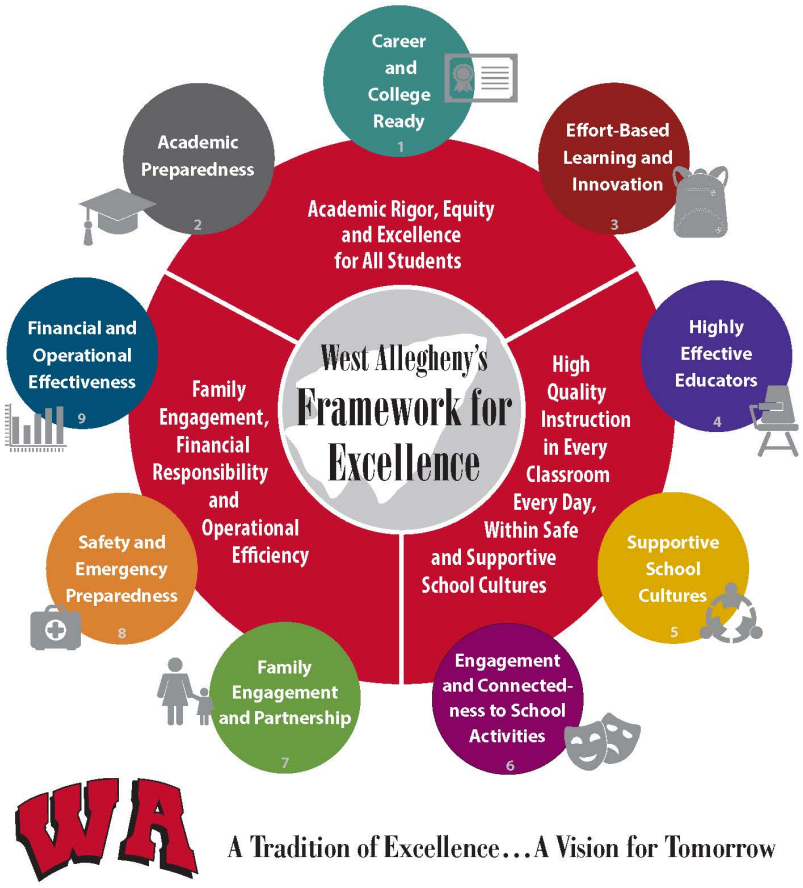
WEST ALLEGHENY
REMOTE LEARNING 4.0 PLAN



West Allegheny School District
110 Bruno Lane
Imperial, PA 15126
http://www.westasd.org/

Introduction

The district may utilize remote learning to provide continuity of learning during a school closure. School closures may occur for reasons that interfere with school such as an inoperable school building or inclement weather. During any school closure, the district will implement the Remote Learning Plan 4.0 and follow the same modified schedule outlined in this plan.

Definition of Key Terms

- **Remote Learning-** By remote learning, we mean that students and teachers will not be in the same place as a school or 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 4.0.
    - **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 of synchronous learning and is commonly offered when not all students are able to learn at the same time of day in the same way.
- **Snow and other Weather-related Days-** Snow days (or other weather-related days) may be utilized when inclement weather causes a school closure.

Key Features of Remote Learning 4.0

Based on the collective learning gleaned from research, students, parents, and teachers, the following factors have been identified as key features to the District's Remote Learning Plan:

1. **1:1 Devices-** The district is one-to-one, meaning every student is issued a Chromebook grades 1-12 and an iPad for Kindergarten students. All students in grades K-12 take their devices home daily.

2. **Learning Management System-** The district uses Canvas as a student learning management system (LMS). All teachers have been trained on the LMS and are required to use it for an agreed upon set of standard functions such as communicating with families, posting, and grading student assignments.

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.

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.

7. **Planning-** Teachers' hours of availability for families is 9:00 am to 3:00 pm to allow for a block of dedicated daily planning time. Teachers and students will follow modified schedules 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**- 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. **In the event of an extended closure beyond one week,** teachers will post weekly overviews in Canvas by Friday at 4:00 pm for the following week.

