

## Expectations for Academic Programs

Version 3 (11/19/2020)  
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### Enrollment

#### In-Person Learning

Students shall be enrolled in a full schedule per WVBE Policy 2510. A full schedule shall be defined per programmatic level as follows:

##### *Elementary (K – 5)*

Daily instruction in mathematics, English language arts, social studies, science, art, music, and wellness in a single core group with instruction provided by one teacher

##### *Middle (6 – 8)*

One course each in mathematics, English language arts, social studies, science, and career exploration, and a rotation of visual art, music, and wellness so that each student is enrolled for 18 consecutive school weeks in wellness and 9 weeks each of visual art and music each school year

##### *High School (9 – 12)*

Eight courses or equivalently scheduled time in work experiences or academic support

It shall be the responsibility of the school principal to ensure that all students are enrolled in an appropriate schedule and that in doing so, all relevant pupil-teacher ratios are met, including those prescribed by WV Code or county safety protocols.

#### Distance Learning

Students shall be enrolled in a full schedule per WVBE Policy 2510. A full schedule shall be defined per programmatic level as follows:

##### *Elementary (K – 5)*

Daily instruction in mathematics, English language arts, social studies, science, art, music, and wellness in a single core group with instruction provided by one teacher

##### *Middle (6 – 8)*

One course each in mathematics, English language arts, social studies, science, and career exploration, and a rotation of visual art, music, and wellness so that each student is enrolled for 18 consecutive school weeks in wellness and 9 weeks each of visual art and music each school year

##### *High School (9 – 12)*

Eight courses or equivalently scheduled time in work experiences or academic support.

It shall be the responsibility of the school principal to ensure that all students are enrolled in an appropriate schedule and that in doing so, all relevant pupil-teacher ratios are met, including those prescribed by WV Code or county safety protocols.

#### WV Virtual School

Students shall be enrolled in a full schedule per WVBE Policy 2510. A full schedule shall be defined per programmatic level as follows:

##### *Middle (6 – 8)*

One course each in mathematics, English language arts, social studies, science, and career exploration, and course of either visual art, music, and wellness so that each student is enrolled for one semester in wellness and on semester of visual art and music each school year, keeping in mind that each student must complete the full set of content standards for visual art and music in grades 6 -8 at some time in his/her middle school career.

##### *High School (9 – 12)*

Eight courses or equivalently scheduled time in work experiences or academic support.

It shall be the responsibility of the school principal to ensure that all students are enrolled in an appropriate schedule.

## Attendance

### In-Person Learning

Attendance shall be defined as physical presence in the appropriate classroom or other instructional space per the student's daily schedule. Any student who is not physically present with his/her regularly assigned class shall be recorded as "absent" in the appropriate Schoology course(s). The determination of excused or unexcused absences shall be at the discretion of the school principal and shall be properly coded in and using WVEIS.

Teachers shall be responsible for recording attendance in the following frequencies per programmatic level:

#### *Elementary (K – 5)*

Once daily at the beginning of the day and again after the students' lunch period in the Homeroom section of the class

#### *Middle (6 – 8)*

Once daily at the beginning of each class period

#### *High School (9 – 12)*

Once daily at the beginning of each class period

### Distance Learning

Attendance shall be defined as engagement in a learning activity with the assigned teacher per the student's distance learning enrollment. Any student who does not participate in a learning activity with his/her assigned teacher in the appropriate time period shall be recorded as "absent" in the appropriate Schoology course(s). The determination of excused or unexcused absences shall be at the discretion of the school principal and shall be properly coded in and using WVEIS.

For the purposes of recording dates of attendance, participation in a learning activity shall be required at least once per week to be counted "present" for that week. Additionally, participation in a learning activity shall be required in each subject area or course the student is enrolled in to be counted "present" for that subject area or course.

Teachers shall be responsible for recording attendance in the following frequencies per programmatic level:

#### *Elementary (K – 5)*

Once weekly in each subject area, no later than the final school day of that week (Friday, usually)

#### *Middle (6 – 8)*

Once weekly in each course, no later than the final school day of that week (Friday, usually)

#### *High School (9 – 12)*

Once weekly in each course, no later than the final school day of that week (Friday, usually)

### WV Virtual School

Attendance is not recorded for students enrolled full-time in the WV Virtual School.

## Instruction

### In-Person Learning

Teachers shall provide daily instruction in each and every subject area or course they are assigned on each and every day that is scheduled as an instructional day unless the entire time scheduled for that subject area or course on that day is required for assessment or an activity approved by the school principal. This includes but is not limited to days that are scheduled as county- or school-wide “distance learning days” and days that are scheduled for in-person learning but are transitioned to county-wide, school-wide, or classroom “distance learning days” due to the prevalence of contagious disease, conditions of weather or any other calamitous cause over which the board has no control.

