

# REMOTE LEARNING PREPAREDNESS 2021-2022



West Allegheny School District

*A Tradition of Excellence...  
A Vision for Tomorrow*

# REMOTE LEARNING 2.0

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**Things You Should  
Know**

# #1- How might we end up in remote learning?

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- **The district may enter a remote learning period based on any of the following circumstances:**
  - The Governor declares a school closure.
  - Superintendent declares a school/district closure based on positive cases of COVID-19, with advisement from ACHD or PA DOH.
  - Superintendent declares a school/district closure based on weather or other emergency impacting one or more schools.
- **The duration of a remote learning period will be dependent on the reason for closure.**
  - Extended school closures (as seen in the spring) are unlikely, based on current context.
  - Following a closure, the goal is to ensure safety within the school and return staff and students to the school environment.
  - The Remote Learning 2.0 plan is designed to support both short-term (days to two weeks) and long-term (weeks to months) school closures.
- **Remote Learning will begin as follows:**
  - The district will utilize the **three** snow days built into the calendar prior to implementing a remote learning day for a weather-related closure.
  - In the event of a school closure (**Pandemic-related or other-related**), remote learning will begin on the first day of the closure.
  - All students take devices home daily and will be prepared in the event we must shift to a remote learning model.
  - In the event of a school closure, the district will notify staff and families via email and School Messenger and where possible virtual zoom staff meeting.
  - All remote learning days for students will count as instructional days for students and workdays for WAEA staff.

# # 2- What is the schedule for remote learning?

• **Set Daily Schedule-** Students will follow a set daily schedule during a remote learning period that remains on the six-day rotation. This schedule will run from **9:00 am until 2:10 pm**. Students will engage with teachers **daily** based on their in-person schedule.



## Student Schedule

Remote Learning Schedule	
Period	Time Frame
1	9:00-9:30
2	9:35-10:05
3	10:10-10:40
4	10:45-11:15
5	11:20-11:50
6	11:55-12:25
7	12:30-1:00
8	1:05-1:35
9	1:40-2:10
Office Hours	2:15-3:00

## Teacher Schedule

Remote Learning Schedule	
Period	Time Frame
Extended Prep	8:00-9:00
1	9:00-9:30
2	9:35-10:05
3	10:10-10:40
4	10:45-11:15
5	11:20-11:50
6	11:55-12:25
7	12:30-1:00
8	1:05-1:35
9	1:40-2:10
Office Hours	2:15-3:00
School/District Mtgs, PD, or Extended Prep	3:00-3:50

- WAVA support sessions will continue utilizing the modified remote learning schedule for session times.
- Duty, Lunch and Prep periods occur based on the typical six-day rotation. During an extended remote learning period, duties may be reassigned as needed for additional student support.



# # 3- How will daily instruction occur in remote learning?

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**Instruction-** Students will have daily access to synchronous, real-time, engagement with teachers, following their set schedule.

- All teachers will be required to provide daily instruction/engagement for each class during 30-minute scheduled periods, aligned to the approved curriculum following the scope and sequence.
- Consistent with in-person instruction, instructional periods may contain teacher-led instruction that introduces new content, addresses misconceptions, and provides modeling for students. They may also include group work, discussions, independent work time and assessments.
- All teachers will utilize Zoom for video conferencing with students and Zoom sessions should remain live for the duration of a class period, regardless of type of instruction and/or lesson design.
- Teachers must make Zoom sessions, where new content is taught, available to students outside of the set schedule and have two options to do so: (following the quarantine guidelines)
  - Record the live session when new content and relevant instructional material is presented **OR**
  - Pre-record new content/learning prior to live Zoom
  - Recorded instructional portions of lessons should be posted in Canvas for students to access for five days. [Uploading Zoom Videos to Canvas](#)
- While videos found online may be used to supplement teacher instruction, they cannot be used to replace the instruction provided by the teacher.



# # 3- How will daily instruction occur in remote learning?

**Canvas-** Teachers will utilize Canvas to communicate with students and families, post assignments, give grades, and house instructional resources for students.

