Period	Cohort A 4 th Period
9:55–10:25		Cohort A 5 th Period	Cohort A 2 nd Period	Cohort A 2 nd Period	Cohort A 5 th Period
10:30–11:00		Cohort A 6 th Period	Cohort A 3 rd Period	Cohort A 3 rd Period	Cohort A 6 th Period
11:00–11:30		Student Lunch Distribution 11:00 – 12:00 Staff Lunch + PLC			
11:30–12:20					
12:30–1:15		Cohort B Advisory	Cohort B Advisory	Cohort B Advisory	Cohort B Advisory
1:20–1:50		Cohort B 4 th Period	Cohort B 1 st Period	Cohort B 1 st Period	Cohort B 4 th Period
1:55–2:25		Cohort B 5 th Period	Cohort B 2 nd Period	Cohort B 2 nd Period	Cohort B 5 th Period
2:30–3:00		Cohort B 6 th Period	Cohort B 3 rd Period	Cohort B 3 rd Period	Cohort B 6 th Period

	Monday 9/14	Tuesday 9/15	Wednesday 9/16
8:30–9:15	Cohort A Advisory	Cohort A Advisory	FIRST DAY OF REGULAR SCHEDULE
9:20–9:50	Cohort A 1 st Period	Cohort A 4 th Period	
9:55–10:25	Cohort A 2 nd Period	Cohort A 5 th Period	
10:30–11:00	Cohort A 3 rd Period	Cohort A 6 th Period	
11:00–11:30	Lunch Distribution 11:00–12:00 Staff Lunch + PLC		
11:30–12:20			
12:30–1:15	Cohort B Advisory	Cohort B Advisory	
1:20–1:50	Cohort B 1 st Period	Cohort B 4 th Period	
1:55–2:25	Cohort B 2 nd Period	Cohort B 5 th Period	
2:30–3:00	Cohort B 3 rd Period	Cohort B 6 th Period	

Daily Schedule - Starts 9/16/2020

Students with the last name beginning **A-L** are in **COHORT A**.

Students with the last name beginning **M-Z** are in **COHORT B**.

- Each class is split in half and is either “cohort A” or “cohort B”.
- A will be “LIVE” in the morning and B will be “LIVE “ in the afternoon.
- On Monday/Thursday you will attend periods 1,2,3
- On Tuesday/Friday you will attend periods 4,5,6.
- Wednesday you will see all your classes in the afternoon.

If you need to change your child's cohort, please fill out the [Cohort Change Request Form](#) located on our website at [fpschools.org/Schools/Washington High School](https://fpschools.org/Schools/Washington%20High%20School).

Table Key:

Synch	Teacher led & live video
Asynch	Independent work as directed by the teacher
Office Hours	Communicate with teachers by student email, Canvas, or Teams phone number

Cohort A	Monday	Tuesday	Wednesday	Thursday	Friday
8:35-11:00	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 Synch	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 Synch	Extension Catch up Open	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 Synch	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 Synch
11:00-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00
12:05-12:30	Advisory	Advisory	Advisory	Advisory	Advisory
12:35-3:00	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 Asynch	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 Asynch	P1 12:35-12:55 P2 1:00-1:20 P3 1:25-1:45 P4 1:50-2:10 P5 2:15-2:35 P6 2:40-3:00 Synch	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 Asynch	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 Asynch

Cohort B	Monday	Tuesday	Wednesday	Thursday	Friday
8:35-11:00	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 Asynch	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 Asynch	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 Asynch	Extension Catch Up Open	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 Asynch
11:00-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00
12:05-12:30	Advisory	Advisory	Advisory	Advisory	Advisory
12:35-3:00	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 Synch	P4 12:35 P5 1:25-2:10 P6 2:15-3:00 Synch	P1 12:35-12:55 P2 1:00-1:20 P3 1:25-1:45 P4 1:50-2:10 P5 2:15-2:35 P6 2:40-3:00 Synch	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 Synch	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 Synch

