



**FORT WORTH ISD MISSION:**  
 PREPARING STUDENTS FOR SUCCESS IN  
 COLLEGE, CAREER AND COMMUNITY LEADERSHIP.



## WORLD LANGUAGES INSTITUTE VIRTUAL SCHEDULE Fall 2020

In order to ensure the progress of WLI students, the following daily schedule has been developed and meets the minute-requirements set forth by the district and the Texas Education Agency for all content areas:

8:25-9:10	<b>PERIOD 1</b>
9:15-10:00	<b>PERIOD 2</b>
10:05-10:50	<b>PERIOD 3</b>
10:55-11:40	<b>PERIOD 4</b>
11:40-12:10	LUNCH
12:10-12:40	OFFICE HOURS – All teachers on Monday, Wednesday, Thursday and Friday
12:40-1:25	<b>PERIOD 5</b>
1:30-2:15	<b>PERIOD 6</b>
2:20-3:05	<b>PERIOD 7</b>
3:10-3:55	<b>PERIOD 8</b>
4:00-4:30	Staff Meeting ( <b>Tuesdays Only</b> )

**English Language Arts:**

- ✓ Office Hours: Period 3 - Monday-Wednesday-Friday.
- ✓ Professional Learning Communities (PLC): Period 3 - Thursday

**Social Studies:**

- ✓ Office Hours: Period 4 - Monday-Wednesday-Friday.
- ✓ Professional Learning Communities (PLC): Period 4 - Thursday

**Math:**

- ✓ Office Hours: Period 6 - Monday-Wednesday-Friday.
- ✓ Professional Learning Communities (PLC): Period 6 - Thursday



**Science:**

- ✓ Office Hours: Period 7 - Monday-Wednesday-Friday.
- ✓ Professional Learning Communities (PLC): Period 7 – Thursday

**Schedules:**

- ✓ Families are able to access their student schedule through the FOCUS portal. For FOCUS portal assistance, please contact Mrs. López, our Data and Attendance Clerk at [nayeli.lopezsaldana@fwisd.org](mailto:nayeli.lopezsaldana@fwisd.org).

**Social Emotional Learning (SEL):**

- ✓ SEL will be embedded in the curriculum
- ✓ Counselors, Interventionist, Post-Secondary Specialist and CCMR Coach will have a Google Classroom. Their office hours will be as follows:
  - Middle School Counselor (R. Puente): Monday through Friday 3:00-4:00 pm
  - High School Counselor (Y. Rea): Monday through Friday 2:00-3:00 pm
  - Interventionist (S. Moreno): Tuesday, Wednesday and Thursday 10:00-11:00 am
  - Post-Secondary Specialist (M. Nakamoto): Monday through Friday 1:00-2:00 pm
  - CCMR Coach (K. Rodriguez): Monday through Friday 11:00-12:00 pm
- ✓ Different topics will be covered weekly and introduced the first 10 minutes of period 1 on “Motivational Mondays”.

**Teacher Office Hours Definition:**

- ✓ Follow up with students who need
  - **Additional instructional support for individual students or small groups of students. It can be requested by students or called by the teacher based on identified student needs**
  - OR
  - **Engagement Support**
- ✓ Parent conferences
- ✓ **IF** time allows, teacher could be grading assignments, posting grades, providing requested reports, develop/post lesson plans or post assignments.

**Scheduled Periods:**

- ✓ Periods are scheduled for forty-five (45) minutes. The first portion of the period will be dedicated to a direct teach: fifteen (15) minutes for Middle School courses and twenty (20) minutes for High School courses. The teacher will then be available to assist students and complete the “Per Period Engagement Tracker”.

### **Attendance Guidelines for Virtual Learners for the 2020 – 2021 School Year**

Attendance will be taken for virtual learners during the 2020-2021 school year. Attendance for each student will be noted electronically in the FWISD Focus application as either “Present-Remote Asynchronous” or “absent”.

This notation will be based on whether or not the student was engaged through one of the approved asynchronous engagement methods for each scheduled school day.

While each elementary student will receive one daily attendance mark per school day from their assigned teacher, **students enrolled in middle and high school will receive daily attendance marks from each of their assigned teachers.**

The teacher will mark the student as “**Present-Remote Asynchronous**” if the student completes any of the following measures for a particular day. Note that all options listed below may not be available each day.

