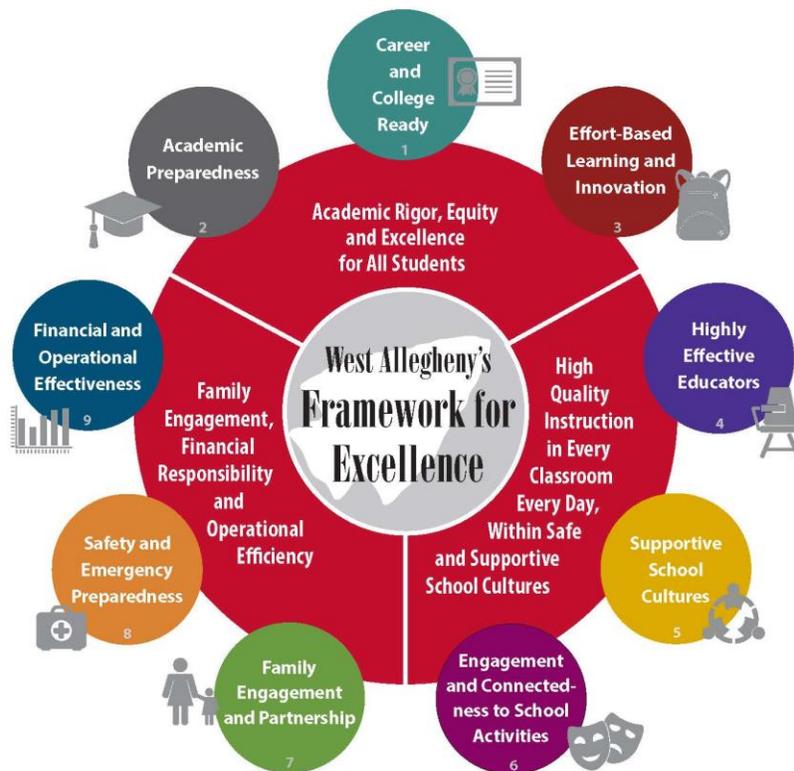




WEST ALLEGHENY REMOTE LEARNING 2.0 PLAN 2020-2021



A Tradition of Excellence... A Vision for Tomorrow

West Allegheny School District
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<http://www.westasd.org/>



Based on requirements from the Pennsylvania Department of Education (PDE), the West Allegheny School District submitted a Health & Safety Plan that outlines guidelines for the reopening of our schools. Below is an overview that shows how the District will make decisions regarding educational delivery options based on additional guidance from the Centers for Disease Control and Prevention, Allegheny County Health Department, and the Pennsylvania Department of Education. *It's important to note that the West Allegheny School District Superintendent will have the authority to change in-person instruction based on the health and wellness of the students and staff in each building.*

Process to Reopen Pennsylvania Guidelines (Pennsylvania Department of Education)		
Allegheny County Green Phase	Allegheny County Yellow Phase	Allegheny County Red Phase
While this phase will facilitate a return to a "new normal," it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.	As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease, while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings remain.	The red phase has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.
Schools subject to CDC and commonwealth guidance.	Schools may provide in-person instruction with the Department of Education guidance.	Schools (for in-person instruction) are closed.
Corresponding West Allegheny School District Educational Delivery Options		
In-Person Instruction (K-12) Hybrid Learning (9-12)	In-Person Blended A/B Learning (K-12) If required to decrease occupancy, WASD is prepared to shift to a blended learning model with alternating schedules allowing half of the student body to attend at one time. Hybrid Learning (9-12)	Remote Learning 2.0 (K-12) All students would be working remotely from home and the WASD Remote Learning Plan 2.0 would be used.
Synchronous Online Learning (K-8) and West Allegheny Virtual Academy (K-12) will be available as options in all phases of reopening.		



This plan will detail the Remote Learning 2.0 model of educational delivery.



Remote Learning 2.0

The Remote Learning 2.0 Plan was proactively written in the event a period of remote learning must occur during the 2020-2021 school year. The district may activate the remote learning plan based on a state mandated closure of schools and/or a superintendent authorized closure of schools due to a positive COVID-19 case, hazardous weather, or an inoperable school building. This plan takes into account lessons learned and feedback from parents, teachers, and student performance during the 2019-2020 remote learning period due to the COVID school closure. It is organized as follows:

- I. Definition of Key Terms
- II. Key Enhancements
- III. Student Expectations
- IV. Parent FAQ
- V. Device Lending Program
- VI. Meal Service



Definition of Key Terms

- **Remote Learning-** By remote learning, we mean that students and teachers will not be in the same place as schools will remain closed and the primary method of providing instruction and support for students will be online synchronously and asynchronously as detailed in the remote learning plan. Paper packets of work will be provided, upon request, to students who are unable to access online learning. The state has approved remote learning days to count as student instructional days.
- **Synchronous learning** refers to a learning event in which a group of students are engaging in learning at the same time live in real-time with their teacher(s).
- **Asynchronous learning** is the idea that students learn the same material at different times and locations. It is the opposite to synchronous learning and is commonly offered when not all students are able to learn at the same time of day in the same way.



