



WILLIAMSBURG
CHARTER HIGH SCHOOL

Remote Learning Teacher Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Advisory Question of The Day Discussion Published on Google Classroom Daily Assignments for All Classes Published on Google Classroom				
8:00-9:00	Planning /Co-Planning Time	Planning /Co-Planning Time	Planning /Co-Planning Time	Planning /Co-Planning Time	Planning /Co-Planning Time
9:00-10:00	All Teacher Office Hours				
11:00-12:00	Department Meetings ELA Math	Department Meetings Social Studies Science	Department Meetings LOTE Performing Arts	Department Meetings ENL Visual Arts PE/Health	Department Meetings SNAS Literacy
1:00-2:00	All Teacher Office Hours				
2:00	Daily Attendance in PowerSchool By Advisors Due by 2:00				
2:00-3:00	Planning /Co-Planning Time	Planning/ Co-planning Time	Grade Level Meetings Department Leader Meeting	Planning/ Co-planning Time	Planning/ Co-planning Time

Quick Links to Document

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<u>Remote Learning = Curriculum Aligned</u>	<u>Video Conference Guidelines</u>
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<u>Expectations for Supporting SNAS and ENL Populations</u>	

**Please note this is a living document and changes and updates may happen with time.*



WCHS Remote Learning Expectations Guide

Technology Requirements

- **All** classwork, assignments, and correspondence between any WCHS staff member and student must be completed using Google Classroom or WCHS Email
- Teachers and staff are expected to have **separate** Google Classrooms for each of their class periods to mimic in-person classes
- **Advisory** classes will also be held in Google Classroom

Weekly Meeting Schedule

- **Department Meetings** will take place once per week from 11:00 AM to 12:00 PM. See *Remote Learning Schedule* for your assigned days. Meetings will take place via Google Hangouts.
- **Teachers** will host Office Hours for student academic support two times per day. The first session will be from 9:00 AM to 10:00 AM. The second session will be from 1:00 PM to 2:00 PM. See *Office Hours* expectations below.
- **Grade Level** meetings will take place weekly on Wednesdays from 2:00 PM to 3:00 PM. Meetings will take place via Google Hangouts.
- **Department Leader Meetings** will take place weekly on Wednesdays from 2:00 PM to 3:00 PM. Meetings will take place via Google Hangouts.
- **Planning and Co-Planning Meetings** for curriculum, SNAS mandates, and ENL supports will take place Monday, Tuesday, Wednesday, Thursday, or Friday from 8:00 AM-9:00AM and/or 2:00 PM to 3:00 PM via Google Hangouts. Teams and co-teaching pairs should meet at least one time per week. ENL and SNAS co-teaching teams should document meeting times and modifications using [this document](#).

Teacher Office Hours

- Two Office hours opportunities are scheduled **daily** Monday through Friday:
Morning Office Hours: 9:00am - 10:00am
Afternoon Office Hours: 1:00pm - 2:00pm
 - **Students** should schedule an appointment for help or conferencing by emailing their teacher using their WCHS email account. The appointments should be scheduled to happen during the office hours times outlined in the schedule.
 - **Teachers** must be available and responsive via email, google chat, google classroom or by appointment.

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Remote Learning = Curriculum Aligned

- All curriculum and lessons during Remote Learning must be aligned to your NYS standards-aligned curriculum maps. While some activities may need to be revised to fit into a remote learning model, the standards, skills, and content outlined in your maps must be delivered with fidelity. Some examples of adjusting activities to fit the requirements of remote learning include:
 - **ELA:** Posting links to audiobooks or read-aloud texts for students instead of shared classroom readings.
 - **Math:** Using Khan Academy video tutorials and desmos online calculators during models and independent assignments
 - **Science:** Using Newsela science articles, Khan Academy video tutorials during models and independent assignments
 - **History:** Create text-sets using Primary and Secondary sources, attaching them to a Google Classroom assignment for CRQ or SEQ responses
 - **Visual Arts:** Students analyze images of artwork within a genre and sketch their own version using paper/pencil (upload image to Google Classroom)
 - **Performing Arts:** Students record video or VoiceMemo of their song, dance, or performance piece and upload
 - **PE:** Students conduct daily 30 minute at home workouts and complete logs

Google Classroom Assignments

- **Teacher-** Assignments must post on Google Classroom **daily** at 8:00 AM and be due by Midnight. Teachers may NOT post assignments for the entire week.
 - Teachers **must** post the following assignments weekly on Google Classroom:
 - 1 Question post **per day** aligned to content to mimic classroom discussion.
 - 1 Assignment **per day** aligned to content that requires students to complete a Google Doc or other form of work to mimic a handout or in-class activity
 - 1 Quiz/Assessment **per week** aligned to content that requires students to complete a Google Form to mimic a quiz or formative assessment
- **Advisors-** Each advisor will post a **Question of the Day** on Google Classroom **daily** at 8 AM and **due by 1:00 PM**. This question counts as a student's **daily attendance**. Advisors may NOT post daily attendance questions for the entire week.