Remote Learning Behavior Matrix	P reparation <i>How ready are you?</i>	R espect <i>How do you treat others?</i>	I ntegrity <i>Who are you when no one is looking?</i>	D edication <i>Are you meeting expectations?</i>	E ffort <i>Are you being your best self?</i>
Remote Learning	<ul style="list-style-type: none"> ● Try to find a quiet room/back to a wall ● Have all the materials needed ● Attend Canvas/online meetings on time ● Complete and turn in all learning tasks on time ● Communicate when in need of materials 	<ul style="list-style-type: none"> ● Mute yourself unless <u>it's</u> your turn to talk ● Take turns responding during on-line/Canvas lessons ● Honor one voice ● Actively listen to others ● Use respectful comments on-line/Canvas ● Use respectful facial expressions online/Canvas ● Wash hands and maintain social distances 	<ul style="list-style-type: none"> ● Turn in own work ● Help younger siblings if needed ● Use Canvas for school use only ● Always THINK before posting (<i>Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?</i>) to eliminate cyber bullying ● Support your classmates and other opinions ● Value school property 	<ul style="list-style-type: none"> ● Attend all classes, every day ● Follow class procedures ● Check email and calendar ● Complete independent learning tasks each day ● Spend time helping family 	<ul style="list-style-type: none"> ● Always persevere and try your best ● Ask for <u>any and all</u> help when needed ● Actively participate ● Create thoughtful and neat work ● Check over work ● Help others if needed
Technology	<ul style="list-style-type: none"> ● Come to Canvas with laptop charged ● Use technology appropriately ● Take good care of laptop 	<ul style="list-style-type: none"> ● Be respectful of yourself and others online (mute, take turns, honor voices, actively listen, comments and facial expressions) ● Keep login, passwords, and private information private ● Avoid eating or drinking while using laptop 	<ul style="list-style-type: none"> ● Always cite sources of pictures & information used ● Always THINK before posting (<i>Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?</i>) to eliminate cyber bullying 	<ul style="list-style-type: none"> ● Stay on task when using technology ● Avoid and report inappropriate sites, unsafe use, or cyber bullying 	<ul style="list-style-type: none"> ● Use laptops for school use only ● Take PRIDE in completing best work ● Monitor your screen time to be the best learner

Attendance:

Students are expected to attend their synchronous remote learning session each day to be marked present or login to Canvas each day to be marked present for asynchronous attendance.

New information specific to COVID-19: Excused absences from in-person learning or remote learning.

- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19
- Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program
- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made
- Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity
- Other COVID-19 related circumstances as determined between school and parent or emancipated youth. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

Breakfast/Lunch:

"Grab and go" breakfast and lunch sacks will be provided at the sites listed below. Lunch distribution times vary, and more sites may be added. Times vary at locations, please check the district website periodically for updates.

- Ford Middle School*
- Franklin Pierce High School
- Washington High School*
- Elmhurst Elementary
- Bus stop at 136th and 68th*
- Lakeshore Apartments*
- Westminster Apartments
- GATES
- Early Learning Center
- Heatherstone Apartments
- Church for All Nations

When going to a site, please note:

- We are only able to serve meals to our ENROLLED students.
- Students should come prepared to tell the person serving their name and where they go to school.
- Parents can pick up for students as long as they give the student's name and school.
- Each student can receive a meal from ONE site daily and not multiple ones.

Grade Requirements: (Credits) Class of 2021, 2022, and 2023

English	4.0	Mathematics	3.0
Social Studies	3.0	Science (1.0 lab science req.)	3.0
Physical Education	1.5	Health	.5
Career & Technical	1.0	Fine Arts 2.0 or 1.0 Fine Arts & 1.0 Personal Pathway	
Electives	4.0	World Language or Personal Pathway	2.0
		Total Number of Credits for Graduation = 24.0	

GRADING

Letter grades of A, B, C, and F are used. All carry credit except the F, which carries no credit but is averaged in the grade point average. An Incomplete must be made up within twenty school days after the Incomplete is received or the Incomplete will convert to an F. Emergency situations should be cleared with a counselor or the principal. Grades for the first and third quarters are temporary grades and are not recorded in the permanent records. Grade reports for the second and fourth quarters are permanent and are recorded on the permanent record of the student. All report cards are mailed home.

Grading Report:

1st Quarter: November 10, 2020
3rd Quarter: April 2, 2021

1st Semester: February 23, 2021
2nd Semester: June 22, 2021

Grades and Grade Points:

A	4.0	B+	3.3	B-	2.7	C	2.0	F	0.0
A-	3.7	B	3.0	C+	2.3	C-	1.7		

Grading and Withdrawal from a Class: If a student is earning an "F" grade and withdraws from a course after the first twelve days of the semester, it will result in a grade of "WF" and will be calculated into the cumulative GPA. We will also be calculating partial credit for students leaving our school who were passing their classes at the time of their withdrawal.

Grades from off Campus Programs: Grades issued through institutions not on the campus of Washington High School will be included on Washington High School transcripts and calculated into the GPA of students enrolled in these institutions. These institutions include but are not limited to Running Start, high school completion, vocational classes, and correspondence courses.

