



## High School Learning Continuity Plan for Families Transitioning to High Quality Distance Learning

While the method for delivering course instruction may be temporarily changing, our mission remains the same:

*To equip students with a love for Christ, a passion to learn, the courage to lead, and a commitment to serve.*

The COVID-19 virus has already drastically changed much about our lives and clearly that is going to also be true about how we “do school”. At SCS it is our philosophy that we should not merely “get by” using online resources, we should strive to thrive in this format. Our online classes will have the same quality, creativity, and engagement that our physical classes have always had. Reading, writing, and social learning will continue to be at the core of how we teach. We are still igniting minds and infusing faith!

### **ALSO NOTE:**

**If students do not have access to a functional laptop or your home internet is not sufficient for online course work, please notify your principal immediately.**

### Materials and Technology

High School students will need access to the following items:

- Textbooks, either physical or online.
- Workbooks or other in-class resources as indicated by your teacher.
- Notebooks and binders.
- Laptop computers. (**NOTE:** Smartphones will not be considered a sufficient learning device.)
- Internet access.
- Google suite of apps. (Docs, Slides, etc., these are all provided by SCS with each student’s school email account)

SCS will be making our Chromebooks available to families who do not have enough devices for their students to continue their learning through an online environment. The most urgent needs will be given first priority since we have a limited number of Chromebooks.

We plan to schedule a date and time when students can come to campus to pick up their supplies. If you have items that you left in a classroom that you will need at home then email the appropriate teacher and we will work on making it available for pick up during this time.



## Schedule and Expectations

### Course Expectations

- The times scheduled below are the times that teachers are able to schedule online class meetings with students. These sessions will be 30 minutes in length. Students should expect to be available during these times.
- Students will be expected to participate in each scheduled class session. Attendance will be taken either by being present during a live Zoom session or by a response to either a discussion board posting or other class assignment. Those responses must be posted during the scheduled class time.
- Expect a minimum of two graded classwork assignments each week in each course. These assignments should be designed to ensure that students are engaged in learning throughout the week and understand the key concepts being presented.
- Lesson plans for Monday will be posted by 3:30 p.m. on the Friday prior. Lesson plans for the remainder of the week will be posted before 7:45 a.m. on Monday of that week.
- Feedback on classwork assignments will be provided within 24 hours of assignment submission excluding papers, projects, and similarly complex assessments. Feedback on exams will be provided within 48 hours of assignment submission.
- Faculty and staff will be available via email, private Zoom sessions, or FACTS LMS chat sessions daily between 8:00 a.m. and 3:30 p.m. Messages received after 3:30 p.m. will be responded to on the next business day.
- Live classes will be recorded and posted for viewing later.
- Student interactions via social media, Zoom sessions, class chats, and class discussion boards are governed by the policies in the SCS parent/student handbook. Students should continue to adhere to these policies when learning in a virtual environment.

Time*	Monday - Thursday	Friday**
7:45 - 7:55	Daily video devotion by Admin Team	Daily video devotion by Admin Team
8:00 - 8:30	1st period class	Students have independent work time for class assignments, reading assignments, and work on projects. Teachers are expected to assign work on Friday.
8:45 - 9:15	2nd period	
9:30 - 10:00	3rd period	
10:15 - 10:45	4th period	Faculty office hours - teachers will be available for one-on-one or small group assistance with coursework during this time.
11:00 - 11:30	5th period WIN Zoom sessions	
11:30 - 12:00	LUNCH BREAK	
12:15 - 12:45	6th period	
1:00 - 1:30	7th period	
1:45 - 2:15	8th period	



\* A fifteen minute transition time is built into the end of each class period in order to allow teachers and students ample time to manage connecting to their next online course and other online resources.

\*\* The Friday schedule does not include live class sessions.

- Teachers will be involved in virtual faculty meetings at the start of the day.
- Students will still be assigned coursework and projects on Friday, there will just not be live class sessions.
- We want students to have the same ease of access to the faculty that they experience while on campus. We are aware that virtual learning will present unique challenges and might make it feel like teachers are more difficult to access. When not in meetings, the faculty will be available for conferencing with students, parents and students, and for assistance with coursework.

