

ABINGTON SCHOOL DISTRICT

VIRTUAL LEARNING STUDENT HANDBOOK

For Abington Junior High School

FALL 2020



WELCOME "BACK"!

YOUR GUIDE TO GOING VIRTUAL

Abington School District's virtual program for fall 2020 will include predominantly synchronous learning, with lessons taught by Abington School District teachers from a student's assigned school. This instructional model will be in place for all students through Thanksgiving, at which point we will re-evaluate the health situation in our area.

We know this virtual format will require some flexibility among our students and teachers/staff as we all adapt to this new way of at-home learning. Please refer to this handbook to help guide you/your student through the school day. Should you have any questions, please do not hesitate to contact your child's teacher or the school's principal. We are here to help!

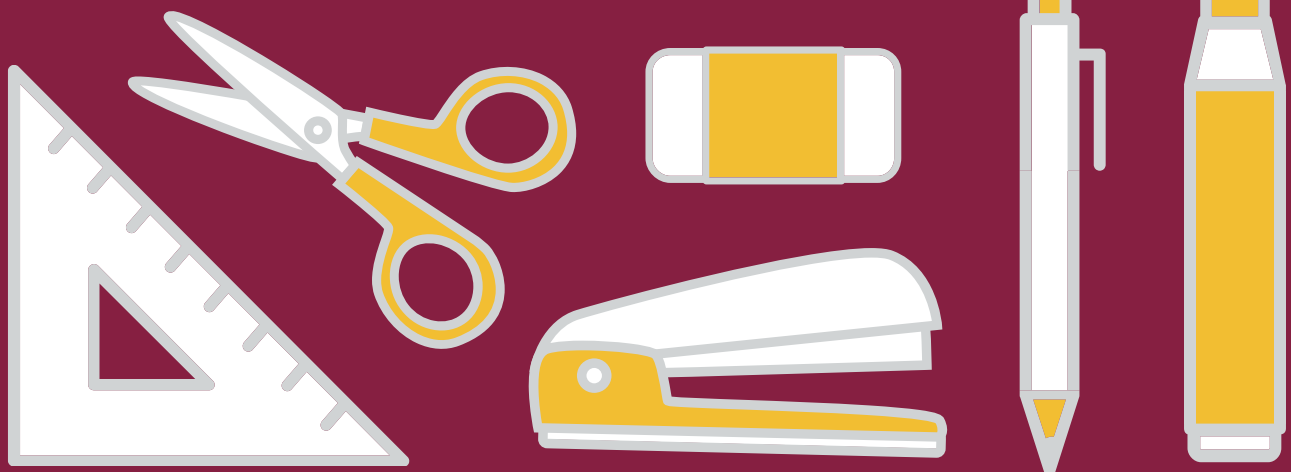




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First Week of School

The first week of school will follow the early dismissal virtual learning bell schedule (below). During this time, students will start each day in a “live” synchronous virtual lesson with their Advisory teacher. Students will then move through the same periods (1-8) that we have in our traditional schedule. Please note that all four days of classes during this first week will be synchronous, meaning each period will be a “live” synchronous virtual lesson with the teacher.

8:00 - 8:16 a.m.	Advisory 16 minutes	Preparing for the first day: <ul style="list-style-type: none">→ Go into Skyward and find a copy of your schedule. Use this to complete your First Week of School Organizer.→ Go to classroom.google.com, practice logging in and accept your 2020 - 2021 classrooms. Each day, start live with your Advisory teacher: <ul style="list-style-type: none">→ Go into Google Classroom and click into your Advisory Classroom.→ Click the live video link and wait for your teacher to start. Next, attend each of your periods, 1 through 8, live following the Early Dismissal Virtual Learning “Bell” Schedule. For each course: <ul style="list-style-type: none">→ Go into Google Classroom and click into the correct course based on the day (A - E) and time.→ Click the live video link and wait for your teacher to start.
8:18 - 8:38 a.m.	Period 1 20 minutes	
8:41 - 9:01 a.m.	Period 2 20 minutes	
9:04 - 9:24 a.m.	Period 3 20 minutes	
9:27 - 9:47 a.m.	Period 4 20 minutes	
9:50 - 10:10 a.m.	Period 5 20 minutes	
10:13 - 10:33 a.m.	Period 6 20 minutes	
10:36 - 10:56 a.m.	Period 7 20 minutes	
11:00 - 11:20 a.m.	Period 8 20 minutes	

Overview of the Virtual Learning Schedule

Starting on September 14, 2020, students will begin to follow the regular Virtual Learning “Bell” Schedule.

The Virtual Learning “Bell” Schedule includes the same periods (1-8) that we have in our traditional secondary schedules. However, during virtual learning we have made two important adjustments.

First, we have created a rotational model. Mondays, Tuesdays, Thursdays, and Fridays teachers will teach “live” synchronous* virtual lessons. On these days each class period is scheduled for an increased number of minutes. The periods are split over two day increments with periods 1 - 4 on Mondays/Thursdays and 5 - 8 on Tuesdays/Fridays. This allows us to reduce the number of courses a student attends on any given day and increase the time they have to interact with their teachers and peers. Alternately, on Wednesdays the only live sessions students will attend are their Advisory periods, the remaining periods are designated as asynchronous where students will be given lessons that are self-directed and self-paced.