Online Grades: By going to the Website at www.fpschools.org or Skyward family access link students and parents may access the following information:

1. A summary of the grades for each class, including detailed progress reports showing an itemization by assignment & missing work.
2. An indication as to when the grades were last updated.
3. A link to email teachers.
4. A calendar which teachers may use to list assignments and links to assignments to be downloaded.
5. A summary of assessments.
6. Downloadable version of student handbook.

Progress Reports: The staff of Washington High School feels it is important to keep open lines of communication with parents regarding student grades. In addition to the quarter report cards and the semester report cards, Progress Reports may indicate a possible failure at the quarter or the semester, or may indicate a low but passing grade, or may indicate exceptionally good progress in class. Students and parents should be fully aware that it is entirely possible to receive a failing grade even though no progress report was sent. Progress reports are made out periodically 3-4 weeks before each grading period and may be carried home by students.

Retaking a Failed Class: The transcript of a student who retakes and passes a previously failed class will include the "F" grade as well as the new passing grade. Both grades will be calculated into the cumulative GPA.

Retaking a Passed Class: A student may choose to retake a class that was passed once before. Both grades will be included on the student's transcript and the second class will be counted as a credit attempted, but not as a credit earned.

Transfer Student Grades: When a student transfers in after the first twelve days of a semester, the counseling center will distribute that student's withdrawal grades to the new teachers as soon as they are available from the previous school. Students who transfer in with a letter grade and no percentage will be assigned a percentage for the work the student missed in the class prior to enrolling. Percentages will be assigned as follows for withdrawal grades with no percentage:

F = 50%, D = 65%, C = 75%, B = 85% A = 95%

AP COURSES/TESTING

AP testing is required in all AP courses

1. AP Testing costs provided by the school district.

Students not taking the AP test

1. Students can take an AP class 1st semester only and get credit without taking the AP test.
2. Dropping an AP course after the beginning of 1st or 2nd semester follows current school policy: students can withdraw before 12 days without a withdrawal grade showing on the transcript; after 12 days, students will receive a "W" (withdraw).

Laptop Check-Out/Technology Support

The district advises that all students use a district issued laptop for the upcoming Remote Learning school session. Laptops will be distributed in front of Washington High School on September 1st to the 4th from 8:00 to 3:30 by appointment. After September 8th, laptop checkout will be processed by Kamesha Herd, our Library/Media Technician. **AFTER SEPTEMBER 8TH**, appointments can be made by clicking on [online bookings](#) or by going to Washington High School's website homepage.

Questions? Ms. Herd can be reached by phone at 253.298.4750 and 971.358.0089 or by email at kherd@fpschools.org.

FOR TECH ISSUES, CALL THE HELP DESK AT 253.298.4647.

School to Parent Communications: Stay Connected

We encourage parents and students to take advantage of the many communication methods available to learn about upcoming events.

- Peachjar
- Social Media
- Translation Options
- Website
- Newsletter (posted on website)
- Skyward Family Access
- School Messenger (automated phone calls/emails)
- TeacherEase (Get information from website or direct to website)

Note: If you need to update or add your email to your Skyward account so that you can access TeacherEase, or if you need to update your primary telephone number to receive autodialer messages, etc., please email our registrar, Bonnie Wiklund, at bwiklund@fpschools.org with the following information: your name, the information you wish to update, the names of all your students who attend WHS, and each of their birthdates. Please include a phone number where you can be reached as well, in case Ms. Wiklund has questions or needs additional information.

Staff Contact Information

Name	Email	Number
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Brownlee Nicholas	nbrownlee@fpschools.org	1-208-609-4563
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Wedde Sienna	swedde@fpschools.org	1-971-357-0836
Wilson Nicole	nwilson@fpschools.org	1-971-357-0898
Wright Rejie	rwright@fpschools.org	TBD
Zapanta Jamie	jzapanta@fpschools.org	1-971-357-0659

Turning in Hard Copies of Assignments

Students may drop off hard copies of their assignments at the school. See visiting school protocol below.

Visiting School Protocol:

Currently, the school is closed to the public. When it reopens, these protocols will take place:

- The Main Office and Counseling Center hours will be 7:00 AM to 2:00 PM, Monday-Friday.
- Please schedule an appointment with the main office prior to coming into the building, by calling 253-298-4700.
- Only 1 family (max 5 at a time) can enter the counseling center or the main office at a time.
- We will check visitor health (ask if you have a cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, or loss of taste or smell).
- All visitors and students must wear a mask on campus.
- Children under 2 should not wear face coverings.
- Children 2-4 are encouraged to wear face coverings with adult supervision.
- Restrooms are closed to visitors.
- For closure information, please see the 2020-21 Academic Calendar.