#### Required Online Platforms

In order to simplify and streamline our services for students and families all faculty will be using the same two base platforms for their online courses.

- FACTS LMS will be the main hub of your class. This is where you will post assignments, course documents, links to your Zoom meetings, and even offer assessments.
- ZOOM will be your live meeting software for full class discussions or private one on one meetings with students.

Teachers are expected to have a live Zoom session of at least 10 minutes in length with each class every day from Monday through Thursday. Some portions of their class may be prerecorded or may allow for independent or collaborative work time.



## Student Roles and Responsibilities

<ul style="list-style-type: none"> <li>• Develop a daily routine for attending online courses and completing all course work.</li> <li>• Be ontime and participate in each of your daily classes during the scheduled class time. Attendance will still be taken on a daily basis.</li> <li>• Find a place in your home where you can complete your work successfully and with minimal distractions.</li> <li>• Frequently check email, and class webpages for messages from SCS or for messages and coursework feedback from your teachers.</li> <li>• Do your own work, do your best work, maintaining Christian honesty and integrity at all times.</li> <li>• Meet the deadlines and due dates for your assignments.</li> <li>• If you foresee a reason that you might be unable to meet a deadline, or if you require extra help with an assignment communicate your needs to your teachers.</li> <li>• Follow the SCS Parent Student Handbook, including the Acceptable Use Policy.</li> </ul>	
For questions about...	Contact...
A course, an assignment, or a class resource.	The teacher of that course. Teachers will be available on weekdays from 8:00 a.m. to 3:30 p.m. Teachers can be contacted via email or through the class chat. Teachers will respond by the next business day to messages received after 3:30 p.m.
A technology problem.	Email <a href="mailto:Support@SarasotaChristian.org">Support@SarasotaChristian.org</a> . Messages received after 3:30 by tech support will be responded to on the next business day.
A personal or social-emotional concern, or college questions.	Email Mrs. Schwartz, the SCS guidance counselor at <a href="mailto:aschwartz@sarasotachristian.org">aschwartz@sarasotachristian.org</a>
Other issues related to online learning.	Email Mr. Martell, the high school principal, at <a href="mailto:mmartell@sarasotachristian.org">mmartell@sarasotachristian.org</a>

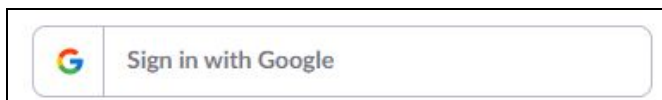


## Parent Roles and Responsibilities

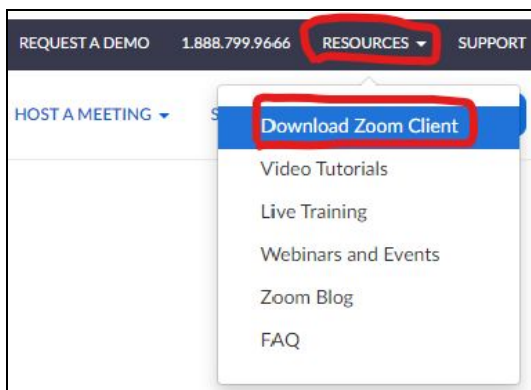
<ul style="list-style-type: none"> <li>● Develop a daily routine for attending online courses and completing all course work.</li> <li>● Help your student find a place in your home where they can complete their work successfully and with minimal distractions.</li> <li>● Frequently check your email for messages from SCS or from the teachers.</li> <li>● Check in with your student at the beginning and end of the day.</li> <li>● Be actively involved with your student's learning.</li> <li>● Encourage at least 30 minutes of physical activity or exercise each day.</li> <li>● Remain watchful for signs of stress or worry in your student.</li> <li>● Monitor your student for excessive screen time.</li> <li>● Help ensure your student follows the SCS Parent Student Handbook, including the Acceptable Use Policy.</li> <li>● Keep your child social, but establish boundaries for interactions online and through social media.</li> </ul>	
For questions about...	Contact...
A course, an assignment, or a class resource	The teacher of that course. Teachers will be available on weekdays from 8:00 a.m. to 3:30 p.m. Teachers can be contacted via email or through the class chat. Teachers will respond by the next business day to messages received after 3:30 p.m.
A technology problem	Email <a href="mailto:Support@SarasotaChristian.org">Support@SarasotaChristian.org</a> . Messages received after 3:30 by tech support will be responded to on the next business day.
A personal or social-emotional concern.	Email Mrs. Schwartz, the SCS guidance counselor at <a href="mailto:aschwartz@sarasotachristian.org">aschwartz@sarasotachristian.org</a>
Other issues related to online learning	Email Mr. Martell, the high school principal at <a href="mailto:mmartell@sarasotachristian.org">mmartell@sarasotachristian.org</a>

