



**To: Okaloosa County Teachers**

**From: Curriculum and Instruction**

## **Online Teaching Questions and Answers**

*"Moving Forward with Compassion and Grace"*

In the best interest of our students, please keep the following in mind:

- Not all students will have internet access immediately and many may be sharing devices.
- Students will have a variety of personal and academic schedules. Students cannot be required to attend LIVE lesson sessions.
- Compassion and grace for yourself, your students, and families is our motto. Flexibility is key in the educational process during this time of crisis.

### **Online Learning Protocol**

*How much time will students be expected to spend online?* Students *will not* be expected to devote the same amount of time on an electronic device as they spend attending an average school day in the school building. The amount of suggested screen time varies by the age of the student and the course. Consult the attached sample online learning schedules for grades K-2, 3-5, and 6-12 for guidance.

- **Kindergarten through 2<sup>nd</sup> grade:** *Up to 2 hours per day* broken down into sessions of 25 minutes or less.
- **3<sup>rd</sup> through 5<sup>th</sup> grade:** *2 to 3 hours per day* broken down into sessions of 30-40 minutes or less.
- **6<sup>th</sup>-12<sup>th</sup> grade:** *3 to 4 hours per day* broken down into sessions of 40-60 minutes or less.

*Times are approximate and can be adjusted to meet the needs of individual students.*

## **Getting Started**

***How do I make initial contact with my students?*** First contact could be initiated through a variety of formats (Remind, ClassDoJo, email, phone call, etc.). Initial contact should be made by Friday, March 27, 2020.

***What essential information should be included in initial information to students?*** Acquaint students with the procedure for accessing ClassLink through the OCSD website – Parents/Students – ClassLink. Direct students to the new icon in ClassLink that leads students to your school’s faculty webpage. Inform students to click on each of their teacher’s “***OCSD Online Assignment link***”.



***What is the OCSD Online Assignment link?*** An ***OCSD Online Assignment link*** has been developed for individual teachers on school faculty webpages for communicating and posting online assignments. Training on how to use the ***OCSD Online Assignment link*** will be available on the district website under Resources for Online Learning. For the purpose of consistency, all teachers should post an initial welcome letter, assignments by subject area, office hours, and general directions for accessing online curriculum via the ***OCSD Online Assignment link***. (More information is provided in this document regarding Edgenuity/Odysseyware\*, Pearson Elementary Science, Studies Weekly Elementary, etc.) Your ***OCSD Online Assignment link*** should be updated weekly. All posts should include the date and the subject area/purpose at the top of the document for clarity and ease of access. Remember, online instruction begins March 30. Welcome letters and information should be uploaded by Friday, March 27, 2020.

## **Communication**

***How often should I communicate with students?*** At a minimum, teachers should communicate with their students weekly.

***What are teacher office hours in an online environment?*** Online office hours are times when teachers are readily available to support students and families. Please remember, this is an opportunity for you to provide reassurance and support for students and families during this stressful time. For example: immediate responses to emails, video chats via various platforms are expected during office hours.

***Will teachers be required to keep office hours?*** Yes, teachers must have 2-3 hours per day (Monday-Friday) set aside for online office hours. Keep in mind students may not be able to engage during normal school hours; therefore, office hours should be flexible. Post the hours in all communications starting with the letter of welcome on the ***OCSD Assignment link***. For example: 8:00 a.m.-10:00 a.m. and 4:00 p.m.-5:00 p.m. Teachers need to answer any communication by the end of the next business day.

***Should I use my personal cell phone to contact parents?*** Using a personal cell phone for parent calls is an individual decision. There are several ways to communicate with parents, including Remind, Zoom, and email. At this time, teachers can still go to their classrooms to check messages and return calls from

school. Remember to adhere to the CDC guidelines for social distancing. It is possible to check voicemail and return calls from home or cell phones using \*67 (on most phones) to block caller IDs from displaying private numbers. Teachers should check with their cellular provider for the proper way to block their phone number from caller IDs if privacy is an issue. A training for making calls through Microsoft Teams will be available on the district website.