10. **Synchronous Instruction-** Microsoft Teams will be utilized for video conferencing. All synchronous instruction will occur on Microsoft Teams utilizing the Teams Link embedded in Canvas.

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 daily basis.
- Students must display appropriate virtual classroom etiquette by:
    - Logging in on time at the start of each period.
    - Keeping the camera on with their face and accurate first and last name displayed to interact with the teacher ensuring attendance and engagement,
    - Keeping their microphone muted unless directed to unmute by the teacher, to minimize background distractions,
    - Ensuring they are dressed in school appropriate attire,
    - Seated in a distraction free environment and not lying in bed,
    - Remaining on the virtual call until excused by the teacher.
- 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

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.

When will a remote learning period occur?

- In the event of a superintendent authorized school closure due to hazardous weather or an inoperable school building, the district will enter a remote learning period. During any of these types of school closures, the district will implement the Remote Learning Plan 4.0 and follow the same modified schedule outlined in this plan. 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 and will not impact the end of the school year.

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. 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 and every student grade 1-12 has a district-issued Chromebook or an iPad for Kindergarten students. All students will take their devices home every day.

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

- A limited number of mobile hotspots will be available for loan to qualifying families upon request. Please contact your school principal if you are in need.
- Comcast offers the Internet Essentials Program to families who qualify. Families can obtain more information about the program by calling 1-855-846-8376.

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.

What if my child does not have access to the internet and/or technology on a remote learning day?

- If students have an unexpected lack of availability to technology or internet access or power issue, students must call their school's main office phone number (calls will be forwarded to the appropriate person at each school) to report themselves as present. The students will then be directed to complete the asynchronous assignments materials which are available without internet access. If a student does not have access to their device, an alternative assignment will be given by phone that does not require computer access. All students will have access to the synchronous lesson for the day and the assignments posted in Canvas when they are reconnected to their device and internet. The office staff will act as liaisons with teachers if any additional information is needed for students without internet access.

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 with your child's 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.
- Students are expected to display appropriate virtual classroom etiquette by:
    - Logging in on time at the start of the period.
    - Keeping the camera on with their face and accurate first and last name displayed to interact with the teacher ensuring attendance and engagement,
    - Keeping their microphone muted unless directed to unmute by the teacher, to minimize background distractions,
    - Ensuring they are dressed in school appropriate attire,
    - Seated in a distraction free environment and not lying in bed,
    - Remaining on the virtual call until excused by the teacher.
- Student attendance will be taken based on their Canvas log-in report. In addition, teachers will monitor the completion of student assignments on a daily 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 day's assignments should be submitted to the teacher upon completion and are due according to each teacher's due dates. FID assignments must be submitted on the FID for students to be receive credit.
- 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?

- Traditional 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 online academic setting, the family is asked to reach out to the teachers, counselor, or administration for support.
- In the event of extended remote learning periods, 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 through 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 day.
- 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.
- On Flexible Instructional Days, students will be marked absent if they do not complete the assignments on that specific day.

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 throughFriday from 9:00 a.m. to 3:50 p.m. When you email them, please leave a call back number.

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

- Students enrolled in 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 in-person and/or remotely, depending on the status of in-perosn learning at Parkway.
- 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 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

Annual Device Maintenance Fee Required

Starting this school year, the district is moving from optional device insurance to a required $25 device maintenance fee for each student device. This annual fee helps support the maintenance and upkeep of devices throughout the year and also covers the first repair in the event of accidental damage. Please note that the fee does not cover intentional damage or loss due to negligence. In those situations, families may be responsible for repair or replacement costs, and students may receive consequences based on the Student Code of Conduct. We appreciate your partnership in helping us care for these important learning tools.

Please complete the registration for your child's district-provided device using the following link: https://students.arbitersports.com/organizations/west-allegheny-school-district

Internet Access

- A limited number of mobile hotspots will be available for loan to qualifying families upon request. Please contact your child's school principal if your child is in need of one.
- Comcast offers the Internet Essentials Program to families who qualify. Families can obtain more information about the program by calling 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.