## Zoom Startup Guide for Students

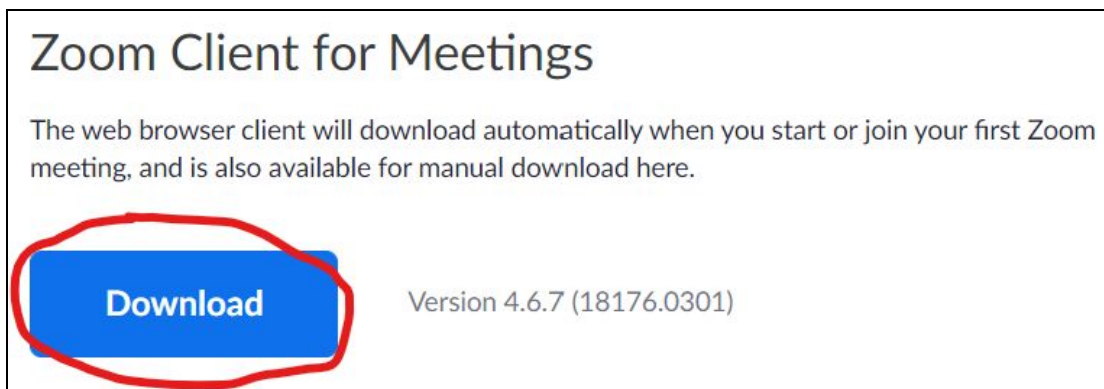
1. Navigate to <https://zoom.us/signup>.
2. Click the button to **SIGN IN WITH GOOGLE**.



3. If you are asked to choose an account then select your school account. On your first login attempt you will also have to click the button that says **CREATE AN ACCOUNT**. If you have used Zoom previously this button may not appear.
4. Once you are logged in you will want to download the Zoom client to your computer. You can do this by clicking the **RESOURCES** link in the dark menu bar at the top of your webpage, then select **DOWNLOAD ZOOM CLIENT**.



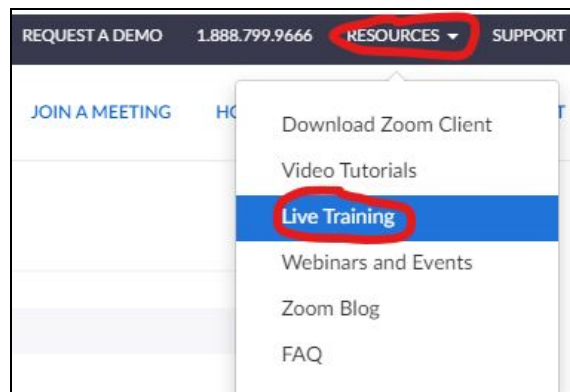
5. In the Download Center click the button to download Zoom Client for Meetings.



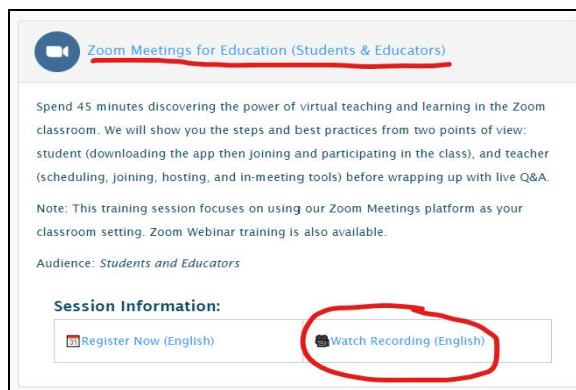
6. Instructions vary at this point depending upon if your device is a Mac or PC. You will need to save the software to your device and run the installer by following your onscreen instructions.
7. After the zoom software is fully installed you can close the Zoom application and return back to the Zoom website to review training videos on how to use the Zoom software.

