

Lewis County Schools



Instructional Framework for Virtual Learning – Blended, LC Distance, and Remote Instruction

October 8, 2020

Introduction

The Lewis County Distance Learning and Remote Learning Framework will serve as a guidance document for administrators, teachers, students, and parents of Lewis County Schools on how blended, LC Distance, and remote learning will be integrated across all grade levels due to the COVID-19 pandemic. It is important for all stakeholders to become familiar with this framework as it will assist them in effectively reaching all students, regardless of their educational choice or circumstances. The purpose of this framework is to provide protocols for instruction during the COVID-19 pandemic that can be flexible and adjust to any educational need, whether this be through blended instruction, LC Distance Learning, or Remote Instruction.

Different Educational Approaches

Blended Learning

Blended Learning is a hybrid approach to education that embraces both in-person instruction and online instruction. With this approach, students attend school part of the week, where they will receive standards-based face to face instruction from their teacher. On the other days of the week, when they don't attend a school, they will complete standards-based lessons and activities that are created by their teachers to be completed outside of the classroom environment.

Lewis County Distance Learning

Lewis County Distance Learning allows students to complete all of their classwork while outside of the school environment. Instead of interacting with their teacher face to face, they will instead communicate with them utilizing a wide variety of options: SeeSaw or Schoology, Email, Microsoft Teams, Telephone, etc. For coursework, they will learn completely digitally using SeeSaw or Schoology as the base for the educational experience. Utilizing this option is the choice of the parent but can also be used if a student needs to quarantine because of contracting or being exposed to COVID-19. If utilized in this way, it will allow the student to rejoin their class, without missing instruction, as soon as they are able.

Remote Learning

Remote Learning can only be utilized by order of Governor Jim Justice, using guidance provided by the West Virginia Department of Education. With this educational approach, students will not be permitted in the school, but will instead learn completely digitally using SeeSaw or Schoology as the base for their educational experience. If, for some reason, this is not a possibility, other arrangements can be made on a case-by-case basis. On a functional level, this will be exactly the same as LC Distance Learning, just on a wider scale.

If Governor Jim Justice declares, or the WVDE COVID-19 map reflects that Lewis County is moving to Remote Learning, families will be notified using School Messenger, the Lewis County Schools Website, and Facebook. Staff will be required to report to their designated work site.

More information on the Remote Learning guidance provided by the WVDE can be found at <https://wvde.us/school-reentry-metrics-protocols/>.

Instructional Protocols

- Lewis County Schools will utilize SeeSaw and Schoology for their Learning Management Systems (LMS). This will be in addition to Microsoft Office 365 as well as Microsoft Teams
- When created classroom names they must be appropriate and specific. For example, Mr. Radcliff's ELA – Period 4, or Mrs. Radcliff's 3rd Grade ELA.
- For students in grades PreK – 4th Grade the educational focus will be on English Language Arts (ELA), Math, and Social Emotional Learning (SEL). As part of these lessons, you must incorporate Social Studies, Science, and Health. See your grade and subject areas Curriculum Mapping for more information.
- Live instruction must be provided, but per WVDE guidance this can take multiple forms. This can be achieved by live or classroom discussions/chat in SeeSaw or Schoology, interactive platforms such as Kahoot, live Teams Meetings (with or without video), or live video sessions. Video instruction can also be recorded and uploaded for students who cannot join when the teacher is presenting. Live video sessions, especially when being streamed from a classroom with students, carries extra responsibility and preparation.
 - You must present your lesson plan and activities to your principal, and they must approve them, before you stream them live.
 - Be sensitive to the needs and concerns of the students who are in your classroom, this includes the families/guardians of those students.
 - Use discretion when video and/or audio functions are enabled to maximize instructional "face time".
 - All live streaming video must be recorded and uploaded for students to view at a later date.
 - Student use of their cameras should be actively discouraged unless prior approval from your principal has been attained.
 - If you are utilizing live video for teletherapy and/or special education small group instruction, you must utilize the Virtual FERPA agreement with all parents in your class or instructional group. You may gain this consent via phone call documentation.
 - 1 to 1 Handbook for LC Schools and AUP addresses FERPA guidelines.
- Teachers will maintain regular office hours to answer student questions, hold conferences with students and parents, and to further instruction and relationships with families and students. These meetings will take place via Teams, phone conferencing, or other Lewis County Schools approved means.
 - Blended/Distance – At least 1 scheduled hour, per week, to be set by the teachers
 - Remote – (when enacted by governor or local health department) At least 2 scheduled hours per day to be set by the teachers
- Teachers will check in with each student weekly via Teams, telephone, or other Lewis County Schools approved means.
 - Documentation of this communication, or lack of communication, must be maintained by the teacher and a copy must be shared with their principal in a timely manner. The style of documentation can be determined by the school, as long as the expectations are consistent.