***What if students aren't completing assignments?*** Utilize the *Communication Log* in PAWS to document communication with students and parents. Students not active within any given week should be contacted. If at any point you are not able to contact a student, check with your administrator and/or guidance counselor for further assistance.

***May I host live online sessions for my classes?*** Yes, absolutely, however, students cannot be required to attend LIVE lesson sessions due to the potential for scheduling conflicts. Any LIVE lessons must also be recorded for viewing at flexible times. LIVE help sessions and/or small group support are not required to be recorded.

***Do I need a media release form for each student who is recorded in a LIVE session?*** Yes, if the LIVE session will be posted, you need confirmation of a media release form for each student. Teachers can access these forms through PAWS (home access) under Gradebook Grid – Student Name – Profile Options – Student Information – Student Activities – Student Picture and/or Images. Please do not post any student images on personal social media platforms.

## **Edgenuity/Odysseyware**

***How does Edgenuity/Odysseyware\* work?*** The Edgenuity/Odysseyware online platforms provide a complete curriculum and instruction with self-paced lessons and quizzes. Home-language support is embedded for English Language Learners.

***How do I direct students to Edgenuity/Odysseyware\*?*** An icon will be available to students through ClassLink.

***What is my role in Edgenuity/Odysseyware\*?*** The teacher's role will include monitoring progress and facilitating checkpoints. Only secondary teachers will be required to add students to Edgenuity classes. A video training will be available on the district website under Resources for Online Learning. Additional Edgenuity training will also be provided through the Edgenuity program.

***What if the Edgenuity/Odysseyware\* course doesn't align with my pacing guide/academic calendar?*** For consistency purposes, all courses have been set to a fourth quarter segment. Courses cannot be adjusted. Students have been in class  $\frac{3}{4}$  of the school year. Some material may be repeated and reinforced while other content may be new.

***How will students be graded in Edgenuity/Odysseyware\* courses?*** For consistency purposes, the lessons within the courseware have been adjusted to fourth quarter material and cannot be altered by teachers. Students in Edgenuity/Odysseyware courses will receive grades **solely** through the platform.

All tests and quizzes will be open for students to access. Unlike the traditional Edgenuity platform, teachers will not be required to open tests for students. The fourth quarter grade will be entered into Gradebook by the teacher. Please use compassion and grace. When in doubt contact your principal.

***Will I be required to give students a second semester examination?*** No. During online learning, Semester 2 exams will not be administered. Grades will be calculated based on Semester 1 grades, Semester 1 exam and Semester 2 grades.

***How can families monitor student progress on Edgenuity/Odysseyware\* courses?*** Families can access student progress through the Student Dashboard in Edgenuity/Odysseyware.

***What if students complete the Edgenuity/Odysseyware\* course before the nine weeks is over?*** This is perfectly acceptable. This is a self-paced program; therefore, some students will finish early while others may need additional support.

***Can I provide supplemental resources for Edgenuity/Odysseyware\* courses?*** Teachers can provide students with supplementary resources for support purposes only. However, grades will not be given for any supplemental resources.

## **Other Courses**

***How will students access courses not on Edgenuity/Odysseyware\*?*** Students will click on ***OCSD Assignment link*** under the names of their teachers to access assignments.

***How will students turn in assignments for non-Edgenuity/Odysseyware\* courses?*** Updates should be made weekly on the ***OCSD Assignment link***. Teachers will have discretion to inform students where/how to submit assignments (email, Google Classroom, etc.).

***How will students be graded in courses NOT on Edgenuity/Odysseyware\*?*** Teachers not using Edgenuity will continue instruction via online platforms. A minimum of one grade will be entered in the Gradebook at least every two weeks.

## **Other**

***What about teacher evaluations and school grades?*** There will be no teacher evaluations or school grades for school year 2019-2020.

## Support

*Technical Support* - Contact the Helpdesk at (850) 897-2966.

