Saucon Valley High School
2020-2021

Virtual Learning Information
CONTACT INFORMATION

Main Phone Number: (610) 838-7001
Website: SVPanthers.org

Tamara Gary, Tamara.Gary@svpanthers.org
Principal

Amy Braxmeier, Amy.Braxmeier@svpanthers.org
Assistant Principal

Stacy Werkheiser, Stacy.Werkheiser@svpanthers.org
Administrative Assistant to the Principal/ Main Office

Diane Chernaskey, Diane.Chernaskey@svpanthers.org
Administrative Assistant to the Assistant Principal/ Attendance

Robert Frey, Robert.Frey@svpanthers.org
Athletic Director

Nancy Bonhorst, Nancy.Bonhorst@svpanthers.org
Administrative Assistant for Athletics

Samantha Trachtman, Samantha.Trachtman@svpanthers.org
Guidance Counselor (last names A-G)
*from August to November will be out on leave

Janice Kimenhour, Janice.Kimenhour@svpanthers.org
Guidance Counselor (last names H-N)
*from August to November
   Grades 9-11, last names A-C
   Grade 12, last names A-Ci

Grant Geiger, Grant.Geiger@svpanthers.org
Guidance Counselor (last names O-Z)
*from August to November
   Grades 9-11, last names D-G
   Grade 12, last names Co-G

Vicki Schuller, Vicki.Schuller@svpanthers.org
Administrative Assistant for Guidance Department
School Hours of Operation:

   Attendance Office: 7:05 – 2:35 pm
   Main Office: 7:05 - 3:30 pm
   Guidance Office: 7:15 - 3:15 pm

   Student Hours: 7:32 – 2:35 pm

Access to the Building:
In order to comply with the most current public health protocols and to maintain social and physical distancing guidelines, we are encouraging students, parents, and visitors to call or email the school and personnel with their questions, concern, or needs.

If you need to physically come to the school, you will only be allowed to enter the vestibule of the attendance visitor’s window. Parents may drop off items for their child at the window- please place in a bag and clearly label with their first and last name and grade level. Any paperwork that needs to be dropped off will also be collected at the window- please place in an envelope and identify the intended recipient’s name or office.

Schedule:

<table>
<thead>
<tr>
<th>Homeroom</th>
<th>7:32 - 7:37 am</th>
<th>HMR is part of Block 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>7:37 - 8:43 am</td>
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<tr>
<td>Block 2</td>
<td>8:49 - 9:55 am</td>
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<tr>
<td>Block 3</td>
<td>10:01 - 11:07 am</td>
<td>Votech lunch 10:50-11:10am</td>
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<tr>
<td>Block 4</td>
<td>11:13 - 1:13 pm</td>
<td>Lunches A, B, C, and D during block</td>
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<tr>
<td>Block 5</td>
<td>1:19 - 2:25 pm</td>
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Calendar: Semester One Dates

Monday, August 24 - Students 1st day of School  
Monday, September 7 – Schools closed for Labor Day  
Monday, September 28 – In-service Day, No school for students  
Wednesday, October 28 – Early Dismissal for students  
Wednesday, November 25 – Early Dismissal for students  
Thursday, November 26 & Friday, November 27 - Thanksgiving Break, No school  
Wednesday, December 23 - Early Dismissal- Winter Break begins  
Monday, January 4 – School reopens  
Friday, January 15 – In-service Day, No school for students  
Monday, January 18 – Martin Luther King Day, No School
VIRTUAL LEARNING OVERVIEW

During the 2020-2021 School Year, students will have the option to select a Virtual Learning model for instruction instead of attending classes at Saucon Valley High School. The Virtual Learning model will allow students to have their regular schedule of classes as provided by the faculty of SVHS and to follow the same curriculum, learning activities, and assessments as are provided to the students who are physically in the building. This guide is to serve as a resource and reference to support students and parents in navigating through this new learning opportunity.

Glossary of Key Terms for Virtual Learning:

Distance learning is new for many of us, so with that in mind, we wanted to provide some of the key terms you should be familiar with during this process.

- **Asynchronous Learning:** Students participate in online learning at different times, in different locations, and instruction is not delivered in real time. Students engage with materials and complete work at their own pace and schedule within a given timeframe. SVSD uses Schoology as our learning management system.

- **Virtual/Distance Learning:** Learning where the instructor and students are in physically separate locations, and instruction is delivered via an electronic device, such as a computer, tablet or mobile phone. The learning can be synchronous, in which all participants are connected at the same time, or asynchronous, when participants are engaged in learning at different times.

- **Synchronous Learning:** Students participate in online learning with their teacher in real time but in different locations. Students may virtually attend class together via videoconference, webinar, message board/chat feed, or other platforms. SVSD uses Zoom as our preferred video conferencing application.