- Daily progress in the Learning Management System OR
- Daily progress via teacher-student interactions OR
- Completion/submission of assignments from student to teacher.

**A student must be engaged on a given day to be marked Present-Remote Asynchronous for that day.** Students who are not engaged would be marked Absent for that day. ***Attendance cannot be changed based on the student completing an assignment or participating in some other asynchronous engagement at a later date.***

### **Engagement Measure Examples**

Daily Curricular Progress made in the Learning Management System that Day (includes, but not limited to)

- ✓ Written or verbal responses to teacher prompts
- ✓ Completion of a google survey
- ✓ Completion of a Kahoot quiz
- ✓ Completion of an Edpuzzle
- ✓ Exit ticket through Google Form

Daily Curricular Progress via Teacher-Student Interactions Made that Day (includes, but not limited to)

- ✓ Participation in live virtual instruction
- ✓ Student/teacher email exchange
- ✓ Student/teacher phone call
- ✓ Attending teacher office hours

- ✓ Student/teacher text message exchange
- ✓ Attending a Google Meets/Zoom/Teams meeting

Completion/Submission of Assignments Planned for that Day (includes, but not limited to)

- ✓ Completion of assignments in Google Classroom
- ✓ Completion of quizzes in Google Classroom
- ✓ Uploading/emailing of an art project
- ✓ Creation of a musical instrument
- ✓ Completion of a summative or formative assessment
- ✓ Texting or Emailing an assignment

### Attendance FAQs

1. Q. *If a student fails to complete Monday's measure of engagement on Monday but completes the assignment later in the week, can the student's attendance coding be changed to "Present-Remote Asynchronous" for Monday?*

A. No, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day. The absence cannot be changed to Present-Remote Asynchronous if the student completes the engagement at a later date. In the example above, the student would be counted absent on Monday. The teacher can still grade the assignment and issue a grade based on his/her grading policy.

2. Q. *If a student makes academic progress at night, can that student's attendance be adjusted on the following day?*

A. Yes, as long as the student is providing daily engagement through one of the three methods noted above, the student's attendance mark can be changed to "Present-Remote Asynchronous".

3. Q. *If a student decides to complete the entire week's worth of work on Friday, can the student's attendance be coded to show perfect attendance for the week?*

A. No, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and the absence cannot be changed to "Present-Remote Asynchronous" if the student completes the engagement measure on a later date. In the example above, the student would be marked absent Monday – Thursday. The teacher can still grade the assignments and issue grades based on his/her grading policy.

4. Q. *How will a student or parent know if a student was marked present for a particular day?*

A. Students and parents will be able to see attendance marks in Focus.



5. *Q. What if a student does not have internet access at home?*

A. A student who does not have internet access should contact the school Librarian for assistance with connectivity and fill out the district survey.

6. *Q. What if a student does not have internet access on a particular day?*

A. A plan will need to be developed that includes a daily measure of student engagement with a teacher to ensure the student is making adequate progress with work for that day. The plan could include daily teacher and student interactions over the phone focused on discussion of the student's academic work and progress as an alternative to online engagement methods.

7. *Q. What if a student has an IEP that allows him/her to turn work in late. Can we still count the student present for that day if he doesn't turn in the assignment?*

A. In this case, the teacher will need to engage with the student using one of the other approved methods. The teacher could email, text, or call the student to check on his/her progress.

### **Grading**

Grades will be numerical and follow the FWISD grading guidelines and policy. We will not be using a Pass/Fail/Incomplete system as was the case during the spring semester.

### **Support for Spanish Immersion Students, SPED, 504, ELs and RTI students:**

- ✓ The content teachers will be working with the support teachers/staff to prepare the lessons.
- ✓ The support teachers/staff will be using virtual "breakout rooms" to offer small group teaching, reteaching or differentiation.
- ✓ For Spanish Immersion students, concepts and essential vocabulary will be previewed or reviewed during the Spanish Enrichment class (with the support teacher) to increase understanding.
- ✓ See schedule for support staff



Molina, Daniel (SPED)

Period	Course	Room #	Co-Teacher
1	Pre-AP English Lang Arts 8AB	112	Fannin, E.
2	Pre-Algebra 8AB	201	Lugo, A.
3	Pre-AP Mathematics 6AB *Also assists Spanish Immersion students	201	Lugo, A.
4	Pre-AP Geometry 1AB	204	Young, J.
5	Planning		
6	Pre-AP English 2AB	115	Campbell, P.
7	AP World History AB	209	Canchola Salsaa, V.
8	Pre-AP English Lang Arts 6AB	113	Kelly, G.