Second, we have added a morning and afternoon Advisory period. The purpose of the advisory period is to provide time for students to connect and interact with their advisory teacher and peers, hear school announcements, participate in social-emotional learning activities, and get the support they need to be successful in virtual learning.

Monday	Tuesday	Wednesday	Thursday	Friday
Daily Synchronous Advisory Students are ‘live’ with the teacher using a video conferencing platform.				
Synchronous Periods 1 - 4 Lessons are completed ‘live’ with the teacher using a video conferencing platform.	Synchronous Periods 5 - 8 Lessons are completed ‘live’ with the teacher using a video conferencing platform.	Asynchronous Periods 1 - 8 Lessons are completed independent from the teacher in a self-directed format.	Synchronous Periods 1 - 4 Lessons are completed ‘live’ with the teacher using a video conferencing platform.	Synchronous Periods 5 - 8 Lessons are completed ‘live’ with the teacher using a video conferencing platform.

**As not all students will be able to access learning according to the “bell schedule”, lessons will be developed to provide flexibility for students to access them asynchronously.*

Virtual Learning “Bell” Schedule*

	Monday / Thursday	Tuesday / Friday		Wednesday
8:00 - 9:20 a.m.	Period 1 80 minutes	Period 5 80 minutes	8:00 - 8:20 a.m.	Advisory 20 minutes
			8:22 - 9:02 a.m.	Period 1 40 minutes
9:24 - 9:44 a.m.	Advisory 20 minutes		9:04 - 9:44 a.m.	Period 2 40 minutes
9:48 - 11:08 a.m.	Period 2 80 minutes	Period 6 80 minutes	9:46 - 10:26 a.m.	Period 3 40 minutes
			10:28 - 11:08 a.m.	Period 4 40 minutes
11:10 - 11:55 a.m.	Lunch			
12:00 - 1:20 p.m.	Period 3 80 minutes	Period 7 80 minutes	12:00 - 12:40 p.m.	Period 5 40 minutes
			12:42 - 1:22 p.m.	Period 6 40 minutes
1:25 - 1:35 p.m.	Advisory 10 minutes		1:24 - 2:04 p.m.	Period 7 40 minutes
1:40 - 3:00 p.m.	Period 4 80 minutes	Period 8 80 minutes	2:06 - 2:46 p.m.	Period 8 40 minutes
			2:50 - 3:00 p.m.	Advisory 10 minutes

*Schedule begins the week of Monday, September 14, 2020

A - E Rotation

The traditional school schedule is based on a 5-day rotation where some courses meet 5 times in the rotation, while others meet once or twice. During virtual learning, we will work through the rotation, taking into account the synchronous days which have fewer periods for longer stretches of time. At any time if you need to know what day it is, reference this page or the calendar on our school website.

September

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	
Periods					1-4	5-8	1-8	1-4	5-8	1-8	1-8	1-4	5-8	1-4	5-8	1-8	1-4	5-8	1-4	5-8	1-4	5-8	1-4	5-8	1-4	5-8	1-4	5-8	1-8	1-8	
Day					B	C	D	E				A	A	B	C	C			D	D	E	A	A			B	C				

October

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Periods	1-4	5-8			1-4	5-8	1-8	1-4	5-8			1-4	5-8	1-8	1-4	5-8			1-4	5-8	1-8	1-4	5-8			1-4	5-8	1-8	1-4	5-8	
Day	D	D			E	E	A	B	B			C	C	D	E	E			A	A	B	C	C			D	D	E	A	A	

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
Periods		1-4		1-8	1-4	5-8			1-4	5-8	1-8	1-4	5-8			1-4	5-8	1-8	1-4	5-8			1-4	5-8	1-8				1-4		
Day		B		C	D	D			E	E	A	B	B			C	C	D	E	E			A	A	B				C		

Attendance

Students will be expected to attend all periods Monday through Friday. Teachers will record attendance using a system that monitors both students' completion of learning activities and presence at live synchronous virtual lessons, this includes both academic and advisory periods.

Parents/guardians are asked to call or email the attendance office on the morning of their student's absence to notify the school that the student will not be in attendance. If a call is not received, staff and/or the attendance clerk will call to verify that the absence is for a legitimate reason. In the case of an excused absence, an excuse card or a note from the parents must be emailed to the school.



Lunch

All students will have lunch from 11:10 - 11:55 a.m.

Grading, Assessments and Homework

During virtual learning in the 2020 - 2021 school year, Abington School District will return to our traditional grading practices in which students receive four report cards during the school year.

