

# Canal Winchester Online Learning Academy (CWOLA)

## Information and Student and Parent Expectations

### Grades K-5

#### INDIAN TRAIL ELEMENTARY

**CWOLA Principal:** Eric Riddle (eriddle@cwls.us)

**CWOLA Counselor:** Beth Hinshaw (bhinshaw@cwls.us)

**CWOLA Support:**

- Student support specialists will assist with students and families

**CWOLA ELL Liaison:** Jody Clemons (jclemons@cwls.us)

#### WINCHESTER TRAIL ELEMENTARY

**CWOLA Principal:** Max Lallathin (mlallathin@cwls.us)

**CWOLA Counselor:** Vicki Teter (vteter@cwls.us)

**CWOLA Support:**

- Student support specialists will assist with students and families

**CWOLA ELL Liaison:** Shauntiel Qualls (squalls@cwls.us)

#### **Meal Delivery information**

Please sign up if you are interested in [meal delivery and pick up](#) for your student(s). Pick-up/delivery will start on September 9<sup>th</sup>. More information will come regarding the procedure. Should you have any questions please reach out to Tammy Heading, Director of Dining Services, at 614-920-2649 or [theading@cwls.us](mailto:theading@cwls.us).

#### **Daily/Weekly Structure of CWOLA**

CWOLA will operate with primarily asynchronous learning. When engaged in asynchronous learning your child will be moving through the course content on their own. This allows more flexibility for your child to explore the lesson, complete assignments, and develop questions for their teacher during assigned teacher office/support hours. While students have the daily flexibility to work anytime and anywhere, the classes follow a calendar with firm start and end dates and students are strongly encouraged to login and participate daily. Students are provided pacing and target dates to assist as they work through their courses which will also be tied to their attendance. There will be times when the students will be asked to learn synchronous, which is when the student will need to participate in a live discussion, small group lesson etc. The times will be planned by the teacher ahead of time so students can plan for participation. Any questions and concerns should be directed to the first point of contact, the classroom teacher.

#### **CWOLA Attendance**

Attendance record keeping is provided to CWOLA by tracking students participation in class discussions, scheduled google meets, attending office hours, completing assignments according to the dates and pacing provided by the teacher. Due to the nature of asynchronous and synchronous instruction, CWOLA students are not confined to attend school or access their course work at a specific time of the day 5 days a week. Rather there will be scheduled times for the student to plan on participation and meetings with the teacher/other students. Therefore, the parent/guardian should monitor their student's daily online accumulated hours and completion of lessons, assignments, quizzes and tests to assure their student does not

fall behind during the semester.

## **CWOLA Supplies**

School-issued Chromebook, manipulative kit, and workbooks- pick up Sept. 1<sup>st</sup> at each building, 12-7pm

Suggested items at home: White board, dry erase markers, headphones

## **Who Do I Contact if I Have Technology Issues?**

- If students experience issues, they should reach out to their teachers for quick troubleshooting.
- If those teachers are unable to provide support, the students/parents should reach out to the [techhelp@cwls.us](mailto:techhelp@cwls.us) email address and the tech department will work with them to resolve the issue.
- If it is necessary to get service done on the Chromebooks, an appointment will be made for the student/parent to drive to their school building and exchange it for a loaner device while repairs are being completed, and return again to retrieve their repaired device. At no time will they enter the school with this process. The technician will greet them in the student drop-off area and conduct the exchange.

## **Testing Requirements**

All students in the district will be required to participate in all required state and local testing. This may require students to take state **and local MAP (NWEA)** assessments in a **face to face environment** and follow state guidelines for the mandatory use of masks. Each building will provide dates to students/families for the semester.

- **K CWOLA** students will be notified regarding the KRA assessment.
- **3<sup>rd</sup> grade CWOLA** students will be notified of state fall test administration.
- **3<sup>rd</sup>-5<sup>th</sup> CWOLA** students will have a state spring administration window that will begin in April and additional communication will be shared later.
- **K-5 CWOLA** students- Canal Winchester Local School District utilizes MAP Growth assessments to measure student achievement and growth during each school year. This resource provides actionable results to assist with instructional groups, content, as well as programming. Elementary students will have the opportunity to take this exam three times this school year to monitor individual growth, strengths, and opportunities for improvement. Administration dates will be communicated when they are finalized.

## **Parent/Guardian Responsibilities**

CWOLA is full-time online learning, which means it is home-based. This gives parents additional responsibilities for providing instructional support, monitoring student engagement and progress, and communicating with teachers if your student is struggling. All CWOLA courses are grade-level specific and may not address already existing gaps in a student's skill set. It is important that a parent or guardian:

- Provide the organization, structure and motivation a student needs by establishing and managing the online school daily routine
- Support the student with navigating technology and the online learning platform as needed
- Monitor student learning and comprehension of content--support the learner with clarification and encouragement
- Helps monitor attendance and ensure that the student completes and attends all required tests

- Communicate with the student's teachers and attends all conferences and/or office hours if support is needed
- Provide ongoing guidance and encouragement
- Encourage social activities outside of online school

### **Special Education Services**

#### *Students on Individualized Education Plans*

An Intervention Specialist will be assigned to students on IEPs. This teacher will communicate the details of the support, in accordance with each student's IEP, with the student and parent(s).

#### *Students on Section 504 Plans*

CWOLA teachers will be informed of students who have 504 Plans. They will ensure accommodations from the plans are in place and followed.

### **English Language Learner Services**

An ESL teacher will be assigned to students needing support. The teacher will communicate the details of support with each student qualified for ELL services.

### **Who will be teaching, facilitating and monitoring my student's CWOLA courses and tracking progress?**

Indian Trail and Winchester Trail teachers will teach, monitor and support CWOLA students. Due to current circumstances, each school building may be utilizing staff in different ways to best support all students. Although content teachers (math, English, Science, etc.) will be the teachers for CWOLA students, other staff members may assist with coordinating help and support.