López, Jay (Spanish Immersion – 6<sup>th</sup> Grade)

Period	Course	Room #	Co-Teacher
1	Pre-AP Accelerated Math, Gr.6	201	Lugo, A
2	Spanish Enrichment 6 <sup>th</sup> Grade	210	
3	Span Lang Arts- 6 <sup>th</sup> Grade	210	
4	Spanish Grade 8AB	210	
5	Span Lang Arts- 6 <sup>th</sup> Grade	210	
6	Spanish Grade 7AB	210	
7	Pre-AP Social Studies 6AB	206	Ledesma, N
8	Planning		



Hostler, Theresa (Spanish Immersion – 7<sup>th</sup> / 8<sup>th</sup> Grade)

Period	Course	Room #	Co-Teacher
1	Spanish Enrichment 7AB & 8AB	210	
2	Pre-AP Biology	110	Más, Alma
3	Pre-AP Spanish 2AB	113	
4	Discovering Lang. and Cultures Gr. 6	210	
5	Pre-AP Social Studies 8AB	207	Hernández, R
6	Discovering Lang. and Cultures Gr. 6	210	
7	Planning		
8	Pre-AP Social Studies 7AB	208	Zavala, L.

Colón-Díaz, Yashyra (Spanish Immersion – 7<sup>th</sup>/8<sup>th</sup> Grade)

Period	Course	Room #	Co-Teacher
1	Spanish Enrichment 7 <sup>th</sup> & 8 <sup>th</sup>	210	Hostler, T
2	Pre-Algebra	201	Lugo, A
3	Pre-AP Social Studies 7AB	208	Zavala, L
4	Planning		
5	Pre-AP Biology	110	Más, Alma
6	Pre-AP Science 7AB	108	Aguilar, G
7	Pre-AP Algebra I	205	Alemán, J.
8	Pre-AP Social Studies 8AB	207	Hernández, R.

### **Technology Platforms and Online Applications:**

- ✓ **Google Classroom** is the common virtual learning platform used for grades K-12. All high school grade levels and courses will use it to organize and deliver virtual instruction.
- ✓ **Google Meet** is the common video conferencing application K-12 teachers will use to engage students in synchronous activities.
- ✓ **Edgenuity** is a comprehensive content delivery platform. It will have the following uses in high school for Virtual Instruction. Virtual Tutor courses will be available for **high school STAAR EOC tested grades** and contents to use as supplemental resource.
- ✓ **Google Site** will be used to provide more direct communication to parents and families. Every district teacher is required to create and maintain a class Google Site. General components of site include the following:
  - Teacher Bio
  - Syllabus or course description
  - Teacher schedule and contact information
  - Hosts weekly lesson plan uploads
  - Communication points for parents

### **Chromebooks, Laptops and Hotspots**

- ✓ Each student will be assigned a Chromebook except for OnRamps students who will be assigned laptops.
  - If the student is a returning FWISD student (Grade 7 to 12), the student kept their device over the summer and will use it this academic year. If the student is new to WLI and does not have a device, we will hold a deployment drive on August 28<sup>th</sup> to distribute devices. Information will be shared via call-outs, emails and our social media platforms. New OnRamps students will be able to swap a Chromebook for a laptop while former OnRamps students will be able to swap a laptop for a Chromebook.
- ✓ Families with connectivity issues should contact Mrs. Anna Cazares, our Librarian and Media Specialist at 817-815-2291 or by email at [anna.cazares@fwisd.org](mailto:anna.cazares@fwisd.org) to request a hotspot and fill out the district survey. <http://www.fwisd.org/websurvey>

### **Lesson Plans:**

- ✓ Each teacher will post parent-friendly lesson plans in their Google classroom by the close of business day Friday before instruction is to occur. Spanish Immersion and SPED teachers will have until the close of business day on Monday of the week the lessons are occurring to post their lesson plans





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***Videos:***

- ✓ Video lessons will be posted in Google classroom by the end of the teacher's first scheduled class for the course daily.

***Projects:***

- ✓ For courses with projects which require more than a day to complete, teachers will chunk the project in sections to meet the daily task requirements for attendance and engagement.