### *Curriculum Support -*

<u>Curriculum Area</u>	<u>Name</u>	<u>Email /Phone</u>
Elementary ELA	Denise Berry	Denise.Berry@Okaloosaschools.com 850-833-3193
Elementary Math	Amy Dale	DaleA@Okaloosaschools.com 850-301-3008
Elementary Science	Tami Ellis	EllisT2@Okaloosaschools.com 850-833-4122
Elementary Social Studies	Ann Flanagan	FlanaganA@Okaloosaschools.com 850-833-6312
Title I	Amy Dale	DaleA@Okaloosaschools.com 850-301-3008
Secondary ELA	Lynn Kozak	Lynn.Kozak@Okaloosaschools.com 850-833-3385
Secondary Math	Stephanie Thetford	ThetfordS@Okaloosaschools.com 850-833-6313
Secondary Science	Tami Ellis	EllisT2@Okaloosaschools.com 850-833-4122
Secondary Social Studies	Lynn Kozak	Lynn.Kozak@Okaloosaschools.com 850-833-3385
Intensive Reading	Ann Flanagan	FlanaganA@Okaloosaschools.com 850-833-6312
World Languages	Lisa Tucker	Lisa.Tucker@Okaloosaschools.com 850-833-3107
Fine Arts	Lisa Tucker	Lisa.Tucker@Okaloosaschools.com 850-833-3107
ESOL	Lisa Tucker	Lisa.Tucker@Okaloosaschools.com 850-833-3107
All Other Areas	Jeff Palmer	PalmerJT@Okaloosaschools.com 850-833-3240

**\*Odysseyware is the platform elementary Edgenuity.**

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## Online Learning Plan

### **Elementary School ELA**

Edgenuity (Odysseyware) Courses

Language Arts K

Language Arts 1

Language Arts 2

Language Arts 3

Language Arts 4

Language Arts 5

### **Elementary School Math**

Edgenuity (Odysseyware) Courses

Math K

Math 1

Math 2

Math 3

Math 4

Math 5

### **Elementary School Science**

Elementary Science will utilize the online digital textbook (Pearson).

Teachers should assign lessons and quizzes from the following Units:

Science K: a. Living Things

Science 1: a. Living Things  
b. Parent and Offspring

Science 2: a. Plants and Animals  
b. Habitat Units

Science 3: a. Plants  
b. Living things and  
Their Environment

Science 4: a. Energy and Motion  
b. Human Uses of  
Energy

Science 5: a. Forms of Energy  
b. Forces and Changes in  
Motion

- Week 25: American Monuments
- Week 25: Celebrate America
- Week 27: Rights and Responsibilities
- Week 28: Consumers and Producers

Grade 1:

- Week 25: Communities
- Week 26: Changes in Communities
- Week 27: Life Long Ago
- Week 28: Goods and Services

Grade 2:

- Week 25: Treat Everyone Fairly
- Week 26: Government
- Week 27: Rights and Responsibilities
- Week 28: Families and Trade

Grade 3:

- Week 25: Comparing Places
- Week 26: Trading Goods and Services
- Week 27: Money
- Week 28: Currencies

Grade 4:

- Week 25: Major Florida Cities
- Week 26: Civil Rights
- Week 27: Men and Woman of Florida
- Week 28: Florida's Heritage and Culture

Grade 5:

- Week 25: United States Government
- Week 26: Louisiana Purchase
- Week 27: Early Westward Expansion and Explorers
- Week 28: Effects of Advancement and Communication in Transportation

### **Elementary School Social Studies**

Elementary Social Studies will utilize the online textbook STUDIES WEEKLY for grades K-5.

Kindergarten:

## **Middle Grades Edgenuity Courses**

### **Middle School ELA**

1000010 – M/J Intensive Reading  
(include Intensive ELA 1000000)  
1001010 – M/J Language Arts 1  
(include ELA through ESOL1 1002000)  
1001020 – Advanced M/J Language Arts 1  
1001040 – M/J Language Arts 2  
(include ELA through ESOL2 1002010)  
1001050 – Advanced M/J Language Arts 2  
1001070 – M/J Language Arts 3  
(include ELA through ESOL3 1002020)  
1001080 – Advanced M/J Language Arts 3

### **Middle School Math**

1205010 – M/J Grade 6 Mathematics  
1205020 – M/J Grade 6 Mathematics Advanced  
1205040 – M/J Grade 7 Mathematics  
1205050 – M/J Grade 7 Mathematics Advanced  
1205070 – M/J Grade 8 Pre-Algebra  
1204000 – M/J Intensive Math