Virtual Learning will look different from last spring:

- Teachers will provide daily, live instruction to students via Zoom. Instructional materials, assignments, and activities will be posted in Schoology.
- Students in the classroom will participate in the same lessons using instructional technology to connect learners in differing locations.
- Classes will include live instruction and also have targeted learning opportunities, or asynchronous learning, depending on the learning objectives of the lesson.
- Students will log into the class Zoom at the beginning of class with their cameras on, display showing their first and last name, and microphone muted.
- At the beginning of each class, teachers will take attendance and students are expected to be present for the entire class.
• Students are responsible to complete all work on time and in the format as identified by the teacher. Assigned work will be posted in Schoology with due dates, instructions, and any needed resources to assist students in managing course assignments.
• All grades will count and be official towards their GPA.

Registration for Virtual Learning at SVHS:

To register to switch from “in person learning” to “virtual learning”, the parent/guardian should email Ms. Gary or Mrs. Braxmeier to start the process. Once the process is complete, the parent/guardian will be notified. The student will have the same schedule virtually as they did in person. The change is noted by the teacher, but the most important change is in how attendance is taken. Students will remain as part of the class and will have a video link to access each day. Instruction will be live and through use of technology tools. Students attending virtually are responsible for daily attendance, engaging and participating in class activities, completing all assigned work, and for maintaining communication with their instructors.

Students who are taking vacation or are absent, remain “in person” for attendance but will still be able to access content on Schoology. Students who may need to quarantine for 14 days would stay as “in person” and use Schoology to access content and complete assignments.

If a student has an Individualized Education Plan (IEP), please consult with the child’s case manager for guidance in the process to make sure that they are receiving the support necessary to be successful while virtual. If a student is selecting to be virtual for a medical condition, this may be covered by a 504 Plan. Please contact your child’s Guidance Counselor for more information about this type of support for students.

To “un-register” a student from the virtual option, it is preferred for students to wait until the end of the 1st quarter. Adjustments may be made based on individual circumstances. Parent/Guardian will need to send an email request to either Ms. Gary or Mrs. Braxmeier. Confirmation will be sent as to when the change becomes official.

Attendance:

Students are expected to virtually attend and participate in class according to the block schedule. Teachers will take attendance for every class. Students must log in and be present and ready to learn in their teacher’s virtual classroom space (i.e. Zoom session).

Teachers will connect with students each school day and take attendance accordingly. A student is considered absent if they did not connect with their teacher during their scheduled
period. Teachers will also mark a student as “tardy” if they sign on to a virtual session late and miss crucial instructional time.

Students will be required to type in their name to sign on for a virtual lesson with their teacher. Teachers will only allow access to students on their rosters for that period. Therefore, students must type in their name as it is presented on attendance records and include both their first and last names. If a teacher does not recognize a name and does not admit a student into a session, they will be marked absent.

Attendance will be monitored and will follow the regular process for tracking absences and tardies. Consequently, the school will reach out to parents and guardians of students who are chronically absent from instruction and have not communicated with teachers.

If your student is having difficulty accessing the Schoology or Zoom, please contact a school administrator so that we can support your student.

**Student Discipline for Virtual Learning:**

Students who are attending SVHS through Virtual Learning are expected to follow the same policies and procedures as if they were in person at the High School.

Students will follow guidelines for Digital Citizenship and should be responsible to interact in a socially responsible manner. Zoom invitations are specifically for the use of the students in the class and are not to be distributed or shared. Students will post their full name to be visible on the screen and will need to have their cameras on displaying live while in class. Please make sure that the background that is showing on the screen of your picture is appropriate. Please mute your microphone when not speaking.

Students are NOT allowed to record zoom sessions, take pictures, or post any material, information, recordings, or visual representations from their class. More information will be sent to students and parents regarding updates to our discipline policy.

If you experience any form of inappropriate behavior, bullying, discrimination, or harassment while online- either in class or through social media, please contact either Mrs. Braxmeier or Ms. Gary immediately.