Key Enhancements in Remote Learning 2.0

Based on the collective learning gleaned from research, students, parents, and teachers, the following key enhancements will be made to the District’s Remote Learning Plan:

1. **1:1 Devices-** The district purchased enough additional devices to allow for a 1:1 deployment in the event of a need to transition to remote learning. All students in grades 3-12 will take their devices home daily. Students in grades K-2 will have an individual device issued to them that will remain at school for charging purposes and will be able to be taken home as necessary and required.
2. **Learning Management System-** The district has purchased Canvas as a student learning management system (LMS). All teachers will be trained on the LMS and be required to use it for an agreed upon set of standard functions such as communicating with families, posting, and grading student assignments. The Tech Panel will be convened in July to make recommendations for standards of operating and minimum requirements for teacher use of the LMS.
3. **Attendance Tracking-** Student attendance will be monitored by logging on to Canvas daily. In addition, teachers will monitor students who are not logging in and those who are not completing work on a weekly basis. Students who fail to complete work will be referred to the counselor on a weekly basis.
4. **Instruction-** Students will have daily access to synchronous, real-time, engagement with teachers. All teachers will be required to provide:
 - Daily instruction for each class during 30-minute scheduled periods.
5. **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 have daily opportunities to engage with their teachers. Please see the remote learning schedules provided below:

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

6. **Grading Procedures-** Traditional grading procedures will apply. Teachers will work with counselors and administrators to handle extenuating circumstances. If a remote learning period



extends beyond four weeks, administration will convene a team to modify assessments and grading guidelines.

7. **Planning-** Teachers' hours of availability for families will be adjusted to reflect 9:00 am to 3:00 pm to allow for a block of dedicated daily planning time. Teachers and students will follow modified schedule with periods starting at 9:00 am.
8. **Meeting Schedules-** Administration will strive to schedule all large school-based staff and district level staff meetings after the student school day during the designated meeting time. In the event of the need for an emergency staff meeting before school, administration will notify teachers as soon as possible.
9. **Assignments-** Teachers will post weekly overviews in Canvas by Friday at 4:00 pm for the following week. Students will be given specific assignments during instructional periods and all assignments will be posted in Canvas. Assignment due dates will be given by each teacher.



Student Expectations

All remote learning days count for student instructional days and hence toward the 180 school-day requirement. The following guidelines were developed to provide clear expectations for students on remote learning days.

- Students are expected to log on to Canvas each day to check for communications from their teachers and complete daily assignments.
- Student attendance will be taken based on their Canvas log-in report. In addition, teachers will monitor the completion of student assignments on a weekly basis.
- Students are expected to follow a modified schedule according to the six-day rotation and participate in synchronous lessons according to their schedule for each day.
- Students are expected to put forth time and effort in class participation and assignment completion equitable to what they would spend for each course during in-person instruction.
- Students are expected to submit assignments according to teacher deadlines.
- Students are expected to participate in office hours as needed.
- Students are expected to maintain the student code of conduct and academic integrity policies as outlined in the student handbooks.

Modified Student Schedules:

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



Remote Learning Frequently Asked Questions

Based on student, parent, and teacher feedback, changes have been made to the district's remote learning plan. The new plan, *Remote Learning 2.0*, reflects greater levels of support for students and families through the following key enhancements:

- **1:1 Devices-** Institution of a 1:1 technology device deployment for students K-12
- **Learning Management System-** Adoption of Canvas as a student learning management system to streamline communication and assignment navigation
- **Attendance-** Built in attendance tracking through Canvas replaces the submission of the daily attendance form
- **Instruction-** Daily opportunities for synchronous, real-time, engagement with teachers via direct instruction and office hours
- **Set Daily Schedule-** Students will virtually follow a modified schedule operating from 9:00 am-2:10 pm
- **Grading-** Adoption of typical grading procedures for remote learning periods of less than four weeks and the development of revised grading procedures for a remote learning period of four weeks or greater
- **Teacher Planning-** Inclusion of a scheduled preparation period for teachers from 8:00 am-9:00 am with the remote learning daily schedule for students starting at 9:00 am
- **Meeting Schedules-** School-based and district level staff meetings will occur after the student school day during a designated meeting time
- **Assignments-** Class overviews will be posted in Canvas by Friday at 4:00 pm for the following week and students will be given specific assignments during their instructional periods. Assignments will be due based on teacher due dates.