### **Middle School Science**

2000010 – M/J Life Science\*. (MJ Life Science 2000010, MJ Life Science Advanced 2000020)  
2001010 – M/J Earth/Space Science\*. (MJ Earth Space 2001010, MJ Earth Space Advanced 2001320)  
2003010 – M/J Physical Science\*. (MJ Physical Science 2003010, MJ Physical Science Advanced 2003020)  
2003320 – Physical Science Honors  
\*Students currently enrolled in the advanced class will be enrolled in the regular online course (Edgenuity) but will receive advanced credit. No additional work is required.

### **Middle School Social Studies**

2109010 – M/J World History  
2109020 – M/J World History Advanced  
2106010 – M/J Civics  
2106020 – M/J Civics Advanced  
2100015 – M/J United States History and Career Planning\* (include M/J 2100015 (regular) and M/J 2100025 (advanced))

### **Middle School World Languages**

0708000 – M/J Spanish, Beginning  
0708010 – M/J Spanish, Intermediate

## High School Edgenuity Courses

### High School ELA

1001310 – English 1 (include ELA through ESOL1 1002300)  
1001320 – English Honors 1  
1001340 – English 2 (include ELA through ESOL2 1002310)  
1001350 – English Honors 2 (include AICE General Paper 1009400)  
1001370 – English 3 (include ELA through ESOL3 1002320)  
1001380 – English Honors 3  
1001400 – English 4 (include ELA through ESOL4 1002520)  
1001410 – English Honors 4  
1000410 – Intensive Reading

### High School Math

1200310 – Algebra 1  
1200320 – Algebra 1 Honors  
1200370 – Algebra 1-A  
1200380 – Algebra 1-B  
1206300 – Informal Geometry  
1206310 – Geometry  
106320 – Geometry Honors  
1200330 – Algebra 2  
1200340 – Algebra 2 Honors  
1202340 – Precalculus Honors  
1200700 – Mathematics for College Readiness  
1201300 – Mathematical Analysis Honors\*\*  
1201315 – Analysis of Functions Honors\*\*  
1207300 – Liberal Arts Mathematics 1  
1207310 – Liberal Arts Mathematics  
1200400 – Intensive Mathematics  
1210300 – Probability and Statistics with Applications Honors

### High School Science

2000310 – Biology 1  
2000320 – Biology 1 Honors (include Pre-IB Biology 2000800)  
2001310 – Earth/Space Science  
2001320 – Earth/Space Science Honors  
2001340 – Environmental Science  
2002400 – Integrated Science 1  
2003310 – Physical Science  
2003340 – Chemistry 1  
2003350 – Chemistry 1 Honors (include Pre-IB Chemistry 2003800)  
2003380 – Physics 1  
2003390 – Physics 1 Honors

**Note: Anatomy and Physiology was removed and is not available.**

### High School Social Studies

2100310 – United States History  
2100320 – United States History Honors  
2102335 – Economics with Financial Literacy\*\* (Economics 2102310)  
2102345 – Economics with Financial Literacy Honors\*\* (Economics Honors 2102320)  
2102372 – Personal Financial Literacy\*\*  
2103300 – World Cultural Geography  
2106310 – United States Government\*\*  
2106320 – United States Government Honors\*\*  
2107300 – Psychology 1\*\*  
2107310 – Psychology 2\*\*  
2108300 – Sociology\*\*  
2109310 – World History



2109320 – World History Honors

**High School World Languages**

0708340 – Spanish 1 (include Pre-AICE Spanish 1 0708532)

0708350 – Spanish 2 (include Pre-AICE Spanish 2 0708534)

0708360 – Spanish 3 Honors (include Pre-AICE Spanish 3 0708536)

0701320 – French 1

0701330 – French 2

0701340 – French 3 Honors

0706300 – Latin 1 (include Pre-AICE Latin 1 0706382)

0706310 – Latin 2 (include Pre-AICE Latin 2 0706384)

**All other courses should post lessons on the OSCD Online Assignment link.**