## Student Video Tutorials for Using Zoom

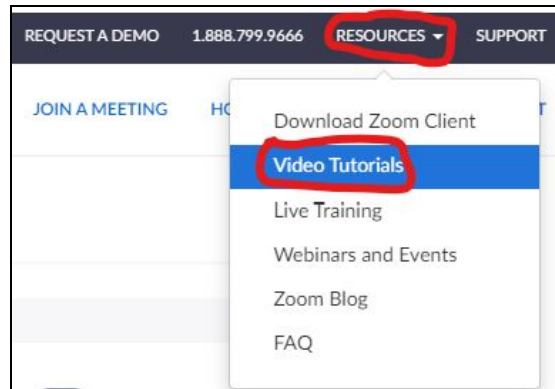
1. Log into the Zoom website. There are two locations for training videos.
2. **LOCATION #1** It is recommended students start here by selecting **RESOURCES** and then **LIVE TRAINING**.



3. The most helpful video is pictured below. Select the option to **WATCH RECORDING**.



4. **LOCATION #2** More videos are available under the following option.
5. From the menu bar at the top select **RESOURCES** and **VIDEO TUTORIALS**.



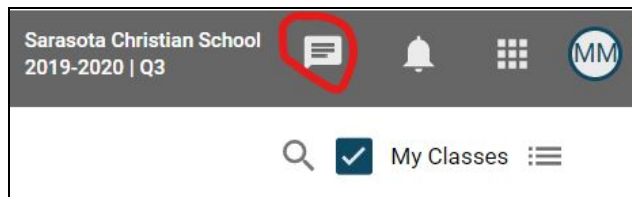
6. It is suggested that students watch the following videos:

- Join A Meeting (0m:53s)
- Meeting Controls (1m:02s)
- Joining and Configuring Audio and Video (0m:48s)
- Sharing Your Screen (0m:36s)

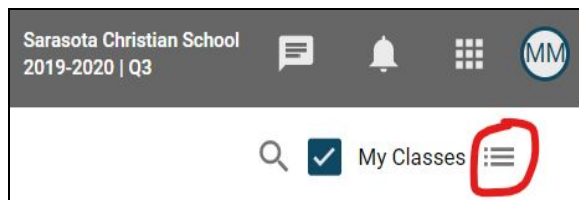


## FACTS Learning Management System (LMS) Startup Guide for Students

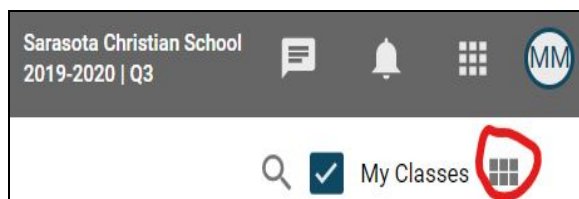
1. To access the FACTS LMS you can use your web browser to navigate to <https://lms.renweb.com> (You may want to bookmark this site.)
2. To Login you will use
  - a. District Code: **sar-fl**
  - b. Username: is the same as your FACTS gradebook username, typically in the format **firstname.lastname**.
  - c. Password: is the same password you use for logging into the FACTS gradebook.
3. Now that you are logged in, let's review two key features you will use while navigating the LMS.
4. Notice the **CHAT ICON** at the top of the screen. This feature will allow you to have private chats with your teachers. This feature will allow students to contact teachers without the students needing to give access to their cell phone numbers for texting.



5. The icon located here will allow you to switch your class listings from grid view to list view or vice-versa. Notice the icon will also change as you change your view.



---OR---



6. At this point you are ready to start navigating into your courses. Check each course to see what your teachers have set up for your classes.