Additional information regarding each of these enhancements and other key pieces of information regarding remote learning are provided in the following frequently asked questions section.



Remote Learning Frequently Asked Questions

What is remote learning?

- By remote learning, we mean that students and teachers will not be in the same place as schools will remain closed and the primary method of providing instruction and support for students will be online synchronously and asynchronously as detailed in the remote learning plan. Paper packets of work will be provided, upon request, to students who are unable to access online learning. The state has approved remote learning days to count as student instructional days.

When will a remote learning period occur?

- In the event of a governor sanctioned school closure or a superintendent authorized school closure due to hazardous weather, an inoperable school building, or a need to clean schools following a positive case of COVID-19, the district will enter a remote learning period. Parents will be notified via school messenger, email, the district website, and the district Facebook page. The duration of the remote learning period will be dependent on the cause for the closure and the circumstances surrounding it.

How will remote learning impact the school calendar and end of year?

- Each day of remote learning counts as a full instructional day.
- Any changes to the length of the school year will be dependent on the duration of a school closure and guidance from the Pennsylvania Department of Education.

How is attendance taken on remote learning days?

- During a remote learning period, student attendance is taken as students log-in to Canvas. In addition, teachers will monitor the completion of student work on a weekly basis. Students failing to complete work and/or log-in will be referred to the school counselor.

Do I need to submit my child's attendance daily?

- No, parents are NOT required to submit a daily attendance form to account for student attendance as it will be accounted for as student's log into Canvas.

What schedule will my child follow on a remote learning day?

- On remote learning days, your child will follow a modified schedule that starts at 9:00 am and ends at 2:10 pm following the traditional six-day rotation. The specific courses represented in your child's schedule will be dependent on their current academic schedule.



Modified Student Schedules:

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

What if my child is unable to follow the modified schedule during a long-term closure?

- For students who may have trouble following the modified schedule, please contact the school principal to work together on ensuring additional supports are in place for your child.

Will my child have a district-issued laptop?

- West Allegheny is a 1:1 district in that every student has a district-issued device available for use. All students in grades 3-12 will take their devices home every day. Students in grades K-2 will have an individual device issued to them that will remain at school for charging purposes and will be able to be taken home as necessary and required to support remote learning.

What resources are available to my child, if I do not have internet service available in my home?

- All families will be sent a survey in the beginning of the school year to determine their technology needs. If you do not have internet access in the home, please indicate that when you complete the survey.
- Comcast offers the Internet Essentials Program to families who qualify. Families can sign up for the program at www.internetessentials.com or call 1-855-846-8376.
- Hotspots are available on each school campus, which are accessible from the parking lots.
- In addition, internet access may be available in the parking lots of select local community partners including libraries, churches, and community centers.
- A limited number of mobile hotspots will be available for loan to qualifying families upon request.

What if we need technical support?

- In many cases, technology questions can be addressed by your child's teacher.
- The West Allegheny Technology Department is available at wahelpdesk@westasd.org to support program password retrieval or additional technology issues. When sending an email, please include a call back number.

Will my child have access to direct instruction during periods of remote learning?

- Yes, daily direct instruction will be provided according to your child's modified schedule. This allows for daily engagement between your child and his/her teachers.
- The direct instruction provided will focus on the introduction of new content, addressing student misconceptions, and/or teacher modeling.



- While videos found online may be used to supplement teacher direct instruction, they will not be used to replace the direct instruction provided by the teacher.

How frequently will my child's teachers engage with my child throughout the week?

- Students will have access to daily instruction and office hours are available daily by appointment.

What will be expected of my child each day?

- Students are expected to log on to Canvas each day to check for communications from their teachers and complete daily assignments.
- Student attendance will be taken based on their Canvas log-in report. In addition, teachers will monitor the completion of student assignments on a weekly basis.
- Students are expected to follow a modified schedule according to the six-day rotation and participate in synchronous lessons according to their schedule for each day.
- Students are expected to put forth time and effort in class participation and assignment completion equitable to what they would spend for each course during in-person instruction.
- Students are expected to submit assignments according to teacher deadlines.
- Students are expected to participate in office hours as needed.
- Students are expected to maintain the student code of conduct and academic integrity policies as outlined in the student handbooks.