- If a teacher has been unable to reach a student after two scheduled attempts, this must be reported to the principal immediately.
- Communities in Schools Coordinators (CIS) and/or school counselors will reach out to parents/guardians of students who cannot be reached. This process must be documented and shared with their principal in a timely manner.
- Teachers must utilize Reasonable Grading/Deadlines
 - Grading is based upon the Lewis County Schools grading scale that has soft deadlines and flexibility for families to help them counter the unknown (lack of reliable internet access, etc.).
 - Instructions and assessment will allow students to work through a unit or activity at their own pace, while meeting deadlines. Teachers will work with students, on a case-by-case basis, to alter deadlines as needed.
 - At least one meaningful and rigorous grade shall be taken weekly and uploaded to Schoology weekly. Please note, it is encouraged to do more than one, dependent upon the makeup of your class/curriculum.
- Example Remote Learning Schedule – This example is a starting place for teachers and principals to create a daily schedule for teachers if we are required to move to Remote Instruction. The needs of each building, principal, and teacher will dictate how their schedule works.
 - 8:00 – 10:00 – Instructional Time – Recording Lessons, Building Units, Grading, etc.
 - 10:00 – 12:00 – Office Hours – Teacher will be available via Teams and Telephone
 - 12:00 – 12:30 – Lunch
 - 12:30 – 1:20 – Planning
 - 1:30 – 2:00 – Meetings (PLC, IEP, SAT, etc.)
 - 2:00 – 3:30 – Office Hours – Teacher will be available via Teams and Telephone
- FERPA Guidance - FERPA (Family Educational Rights Privacy Act)- By virtue of the platforms utilized to deliver virtual instruction, it is very difficult, if not impossible, to ensure that personally identifiable information (such as the child's enrollment in a specific special education classroom or other classroom) is protected completely. Team Meetings may be viewed by a parent or caregiver while their student is receiving instruction as other students are also included in the meeting. The same is true of tele-therapy if sessions are group sessions instead of individual sessions.
- Student Engagement Timeline Considerations - The following recommendations and guidelines are presented by the WVDE as suggestions for counties to consider regarding minimum and maximum times of engagement by each student during blended or virtual learning models.

| Grade Level | Minimum | Maximum | Recommended Length of Sustained Attention |
|-------------|---|---|---|
| Pre-K | 20 minutes/day | 60 minutes/day | 3-5 minutes |
| K | 30 minutes/day | 90 minutes/day | 3-5 minutes |
| 1-2 | 45 minutes/day | 90 minutes/day | 5-10 minutes |
| 3-5 | 60 minutes/day | 120 minutes/day | 10-15 minutes |
| 6-8 | Class: 15 minutes/day Total: 90 minutes/day | Class: 25 minutes/day Total: 150 minutes/day | 1 subject area or class* |
| 9-12 | Class: 20 minutes/day Total: 120 minutes/day | Class: 30 minutes/day Total: 180 minutes/day | 1 subject area or class* |

**In grades 6-12, rather than dividing daily minutes between courses or subjects, consider dedicating the minutes to a specific subject area or class per day such as mathematics on Mondays or social studies on Thursdays.*

Roles, Responsibilities, and Expectations for Student Support during Remote Learning

The following list serves as guidance and overarching expectations in supporting students, families, and teachers within this instructional framework. Please note, this is not a comprehensive list of positions or job duties, nor does it include many of the typical job duties. View this list as a starting off point as we adapt to our new situation.

- **Communities in Schools Coordinator**
 - Forging Positive Relationships – The CIS will consistently reach out to families to discuss issues, concerns, struggles, etc. that the student may be having at school or at home in an effort to help the student acclimate and be successful during these trying times.
 - Ensuring Safety/Engagement – After a teacher reports names of concerns to the CIS, they will make every effort to reach the family. This will be taken as an opportunity to check on the welfare of the student/family, but also use it as an opportunity to encourage the student to continue their classwork.
- **Counselors**
 - Provide Social/Emotional Support and Resources to At-Risk Students
 - Ensuring Safety/Engagement – After a teacher reports names of concerns to the counselor, they will make every effort to reach the family. This will be taken as an opportunity to check on the welfare of the student/family, but also use it as an opportunity to encourage the student to continue their classwork.
- **TIS and Building Technology Contact**
 - Research and provide additional resources to support students as needed and/or requested by teachers
 - Work with individual students to support learning needs. For example, working with technology difficulties.
 - Attend PLC grade level and PLC subject area meetings to be available to research and provide resource options ideas, as needed to support teachers
 - Provide focused training on Schoology, Office 365, and other applicable technology tools to better facilitate online learning.
- **Librarians**
 - Librarians will work with teachers, administrators, and their community to further literacy.
- **Aides**
 - Assist teachers in contacting students to ensure welfare and educational progress.
- **Nurses**
 - Wellness Checks – Staff results from Wellness Survey must be monitored.
 - Facilitate the quarantine room within their assigned schools.
 - Student Monitoring and Care

