<u>Virtual Learning Program Information for Students and Families</u>

Your student is registered for the fall 2020 semester of the WCPS Virtual Learning Program. The Virtual Learning Program begins on August 12th for students attending Goldsboro HS; Wayne Early Middle College HS; and Wayne School of Engineering. VLP students from all other WCPS schools will begin the program on August 17th.

All Virtual Learning Program students, with an adult family member, must attend a short face-to-face induction at the start of the program. (Students with a documented medical condition that prevents their attendance at a face-to-face induction will receive induction training and information remotely.) All appropriate social distancing and safety measures will be in place, and inductions will be done in very small groups. The induction will allow WCPS to ensure all students are properly enrolled in a WCPS school, all forms, surveys, and paperwork have been completed and submitted, and students have the necessary devices and instructional resources to participate in virtual learning. Staggered induction times, designed to accommodate parents' needs, will be scheduled to occur during the first week of school. Important device and log-in information will be shared during induction, as well as information about accessing grades, technical support, communications, and other matters necessary to help ensure students' success in the Virtual Learning Program.

You will receive a communication from your Virtual Program student's homeroom teacher next week. The purpose of the communication will be to schedule the induction meeting for your child plus one parent or guardian. This mandatory face-to-face induction will be held at the school where your child is currently enrolled. Failure to attend a scheduled induction will delay your child's full enrollment in the WCPS Virtual Learning Program.

Devices and Wifi
WCPS notified district families about a survey for students' device and Wifi needs, during the week of August 3, 2020. A link to the survey is available on the WCPS website, and can be completed with a smartphone, computer, and/or at your students' school. Depending on the information gathered in this survey, students with identified needs will be notified about how to access a WCPS loaner device during the student's scheduled induction.

WCPS Google Account

Your child will need a WCPS email account and password in order to access Virtual Learning Program email; the Learning Management System; and all other remote tools and resources used for instruction in the Virtual Learning Program. This information will also be shared with you and your child at induction. During this meeting you will also receive information about who to call for tech support and/or what to do if your student loses their login information.

In advance of your induction meeting, *if you are able*, please do the following to see if you have the correct email and log in information for your child:

Login to Gmail

1. Go to **Gmail** and click Sign In. Sign in with your **Google** Account:
   a. User: <u>first name</u>, <u>last name</u>, <u>last two digits</u> of lunch number**@wcpsstudents.org**
   b. Example: johndoe13**@wcpsstudent.org**
2. Password is: Wcps**studentnumber**
   a. Example: John Doe's password is Wcps11235813

Learning Management System (LMS)

It is important that you and your student become familiar with the Learning Management System (LMS) that will be used for teaching courses in the Virtual Learning Program. An LMS is like a virtual classroom where lessons and schoolwork, assignments, due dates, and communications all happen in the Virtual Program. For grades K-5, the LMS is Google Classroom. For grades 6-12 the LMS is Canvas. Elementary students and families may still continue to receive communications through Class Dojo as well. During your induction meeting you will receive instructions for how to log in to Google Classroom and Canvas.

In advance of your induction meeting, you can also use the information below to see if your child can access the learning management system he/she will be using.

Google Classroom Login (K-5)
1. Go to **classroom.google.com** and click Sign In. Sign in with your student **Google** Account:
   a. User: first name, last name, last two digits of lunch number@wcpsstudents.org
   b. Example: johndoe13@wcpsstudent.org
2. Password is Wcps**studentnumber**
   a. Example: John Doe's password is Wcps11235813

Canvas Login (6-12)
1. Go to **https://my.ncedcloud.org**
   a. Username is the student UID (Powerschool/Lunch number)
   b. Password will come from your student's teacher
   c. Click on the orange Canvas icon in the Dashboard

If you are able to access the LMS, you may want to go to the Canvas or Google Classroom websites, linked below, and see the training resources that are available. This will be discussed with you further at your face to face induction meeting.

Training Resources to Learn your LMS
1. Canvas for Students
2. Canvas for Parents
3. Google Classroom for Students
4. Google Classroom for Parents

Sometimes technology doesn't work properly, and a virtual program student will need assistance to get their problems solved. WCPS has a plan to support virtual program students and their families when they have technical difficulties.

The following procedure should be followed when students are experiencing technical difficulties on remote learning days:

Level 1:
The student or parent will contact their virtual class teacher and inform them of the issue. Issues that the teacher may troubleshoot include basic login, usage, or assignment issues. If the teacher is unable to resolve the issue, then it will be escalated to the site-based instructional technology coordinator.

Level 2:
The site-based coordinator will determine if the issue can be resolved at the school level. Issues that the site-based coordinator may resolve include resetting passwords, troubleshooting the LMS, and program access issues. If the site-based coordinator is unable to resolve an issue, then it will be escalated to Digital Teaching & Learning and/or Tech Support.