How will assignments be communicated?

- Assignments will be given to students during instructional periods and will be posted in Canvas.

When and how are assignments due?

- Each week's assignments should be submitted to the teacher upon completion and are due according to each teacher's due dates.
- Guidelines for how to submit assignments will be communicated by each teacher.

What should I expect in terms of quantity of assignments per day?

- Students will receive assignments for each course that is part of their academic schedule.
- Students are expected to put forth time and effort in class participation and assignment completion equitable to what they would spend for each course during in-person instruction.

How will remote learning impact student grades?

- Typical grading procedures will apply. Teachers, counselors, and administrators will work together to provide support to students who may struggle to meet academic expectations. If any student is struggling to excel in the academic setting, the family is asked to reach out to the teachers, counselor, or administration for support.
- If a remote learning period extends beyond four weeks, grading guidelines will be adjusted and communicated to students and families.

How will student learning be assessed?

- The purpose of assessment is to gather information about student learning. Teachers will continue to administer assessments during the remote learning period.



- Efforts should be made to allow students to take exams independently to produce an accurate reflection of each student's ability.

How can I contact my child's teachers?

- All teachers and professional staff members will be available via email each school day Monday – Friday from 9:00 am-3:50 pm to support students. This includes related arts teachers, elective teachers, special education teachers, reading specialists, school counselors, nurses, and speech therapists. If you send an email after 3:50 pm, please anticipate a response on the next remote learning day.
- In addition, your child may schedule an appointment with a teacher during office hours.

If my child is struggling and I cannot provide support, what should I do?

- If your child is struggling, please contact your child's teacher to arrange support. Teachers can be contacted by email Monday through Friday, 9:00 am- 3:50 pm or during online synchronous engagement opportunities as scheduled by the teacher. We do not want students working to the point of frustration and your child's teacher will be available to work with your child remotely.

What happens if a student does not complete remote learning assignments?

- Students are expected to be on pace with their courses and assignments. Students may lose full or partial credit for assignments that are not completed. This loss of points could negatively impact a student's grade, which may be reflected on a student's report card.
- It would be in the best interest of the student to complete all assignments each week.
- Families experiencing extenuating circumstances that prevent a student from completing assignments should contact the teacher by email.
- Every effort will be made by West Allegheny staff to support students in having a successful remote learning experience from home.

How can my child access a counselor on a remote learning day?

- Counselors will be available during the school day, 9:00 a.m. to 3:50 p.m. via email for support. They will continue with any appointments previously made.
- The counselors will contact those students who are scheduled to meet with them via email to establish the best method of communication.
- They will also provide all students recommended learning opportunities that will satisfy Career Education and Work standard requirements.
- Counselors will also be responsible for monitoring students' weekly attendance.

Will the school nurse be available on remote learning days?

- Yes, school nurses will be available by email Monday-Friday from 9:00 a.m. – 3:50 p.m. When you email them, please leave a call back number.

How will my child's School Café account be handled during remote learning?

- All School Café auto pay features will be suspended until further notice.



How will remote learning impact Early College in High School programming?

- Students enrolled in CCAC courses as part of the Early College in High School Academy will continue to receive college credit so long as assignments provided are completed and submitted.

What if my child attends Parkway West Career and Technical Center?

- West Allegheny and Parkway Center CTC will work collaboratively to ensure all students who attend Parkway West CTC can continue their work remotely.
- Parkway Center CTC will utilize Schoology for remote learning purposes.

My child has a 504 or an IEP, will assignments be modified appropriately?

- Students receiving special education services will continue to receive services with their case manager or school counselor communicating with students consistently during the remote learning period to provide support.
- Assignments will be designed for students receiving 504 or special education services utilizing their program modifications, specially designed instruction and supplementary aids and services identified in their plans to the greatest extent possible.
- A child's case manager or school counselor will be communicating with students consistently during the remote learning period to provide support.
- Upon return from an extended period of remote learning, teachers of students receiving special education services will meet with their students to review work submitted and check for progress toward their IEP goals. IEP teams will be convened once school resumes to review student IEPs and revise as necessary.
- Any related services (Physical Therapy, Occupational Therapy, Speech, etc.) that are interrupted by an extended school closure period may be rescheduled upon school resuming according to the frequency requirements of their plans.

If my child receives Life Skills and/or Autistic Support services, what should I expect?

- Your child's life skills/autistic support teacher will contact you to create a home routine as well as to discuss expectations based upon your child's individual needs. Your child's teacher will collaborate with the teachers who are on your child's team in an effort to appropriately develop and distribute lessons and assignments that are closely aligned to your child's IEP goals and objectives.