- **Principals/Assistant Principals**
 - Oversee and manage further contact for unreachable students reported to them by teachers
 - Monitor and provide feedback through lesson plan checks, walkthroughs, LMS checks, and observations
 - Collaborate with substitutes to provide support for classroom instruction
 - Review SeeSaw and Schoology to ensure that effective grading and assessments are being entered weekly
- **Secretaries**
 - Manage front office and interactions with the public
- **Teachers**
 - Contact students weekly to ensure welfare and educational progress.
 - If students cannot be reached after two scheduled attempts teachers must follow the protocols laid out under “Instructional Protocols”
 - All teachers are required to submit plans to assigned principal weekly, per the method the principal prefers.
- **SPED Teachers**
 - All teachers are required to submit plans to building level principal weekly, per the method the principal prefers.
 - If you are utilizing live video for teletherapy and/or special education small group instruction, you must utilize the Virtual FERPA agreement with all parents in your class or instructional group. You may gain this consent via phone call documentation.
 - Oversee case management of assigned students, implement IEPs and/or RLPs, continue to provide special education services along with maintaining IEP timelines for meetings and deadlines.
 - Communicate with students, parents/guardians, general education teachers, and related service providers as necessary for supportive measures.

Curriculum Maps

- Curriculum Maps, for all applicable levels and subjects, can be accessed at <https://bit.ly/3izZmXe>

List of Community Wi-Fi Hotspots

- **Alum Bridge**
 - St. Boniface Church (Network: Netgear; no password)
 - Leading Creek Elementary School
- **Horner**
 - Hacker’s Creek Library (Network: HCPDLibrary2.4 Password: HcPdLib2017)
- **Jackson’s Mill**
 - WVU Jackson's Mill—pending

- **Jane Lew**

- Days Inn (Network: DAYINN Password: 3048447809)
- Jane Lew Apartments-- Residents Only see Kim for details
- Mainstreet Cafe (Network: Main Street Cafe Password: cafegrill)
- Pat Boyle Funeral Home (Network: Funeral Home Guest; Password: funerals)
- Robin's Nest Family Restaurant (Network: Robin Nest; no password)
- Jane Lew Elementary School

- **Roanoke**

- Roanoke Elementary School
- Stonewall Jackson Resort (Network: Stonewall Resort; no password)

- **Walkersville**

- Walkersville Volunteer Fire Department (Network: Walkersville VFD Password: 8451-8451)

- **Weston**

- Broad Street United Methodist Church Weston Fire Department (Network: WiFire1 Password: backdraft)
- First Baptist Church (Network: Hub Net; no password)
- Giovanni's Restaurant (Contact Restaurant for Wi-Fi Details)
- Hampton Inn (Network: Hilton Honors Hampton Password: CKBPremium)
- Hardman Family Funeral Home (Network: Hardman-Guest; no password)
- Lewis County Board of Education
- Lewis County High School
- Louis Bennett Public Library (Network: lbpb; no password)
- Peterson-Central Elementary School
- Quality Inn (Network: Quality Inn; no password)
- Robert L. Bland Middle School
- Super 8 (Network: Super 8 Weston Password: Weston123)
- Victory Church (Network: Victory ag-5g Password: LCS2020- 2021)
- Wendy's (Network: Wendy's Guest; no password)
- Weston Police Department (Network: CWPDFreeWiFi Password: micrologic)

- **MonHealth Stonewall Jackson Memorial Hospital –**

Network: SJMH-Outreach Password icare4learning

- 132 Cinema Circle, Buckhannon
- 251 West Second St, Weston
- Garton Plaza, Weston
- Home Oxygen Therapy, by Tractor Supply
- Hospital, Main Campus
- Lively Health Care, Jane Lew

Technology Contacts

- PCES- Alex Moran
- LCES- Debbie Moss
- RES – Sonja James
- JLES – Carrie Davis
- RLBMS - Rebecca Flesher and Thomas Akers
- LCHS - Yvonne Tannous and Tracy Chenoweth
- Technology Integration Specialist – Provides Support for Educators When Integrating Technology and Technology Resources in their Curriculum – Julie McCarty and Sarah Darnall
- Technology Systems Specialist – Provides Hardware and Software Support and Repairs – Brian Tannous and Regina Stewart
- Director – Jeff Tidd

Members of Virtual Learning Committee

- Dr. Robin Lewis – Superintendent
- Rhonda Judy – Federal Programs Director
- Kyre-Anna Minney – Director of SPED and Preschool
- Aaron Radcliff – Director of Attendance and ALC Principal
- Cynthia Nesselroade – Director of Childhood Nutrition
- Steve Hall – Principal – PCES
- Jeovanna Comer – Asst. Principal – PCES
- Julie McCarty – Technology Integration Specialist
- Jill Balser – Teacher – LCHS
- Julie Barker – Teacher – PCES
- Sonja James – Teacher – RES
- Jared Fitzwater – Teacher – LCES
- Lisa Wanstreet – Title I Teacher – JLES