Instruction shall consist of varied, research-based strategies which may take the form of teacher-guided direct instruction, group discussion, individual discussion between the teacher and a student, instructional videos (either recorded by the teacher or from an approved curricular resource), or assigned readings.

To facilitate smooth transition between in-person and distance learning, all middle and high school course sections for which there are corresponding in-person and distance learning sections shall have a daily virtual meeting on Microsoft Teams, which shall also be recorded using the same. Students who are enrolled in distance learning or who are enrolled in in-person learning and are absent for that day shall be responsible for joining live or viewing the recording to receive instruction for that day. This does not preclude the teacher from providing additional instruction for that day, including the methods listed above.

Students enrolled as In-Person Learners who are known in advance to be required to be absent for any reason, including but not limited to personal illness or medical procedure, a quarantine order, or family travel, shall continue to receive instruction throughout this absence through digital or other means. It shall be the responsibility of the school principal to notify the student’s teacher(s) of an upcoming absence due to quarantine order. It shall be the responsibility of the student or parent(s)/guardian(s) to notify the student’s teacher(s) of an upcoming absence due to any other reason. Once notified, the teacher(s) shall be responsible for communicating with the student to determine if digital or other means will be required for the student to receive instruction during the absence. If it is determined that the student can participate by digital means, then it shall be the responsibility of the student to participate in virtual class meetings, review instructional videos, etc.

### Distance Learning

Teachers shall provide instruction to the students to which they are assigned so that these students can be engaged in learning activities each and every day that is scheduled as an instructional day in each and every subject area or course.

Instruction shall consist of varied, research-based strategies which may take the form of live or recorded class meetings, instructional videos (either recorded by the teacher or from an approved curricular resource), or assigned readings.

Students enrolled as Distance Learners who are known in advance to be unable to participate in daily learning activities for any reason, including but not limited to personal illness or medical procedure or family travel, shall continue to receive instruction

throughout this absence through digital or other means. It shall be the responsibility of the student or parent(s)/guardian(s) to notify the student’s teacher(s) of an upcoming absence and to determine if digital or other means will be required for the student to continue participation in learning activities on a less-than-daily frequency during the absence. It shall be the responsibility of the student to maintain his/her progress in the course(s) during this absence.

Meaningful, two-way contact shall be made to each student at least twice per week when school is in session. This may take the form of a phone call, Teams meeting, email exchange, Schoology message exchange, or in-person meeting.

### WV Virtual School

Students enrolled in the WV Virtual School receive all instruction through WVVS-employed teachers and WVVS-provided curriculum.

Each student enrolled full-time in the WV Virtual School shall be assigned a mentor by the school principal of the school to which they are assigned for enrollment purposes. The responsibility of this mentor is to provide the student with a point-of-contact within the school and to provide limited technical and motivational support, but not necessarily academic support as it is unlikely that the assigned mentor is a certified teacher in each and every area covered by the courses in which the student is enrolled.

Meaningful, two-way contact shall be made by each mentor to each student at least once per week when school is in session. This may take the form of a phone call, Teams meeting, email exchange, Schoology message exchange, or in-person meeting.

## Practice

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### In-Person Learning

Teachers shall provide practice exercises or activities so that students have sufficient opportunity to incorporate new learning with previous learning and develop skills and knowledge needed to master content standards.

Practice may take the form of group or individual work.

Practice is not a substitute for daily instruction.

To facilitate smooth transition between in-person and distance learning, for all middle and high school courses for which there are corresponding in-person and distance learning sections, teachers shall make available all guiding or defining materials needed to engage in practice exercises or activities through the appropriate Schoology course. Materials not compatible with the Schoology platform shall be noted in the same with a “bookkeeping entry” describing how and where students are to obtain these materials (in another online platform, in their assigned textbook, etc.).

### Distance Learning

Teachers shall provide practice exercises or activities so that students have sufficient opportunity to incorporate new learning with previous learning and develop skills and knowledge needed to master content standards.

Practice may take the form of group or individual work.

Practice is not a substitute for daily instruction.

Teachers shall make available all guiding or defining materials needed to engage in practice exercises or activities through the appropriate Schoology course. Materials not compatible with the Schoology platform shall be noted in the same with a “bookkeeping entry” describing how and where students are to obtain these materials (in another online platform, in their assigned textbook, etc.).

### WV Virtual School

Students enrolled in the WV Virtual School receive all practice through WVVS-employed teachers and WVVS-provided curriculum.