- Teachers will be required to apply the Canvas competencies noted in the Canvas Standard Operating Procedures to deliver instruction and fulfill professional grading and communication responsibilities.
- **In the event of an extended closure beyond on week,** teachers will post weekly overviews in Canvas by Friday at 4:00 pm for the following week. All assignments will be posted in Canvas and due dates will vary by teacher.



## West Allegheny School District Canvas LMS and Skyward SIS Standard Operating Procedures



West Allegheny uses two key software platforms to manage student information and instructional materials.

Our Student Information System (SIS), Skyward, houses student and parent information, schedules, report cards, and transcripts. Our Learning Management System (LMS), Canvas, houses all graded assignments/assessments/quizzes, learning materials, and communication with students and parents.

To help support you with your daily teaching responsibilities, both in-person and virtual, we have prepared the following guide to outline key functions of each platform, as well as key milestones in your implementation and use of the two systems.

Canvas	Skyward
All work that will be graded must be created as a Canvas Assignment, Discussion Board, or Quiz with a Due Date. All work that will be graded must be submitted as a Canvas Assignment, Discussion Board, or Quiz with a Due Date.	Daily attendance will be recorded in Skyward.
Teachers will update gradebooks in Canvas and sync gradebooks to Canvas a minimum of one time per six-day rotation.	Seating charts will be created in Skyward.
Teachers will post a syllabus/course information, classroom expectations and assessment guidelines in Canvas.	Report cards and transcripts will be stored in Skyward.
Teachers who use a weighted gradebook will use assignment groups that match grading categories in Skyward.	Student schedules will be built and maintained in Skyward.
Assignments & Grades Must be Visible in Navigation Toolbar. Zoom must be hidden in the Navigation Toolbar.	Student and parent demographic information will be maintained in Skyward.
Apps: Digital instructional materials such as ebooks, links to instructional applications (such as Study Island etc.) that are relevant to your class should be accessible through Canvas.	Non-traditional grade marks (I, X, M) must be reported to administration and entered into Skyward.
Teachers will post the due date for major assignments in Canvas on or before the day that the assignment is introduced.	
Teachers will post a notification of exams in Canvas a minimum of 72 hours before the exam.	
Canvas should be used for messaging with students and parents (NOTE: Skyward should	



# # 4- How will attendance and grading work during remote learning?

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**Attendance** -Attendance during remote learning days is required.

- Students must log into Canvas daily and their attendance is documented.
- Teachers are encouraged to monitor student presence and participation in synchronous sessions.
- Teachers are asked to contact counselors and administrators if they have concerns about students who are chronically absent or failing to complete work.
- Counselors will be responsible for monitoring student weekly attendance and following up with absent students via email and/or phone based in consultation with teachers.
- Attendance clerks are responsible for inputting attendance into our district's student management system.
- Teachers are not required to submit daily attendance for themselves. They are assumed to be available and working each day.
  - If you must be unavailable for any reason, sick or personal, you should notify your immediate supervisor and record the day in Frontline, formerly known as Aesop.

**Grading Procedures**- Traditional grading procedures will apply.

- Teachers will work with counselors and administrators to handle extenuating circumstances.



# # 5- What should you do to prepare for remote learning?

**To be prepared for a transition to remote learning, teachers should do the following:**

1. Be sure to receive all training and support needed to feel confident with the ten Canvas Competencies. If additional support is needed, please contact your school principal.
2. Ensure your students know how to log on and interact with your Canvas page including receiving and submitting assignments.
3. Ensure external instructional resources, such as Study Island, e-books, ST Math, etc. are hyperlinked into your Canvas page.
4. Set up and practice Zooming within your classroom. **This should be practiced several times on a nine week period.**
5. Explain to students what your expectations of them will be during your remote learning class periods.
6. **Work with your colleagues to share best instructional strategies for online learning.**
7. Make sure students are taking their Chromebooks (or Ipads in Kindergarten) and chargers home each evening.
8. Read the Remote Learning Plan 2.0 and talk to your principal about any questions you may have.