Grading System

Student grades are based on the following system:

A - 90-100%

B - 80- 89%

C - 70- 79%

D (Passing Grade) - 60- 69%

E (Failing; eligible for Summer School) - 40-59%

F (Failing; ineligible for Summer School) - 0-39%

The final grade will be calculated as follows:

Marking Period I (September 8, 2020 – November 12, 2020) - 20%

Marking Period II (November 13, 2020 – January 29, 2021) - 20%

Midterm Exam - 10%

Marking Period III (February 1, 2021 – April 12, 2021) - 20%

Marking Period IV (April 13, 2021 – June 17, 2021) - 20%

Final Exam Assessments - 10%

Grade Point Average (GPA) for Grades 9-12

GPA is determined by dividing grade points earned by number of credits scheduled for classes that count toward GPA calculation. Grade points are determined by multiplying the number of credits each course carries by the value number assigned to each mark as indicated on the Weight Grade Chart referenced below. *For example, an “A” in a ten-credit honors course earns 46 grade points, and an “A” in a standard course earns 40 points.* The following chart shows the factors presently in use for all courses, and the weighted factors used for honors, Advanced Placement and dual enrollment courses. Weighted grades appropriately recognize the significant workload undertaken by students in the honors courses.

Grade	College Prep Courses	Honors/Dual Enrollment in 2-Year College Courses (x 1.15)	Advanced Placement/Dual Enrollment in 4-Year College Courses (x 1.25)
A	4.0	4.6	5.0
B	3.0	3.45	3.75
C	2.0	2.3	2.5
D	1.0	1.0	1.0
E	0	0	0
F	0	0	0



Assessments

Students will be assessed during the virtual learning time period. Students can expect the resumption of curriculum-based, mid-term and final assessments.

Homework

Homework during virtual learning will take many forms, such as independent practice, independent reading, group projects or long-term assignments. These assignments may be completed outside of the school day, or during asynchronous instructional times.

Virtual Learning Best Practices for Students

Create a good place to learn: Find a place that is dedicated to learning. If possible, choose a place that is free from distractions and has a good internet connection. Additionally, if possible, try to choose a place that can be reserved for learning only, so that you can establish a ‘learning space’ just for school, and have the remaining areas be ‘non-learning spaces’.

- Gather supplies such as paper, pencils, a ruler, and calculator.
- Keep your devices charged and ready to go at this location.
- Check your connectivity to the internet.
- Practice logging in and accessing instructional materials.

Establish routines: Establish good habits such as waking up and going to bed at the same time each day, exercising, and eating healthy meals.

- Set a daily schedule including a wake up and bedtime.
- Set exercise and fitness goals to keep moving.
- Eat healthy snacks and meals.
- Establish some time for peace and quiet.
- Limit your screen time. You will be spending more time on the computer learning than you are used to during virtual learning. Try to spend the time you are not learning away from the screen.

‘Own’ your learning: It will take you some time to learn how to manage your time and learning in a virtual setting. Your teachers will work with you to help you learn these skills. Give it time.

- Get to know the secondary schedule.
- Create a calendar to help you manage time.
- Set daily and weekly goals.

Connect safely with friends: Staying connected with friends is essential during this time.

- Engage in class discussions and connect with friends during synchronous classes.
- Contact friends through social media and other online technologies.
- Remember to be polite, respectful and appropriate in your communications.
 - Follow school guidelines when interacting with others.
 - Report unkindness and other problems promptly to the school.

Communicate with school and teachers: Teachers will mainly be communicating through our online platforms and virtual learning environments. This virtual world will be more difficult to navigate than our traditional classrooms. If you feel lost, confused, or in need of some help reach out.

- Read communications from teachers and school leaders.
- Ask for help when you need it. You can ask teachers, counselors, principals or other trusted adults in the district for help.
- Know where to go for help.

Virtual Learning Resources

Type of Question/Support	Who to Contact	How to Contact
<ul style="list-style-type: none"> • Courses • Assignments • Academic concerns 	Teacher	Email (see the Faculty Directory)
<ul style="list-style-type: none"> • Student schedule • Social/Emotional concerns • Challenges related to school engagement • Resources • Insecurities (food, internet, etc.) 	Counselor	Email (see the Counseling Staff Directory)
<ul style="list-style-type: none"> • Virtual learning • District resources 	Principal or Assistant Principal	Email or Phone (see the List of Administrators)
<ul style="list-style-type: none"> • Technology support • Help with troubleshooting school-related platforms • District-issued Chromebook maintenance 	Technology Help Desk	Submit a ticket to the Technology Help Desk or email tickets@asd.incidentiq.com for assistance

Additional Online Resources:

- [Abington Junior High School Site](#)
- [Abington School District Site](#)
- [Coronavirus Resource Center](#) - Ongoing District communications and updates pertaining to Abington School District's preparedness in response to the COVID-19 pandemic, including access to health agency resources.
- [Instructional Hub](#) - Resources to support at-home/virtual learning during the fall of 2020.
- [COVID-19 Support Services](#) - Student Services resources to support the physical and mental health of students and their families during the coronavirus pandemic.
- [Digital Transformation Plan Website](#) - Resources to support parents/guardians and students as Abington School District transitions to a 1:1 technology model in instruction, including maintenance information, tutorials, and more.