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Google Classroom Question Requirements

- Advisors

- Advisors *must* post 1 Question on Google Classroom per day
- Questions should open automatically at 8 AM and be due by 1:00 PM that day
- *Do NOT post questions for the entire week at one time. They are to be posted daily as this is a **DAILY** attendance grade.*
- Advisors must use the question responses to take **daily** attendance on PowerSchool by **2:00PM**. Questions will be provided by your grade-level Social-Emotional Academy Leaders
- Advisor discretion on a requirement for peer-to-peer responses (Ex: Respond to at least 1 peer)

- Teachers

- Teachers *must* post 1 Question on Google Classroom per day
- Questions should open automatically at 8 AM and be due by Midnight that day
 - *Do NOT release a week's worth of questions for students all at one time. They are to be posted daily as this is a **DAILY** discussion activity. Teachers may input the posts in advance and schedule daily release through google classroom.*
- Questions are worth 1 point per day as per criteria for success below
- Questions must require divergent responses of at least 2-5 sentences (Ex: opinion based, evidence analysis, graph interpretation, etc.)
- Questions must have at least 1 teacher resource attached (Ex: teacher recorded video, instructional video support, reference documents, texts, etc.)
- Question responses will count as a weekly grade
- Teachers must post a "Weekly Question Grades" assignment in PowerSchool out of 5 points and update it by Friday
- Teacher discretion on a requirement for peer-to-peer responses (Ex: Respond to at least 1 peer)

- Student Question Criteria for Success (*include this Criteria for Success in your post for students to follow*)

- To earn the full 1 point per day, student question responses must include:
 - 3-5 sentences or more
 - Claim, main idea, or topic sentence
 - Support claim or main idea with evidence
 - References at least 1 resource from the course (Teacher questions must have video(s), reading(s), image(s), or other resources attached for reference)

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PowerSchool Grading Expectations

- Grades must be posted by 8:00 AM each Monday for the prior week
- Teachers must post the following grades per week in PowerSchool:
 - **Classwork Grades**
 - Weekly Question Grades: Out of 5 Points (1 point per day)
 - Assignment Grades: Choose at least 2 daily assignments to input in PowerSchool. All assignments should have a clear Criteria for Success and points designated to them.
 - **Formative Assessment Grades**
 - Weekly Quiz Grade: The Google Form “Quiz” that students complete must be scored and input weekly.

Weekly Lesson Expectations

- Teachers must continue to post lessons by Monday for the *following* week. Lessons should maintain the same format with standards, 3-part objectives, and all components of a WCHS classroom (adapted for Remote Learning). Administration and Instructional Coaches will review these documents weekly as well as your Google Classroom.
- Teachers may link the resources they are posting in their Google Classroom (Ex: teacher-created videos, text(s), PDF documents, other videos such as Khan Academy, etc) within their lesson plan
- SNAS and ENL co-teachers must continue to [differentiate assignments](#), reflected within the lesson plan as well as on Google Classroom
- Lesson Plan Master Calendars:
 - [9th Grade](#)
 - [10th Grade](#)
 - [11th Grade](#)
 - [12th Grade](#)

Remote Learning Resources

- The WCHS Instructional Team has worked to put together a resources guide for Students, Families, and Staff within our community. Please reference [this guide](#) for support and resources. Contact your Department Leader, Instructional Coach, or Administration for further support.

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Video Conference Guidelines

- Face-to-face video conferencing for department meetings, grade level meetings, instructional coach sessions, and department leader meetings is required for all staff.
- Any technology issues or questions can be sent to David Medina (dmedina@thewcs.org)
- Video conferencing with students during office hours or by appointment is *not required* if teachers or staff are not comfortable. Instead, audio meetings (turning off the video feature) can be used for scheduled Office Hour sessions.

PowerSchool Log Entry Expectations

- Documentation is a vital part of the Remote Learning process. Please diligently adhere to entering Log Entry expectations throughout the time we are in remote learning. You must log every student and parent contact you make on PowerSchool.

Examples of Log Entry requirements are:

- Office Hour contact with students (log the time, day, and type of contact (ex: Google Hangouts, Google Chat, Email, etc. using the **code Remote Office Hours**)
- Parent/guardian contact for absent or disengaged students (log the time, day, and summary of meeting)
 - *If students miss more than 2 consecutive daily assignments, please contact the family quickly. Bring these concerns and names of students to weekly Wednesday Grade Level meetings.*
- SNAS/ENL student supports (ex: appointments with students for academic support, SETSS, SLP meetings, mandated counseling, etc.; log the time, day, and type of contact using the **codes Remote SNAS Support or Remote ELL Support**)

Daily Attendance Expectations

- Daily attendance will take place in PowerSchool by advisors. Accuracy of attendance continues to be a **mandatory** and **legal** document throughout Remote Learning.
- Advisors must use **daily** Question of the Day assignment on Google Classroom as the attendance.
- All attendance must be input into PowerSchool **by 2:00 PM** every day.

Expectations for Supporting SNAS and ENL Populations

- Co-teaching partnerships will meet at least one time per week to differentiate and accommodate remote learning materials for SNAS and ENL populations. Meeting times, dates, and modifications must be documented using [this document](#).

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- SNAS and ENL co-teachers must work to engage their students in academic support sessions during daily office hours via email, Google chat, Google hangouts, or other digital platform to meet the required number of minutes of service. All support sessions must be documented in PowerSchool using the codes “Remote SNAS Support” or “Remote ELL Support”.
- SETSS, SLP, and Mandated Counseling sessions will be provided and documented by providers.
- ICT and General Education teachers will send weekly progress report via email to student and families using Google Classroom:
 - Steps: Enter Google Classroom, click on “Grades”, click the student’s name, then click the envelope in the top right corner “Email student or guardians”, email that summary plus a message regarding available supports to the student and/or guardians
- IEP Meetings will continue via Phone Conference as scheduled by the CSE. Melissa Wade will send required progress report documents and calendar invites.

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