Level 3:

If the problem seems to be hardware-related on a WCPS-issued device, then the site-based coordinator will contact WCPS Tech Support via email at computersupport@wcps.org. WCPS Tech Support will only be able to troubleshoot WCPS-issued devices. If the problem is related to the LMS or district-supported program, then the Digital Teaching & Learning team will troubleshoot, attempt to restore service, and/or facilitate communications with program administrators. Digital Teaching & Learning may work to resolve issues like Google logins, Chromebook filtering, Google Classroom & Canvas issues, Clever/NCEdCloud issues, Schoolnet, etc.

Course, and Grade Level Information
Your child will receive their course and teachers lists, schedules, and any lists of necessary supplies and information for the Virtual Learning Program when they come for their scheduled induction. Please check this information carefully to ensure the listed classes, grade level, etc. are correct. If you have questions or concerns about your child's listed courses or program, please contact the guidance counselor at your student's school.

Students with IEPs
Exceptional Students' EC case managers, along with the student's assigned Virtual Exceptional Children's teacher, will continue working with families to determine the most appropriate options and services for all VLP students who have IEPs. If needed, an IEP Team meeting will be held to ensure that the current IEP services and supports are addressed to accommodate your child's academic and instructional day. If your child receives related services on their current IEP, these services will also be addressed during the IEP Team meeting to determine the location of these services.

Students with Section 504 Plans
Section 504 plans will continue to be implemented and followed for each student by the teachers and school professionals. The Section 504 school level chairperson and team will monitor and review all Section 504 student plans to address any appropriate changes necessary in accommodations and/or modifications for the Section 504 student's learning environment. Any student suspected of needing a Section 504 plan will be brought before the Section 504 team for an eligibility determination meeting.

Academically or Intellectually Gifted Students
AIG students with Differentiated Educational Plans (DEP) will continue to receive services outlined in their individual plan. Teachers, with the support of their AIG specialist, will differentiate instruction based on academic needs. Teachers of AIG

students will continue to document differentiation on the AIG Quarterly Report for parents to review.

English Learners' students (EL)
EL plans will continue to be implemented and followed for each student by the teachers and school professionals. The EL teachers will monitor and review all EL student plans at their school(s) to address any appropriate changes necessary in accommodations and/or modifications for the EL student's learning environment.

Attendance
The state of North Carolina is devising new rules and procedures for taking attendance for remote and Virtual Students. Please be sure you and your student understand these requirements when they are explained to you at induction. Attendance must be taken daily for all students in the Virtual Learning Program, but not at a set time each day. In general, being counted as "present" for a virtual learner will require a check in and two-way communication between student and teacher, on a given day. If you have questions about the state attendance processes and requirements and how they impact your VLP child, please contact your school's principal or guidance counselor. A link to the latest NCDPI "Attendance Processes" update (current as of August 3, 2020) can be found here:
https://content.govdelivery.com/attachments/NCSBE/2020/08/03/file_attachments/1510343/Attendance_Update_08032020.pdf

Learning Hours and Students' Workload
The following example shows typical learning days/workloads for students in the Virtual Program:

- Grades K-2: 2-hours of screen-time work plus at least 60-minutes of non-screen work (silent reading, physical activity, home projects).
- Grades 3-5: 3-hours of screen-time work plus at least 90-minutes on non-screen work (silent reading, physical activity, home projects).
- Grades 6-12: 4/5-hours of screen-time work plus at least 90-minutes of non-screen work (silent reading, physical activity, home projects).

Some screen-time work for students may be synchronous (meaning students must sign in and participate at a specific time). Other work will be asynchronous (meaning students work daily on their own schedule). In all cases, the expectation is that students shall be engaged in Virtual Program school work on every day that regular school is in session. Additional "homework," skills practice, research projects and writing, and other

student-directed work may be required (both on and off screen) in order for students to complete all required work for credits and grades. This work may be completed outside of regular school hours. Students and families will also participate in scheduled virtual conferences and communications with teachers and other school staff members.

The specific needs of students with IEPs, Section 504 Plans, AIG Differentiated Education Plans, and plans for English Language Learners will be monitored by the students' case managers to facilitate continued delivery of services and supports.

Testing and Assessments
Virtual Program Students will be required to participate in all state mandated testing. Some testing may be completed virtually, however students must still participate in state-mandated face-to-face testing as well. Notification about all testing dates and procedures will be communicated to students at least two weeks prior to any required virtual or face-to-face testing dates. Additional teacher-specific assessments will be completed by Virtual Program students remotely.

Grading
All student work will be assessed and graded in accordance with the traditional grading model in place for their grade level. Grades will be updated in Powerschool for all students weekly. Parents are encouraged to sign into Powerschool to monitor their student(s) progress in the Virtual Learning Program.

Before accessing your student's grades via Powerschool, you will need to request access information for your student. The access information can be obtained through your student's school; typically, proof of identity is required before the information is shared. Instructions on how to access Powerschool and your student's grades are located on the information sheet you will receive from the school during your induction meeting.

Full Semester Commitment
All students registered for the Virtual Learning Program are expected to stay with the program through the entire first semester of the 2020-2021 school year. Information about the continuation of the program will be sent to all registered students and their families by late November 2020, so that decisions can be made about registration for the spring 2021 semester. NOTE: WCPS cannot guarantee that the Virtual Learning Program will continue beyond the first semester of 2020.