## Assessment

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### In-Person Learning

Teachers shall assess learning through multiple formal and informal methods using both formative and summative assessment strategies. These assessments shall inform further learning activities, including reteaching, enrichment, and progression to further skills and knowledge.

Assessment may take the form of group or individual work.

Assessment may substitute for daily instruction if the entire time allotted for a subject area or course is needed to complete an assessment on a particular day.

To facilitate smooth transition between in-person and distance learning, all middle and high school courses for which there are corresponding in-person and distance learning section shall make available all individual assessments through the appropriate Schoology course. Materials not compatible with the Schoology platform shall be noted in the same with a “bookkeeping entry” describing how and where students are to obtain these materials (in another online platform, in their assigned textbook, etc.). Teachers may require supervising activities to be undertaken during assessment of students engaged in distance learning, including but not limited to live video and/or audio of the student performing the assessment.

### Distance Learning

Teachers shall assess learning through multiple formal and informal methods using both formative and summative assessment strategies. These assessments shall inform further learning activities, including reteaching, enrichment, and progression to further skills and knowledge.

Assessment may take the form of group or individual work.

Assessment may substitute for daily instruction if the entire time allotted for a subject area or course is needed to complete an assessment on a particular day.

### WV Virtual School

Students enrolled in the WV Virtual School receive all assessment through WVVS-employed teachers and WVVS-provided curriculum.

It may be required that students enrolled in WVVS courses be proctored during certain assessment activities. This proctoring may be done at any Roane County school with appropriate staff assigned and trained to be such a proctor. It shall be the responsibility of the student working through his/her assigned mentor to ensure that a time and place is arranged for any and all proctored assessments and that these be completed within the timeline presented by the WVVS curriculum.

## Grading

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### In-Person Learning

Teachers shall assign grades for each student in each subject area or for each course assigned to them. These grades shall reflect the student achievement of learning objectives as set by the teacher.

Grades shall be updated no later than 11:59 pm on Friday of each week to reflect the assessments given up to and including the previous Friday.

Grades shall not be assigned in any academic course for behavior, attendance, or participation in a learning activity, except that a grade for an assessment activity may be based on a certain percentage or number of points given for completion of that activity. Grades shall not be modified in any academic course for the donation or provision of supplies or participation in extracurricular activities. Co-curricular activities may be included in the grading of a course if and only if opportunities to participate in such activities are provided to all students in the course in an equitable fashion.

### Distance Learning

Teachers shall assign grades for each student in each subject area or for each course assigned to them. These grades shall reflect the student achievement of learning objectives as set by the teacher.

Grades shall be updated no later than 11:59 pm on Friday of each week to reflect the assessments given up to and including the previous Friday.

Grades shall not be assigned in any academic course for behavior, attendance, or participation in a learning activity, except that a grade for an assessment activity may be based on a certain percentage or number of points given for completion of that activity. Grades shall not be modified in any academic course for the donation or provision of supplies or participation in extracurricular activities. Co-curricular activities may be included in the grading of a course if and only if opportunities to participate in such activities are provided to all students in the course in an equitable fashion.

### WV Virtual School

Students enrolled in the WV Virtual School receive all grading and feedback through WVVS-employed teachers and WVVS-provided curriculum.

A student enrolled in a WVVS course shall receive the grade assigned by the WVVS teacher and such grade shall be made part of the student's permanent transcript on a semesterly basis.

WVVS grading may take the form of progress toward completion of the course rather than a more traditional percentage of work assigned and corrected thus far. As a result, WVVS grades prior to the end of the semester may appear very low when in fact the student could be making sufficient progress.

## Planning

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### In-Person Learning

Teachers shall plan instruction, practice, and assessment activities so that students engaged in in-person learning can successfully acquire the skills and knowledge as expected by the subject area or course content standards. Teachers shall also provide to their assigned administrator a digital or paper copy of these plans which shall be sufficiently detailed as to guide a substitute who must lead learning activities during a teacher's absence.

To facilitate smooth transition between in-person and distance learning, all middle and high school courses for which there are corresponding in-person and distance learning section shall have lesson plans made available to the teacher's assigned administrator no later than 7:30 am each Monday for the upcoming week.

### Distance Learning

Teachers shall plan instruction, practice, and assessment activities so that students engaged in distance learning can successfully acquire the skills and knowledge as expected by the subject area or course content standards.

These activities for the upcoming school week shall be made available to students on Schoology no later than 8:00 am each Monday.

### WV Virtual School

Students enrolled in the WV Virtual School receive all materials through WVVS-employed teachers and WVVS-provided curriculum.

While no instructional planning is required, mentors assigned to students enrolled in WVVS shall keep a log of contacts with these students and shall make the same available to their supervisors as needed.