**Online Platforms and Devices to Support Distance Learning:**

All students are issued an iPad, supplied by Saucon Valley School District, to act as a reliable learning device. Students must also have an internet connection to fully engage in distance learning. The chart below gives examples of essential technology and communication tools students and families will be expected to use as we engages in distance learning.
<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
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<tr>
<td><strong>PowerSchool:</strong></td>
<td>PowerSchool provides access to students’ information from schedules and grades to parent contacts and medical information. It is CRITICAL that all new and returning students complete the yearly registration forms and update student and parents/guardians information. For a summary of academic progress, please use PowerSchool for the most accurate reporting.</td>
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<tr>
<td><strong>Schoology:</strong></td>
<td>Schoology is our district Learning Management System (LMS) which allows teachers and students to communicate, complete assignments, and engage in interactive learning. Students log in through the Schoology app or on any computer with district Google accounts. Parents are encouraged to create accounts to view and monitor student engagement and progress. A parent/guardian account can receive email summaries to find out about specific missing work, upcoming work, and class activity.</td>
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<tr>
<td><strong>Zoom:</strong></td>
<td>Zoom is a virtual platform that provides for video meetings, live interaction, and small group/whole class meetings. This will be the primary method for synchronous instruction during virtual learning this year. A introduction video guide to Zoom.</td>
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<tr>
<td><strong>Google Suite:</strong></td>
<td>Each SVSD student is assigned a district Google account with email capabilities, unlimited storage capacity and productivity tools. Google Drive contains the ability for students to create and share Google Docs, Slides and Sheets for class assignments.</td>
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<tr>
<td><strong>Nearpod:</strong></td>
<td>Nearpod is an instructional and content delivery system that combines slide-based presentations with interactive learning tools to engage students in learning. Students may use Nearpod inside of Schoology or through the Nearpod app.</td>
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<tr>
<td><strong>EdPuzzle</strong></td>
<td>EdPuzzle is a video assessment platform. Teachers can check to see when students watch instructional videos, how many times they are watch, and embed questions for comprehension to check for understanding.</td>
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<tr>
<td><strong>BrainPop</strong></td>
<td>BrainPop is a supplementary instructional content tool that assists students as they learn new topics through interactive, personalized activities. Students may use BrainPop through Schoology or through the BrainPop website.</td>
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**Student Log-In Information: SVSD Google Account, Schoology & Clever**

Students will access educational software in a variety of ways. For example, students may use apps installed their iPads, websites, or online textbooks. Some software may require students to use their SVSD Google account information to log in. In most instances, students will be prompted with the Google Single Sign On (SSO) screen where they can input their district account information.

**SVSD Google Account** - All students are issued a SVSD Google account when enrolling in one of our schools. The credentials for this account will give students access to a variety of other instructional technology tools such as: Google Mail, Google Drive, Schoology, Clever, Nearpod, BrainPop, etc. The format for student account user name is the following:

- **User name**: `firstname.lastname@student.svpanthers.org`
- **Password**: `Sv####`  

**Schoology** - Students should access Schoology using the mobile app installed on district iPads. Once logged in on an iPad, students will remain logged in permanently, unless they are manually logged out. If a student becomes logged out, use the following steps to log back in:

- Launch the Schoology app
- Tap the top blank white field “Log in through your School”, search Saucon Valley High School, tap Saucon Valley High School
- Tap the blue button that says “Log in through your School”
- Log in using your SVSD Student Google account information.

**Clever** - Clever is an online location for software and learning platforms (SmartFutures, Naviance, ehallpass) used by SVSD that is web-based. Clever essentially provides a dashboard to all of these sites with one easy login. To get to Clever:

- Navigate to www.clever.com
- Select, “Log in as Student” in the top right corner of screen
- Search for Saucon Valley High School, select Saucon Valley High School
- Log in using your SVSD Student Google account information to complete the log in.

**Guidelines and Tips for Successful Distance Learning**

We must acknowledge that it will be a steep learning curve for all involved in this new process of distance learning. We have all learned it is critical for students to establish a daily schedule and to practice healthy and productive routines while working from home. Talk with your student about this and try your best to follow these guidelines to get your student off to a good start.

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**Distance Learning Student Success Tips**
• Establish daily routines that will help you with your learning
• Find a comfortable, quiet space in your home where you can work effectively
• Keep materials for learning nearby: pencils, pens, paper, etc.
• Regularly monitor online platforms to check for announcements and feedback from teachers
• Complete assignments with integrity and academic honesty, do your best work
• Do your best to meet timelines, commitments, and due dates
• Communicate proactively with your teachers if you require additional support
• Collaborate virtually with and support your friends and classmates in their learning
• Use apps on your iPad, such as the calendar, to record important deadlines and assignments
• Seek feedback from and communicate with other adults as needed. Find the help you need!

Distance Learning Parent/Guardian Support

The transition to distance learning may be challenging for families. Families’ attitude and support are key for student learning. The guidelines below are intended to help families think about how they might help their students with remote learning.

Provide support for your student by adhering to the guidelines detailed below. The key points are:
• Establish routines and expectations i.e. a daily schedule
• Define the physical space for your student’s study
• Monitor communications from your student’s teachers
• Begin and end each day with a check-in
• Encourage physical activity and/or exercise
• Remain mindful of your student’s stress or concerns
• Monitor how much time your student is spending online

Parent and Student Resources and FAQ’s

<table>
<thead>
<tr>
<th>For questions about ...</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>an assignment, resource, or course material</td>
<td>Student’s classroom teacher</td>
</tr>
<tr>
<td>curriculum, instruction, school policies, or other issues related to distance learning</td>
<td>Teacher, counselor, school administrator</td>
</tr>
<tr>
<td>student schedule or academic progress</td>
<td>Student’s counselor</td>
</tr>
<tr>
<td>a social-emotional concern</td>
<td>Student’s counselor or administrator</td>
</tr>
<tr>
<td>a technology-related problem or issue</td>
<td>Teacher will communicate with the Help Desk</td>
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