If my child receives speech and language services, what should I expect?

- Your child's speech and language therapist will contact you to review your child's speech and language goals and to determine a plan for remote implementation that may include virtual sessions, phone calls and student practice sessions.

If my child receives gifted services, what should I expect?

- Your child's gifted education teacher will contact you to review your child's GIEP goals and to discuss and determine focus areas for enrichment that will be provided during the school closure.



If my child receives English as a Second Language services, what should I expect?

- Your child's ESL teacher will contact you to discuss activities and options to support your child during the school closure. Your child's ESL teacher will collaborate with your child's team to determine appropriate ESL programming.

Will my child continue to receive school-based therapy?

- If your child received services from a Family Link therapist, these sessions will continue. Students who were participating in brick and mortar sessions with the therapists will have opportunities for virtual therapy. Family Links therapists will contact families to facilitate the continuity of such services.

How will my grade 4-8 grade child continue band lessons?

- Parents with children in band will be contacted by the instructors to establish the method that will be used for lessons and suggested practice during the school closure.
- In the event of a long-term school closure, Mr. Fox and Mr. Groba's band students WILL need to have their instruments available at home.

How does this affect my child if they are enrolled in a West Allegheny Virtual Academy (WAVA) or West Allegheny Learning Center (WALC) course?

- The remote learning plan does not change how WAVA/WALC courses are accessed by students.
- WAVA teachers can be contacted via school email on school days between 9:00 am and 3:50 pm.
- The start and end dates of marking periods will follow the school district's established dates.



Mobile Devices & Internet Access

Device Lending Program:

- Students in Grades 3-12 will take devices home daily throughout the school year. All devices will be protected by cloud-based content filtering both on-campus and remotely. Devices will be insured for damage, loss, and theft.
- Each student in Grades K-2 will have an individually assigned device in their classroom cart that will remain in the classroom daily for charging purposes.
- If a child in grades K-2 does not have an internet connected device at home that can be used for access to District-provided learning materials, West Allegheny will loan a device for **academic** use during the school closure. All devices will be protected by cloud-based content filtering both on-campus and remotely.
- The Device Request Form can be accessed [HERE](#)
- Prior to receipt of the device, parents will be asked to sign a Technology Device Agreement, which may be viewed [HERE](#). All devices will be returned to your child's school office at the end of the remote learning period.
- Because families will be responsible for the care of any devices that are sent home, we are offering the opportunity for families to purchase device-based insurance. Families are encouraged to use the district's insurance for your child's device. Families have two options for insurance coverage. A \$19 dollar per device premium for damage, or a \$27 per device premium that also covers theft/burglary/loss. Both coverage plans include unlimited claims with no deductible. Families who do not elect to receive coverage will be fully responsible for associated costs in the event of damage or loss.
- When a damage incident occurs, the student will turn the device in to the technology department, which will provide a temporary replacement device, inspect the device and file the insurance claim, and process the repair.
- The Family Portal to register for insurance coverage will be shared with families on Monday, August 10.

Internet Access

- At the beginning of the School Year, a survey will be distributed to families with students in Grades K-12 to determine whether the family has internet access at home
- Comcast offers the Internet Essentials Program to families who qualify. Families can sign up for the program at www.internetessentials.com or call 1-855-846-8376.
- Hotspots are available on each school campus, which are accessible from the parking lots.
- In addition, internet access may be available in the parking lots of select local community partners including libraries, churches, and community centers.
- A limited number of mobile hotspots will be available for loan to qualifying families upon request.



Meal Service

During a long-term closure, we will be providing West Allegheny students, who currently receive free and reduced meals, the opportunity to continue meal service. Families may still apply for free and reduced meals at the following link: <https://www.schoolcafe.com/>. The link may also be found on the district website under food service.

- Lunch and breakfast meals will be provided at no charge to students of families who qualify in grab and go style at two district locations. Meal service will continue each remote learning day through the school closure at the following locations:
 - West Allegheny High School pick-up at exterior cafeteria doors (10:00 a.m. - 12:00 p.m.)
 - Wilson Elementary School pick-up at exterior cafeteria doors (10:00 a.m. - 12:00 p.m.)
- All meals will be distributed as grab and go. No appointments are necessary. Qualifying students can go to any location listed above to pick up their meals.
- If you have any questions, please feel free to call Jackie Poolson, West Allegheny Food Service Director at 724-695-5254, email jpoolson@westasd.org.

Meal service will not be provided in the event of a short-term school closure.