



Contingency Plans

1st Grade

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CONTINGENCY PLANS

Kindergarten

Introduction

Welcome aboard for an exciting adventure! These contingency plans help you as the learning coach understand which courses and lessons students may complete prior to their materials' arrival. As you begin, you may feel more comfortable with just one or two courses and adding others as you become more confident.

Many of the items you will need to complete the lessons are readily available through the Online School[®] (OLS[®]). Unavailable items as well as modifications that need to be made are noted in the contingency plans. Students might not complete every lesson component due to the lack of materials; however, if students master the lesson or unit assessment (score 80% or higher), the students need not revisit the lesson/unit when the materials arrive. Families are encouraged to follow the OLS[®] lesson instructions as closely as possible before supplementing with non- K¹² curricular materials.



Scantron Assessment

(3rd-8th grade students only)



K12 has contracted with Scantron to provide accurate assessment and performance tracking to assist you and your child's pursuit for an exceptional education. The length of time to administer the assessment varies based upon the performance of each individual child. The assessment takes an average of one hour to complete per subject area but sometimes may take longer. It is important that your child take this assessment independently. Consider the following points when your child is taking the assessment:

Dos	Don'ts
Encourage your child to do their best	Do not help your child (do not help with words or problems that are too difficult)
Have your child take a break after 45 minutes to an hour of working	Do not hover over the child as they are assessing
	Do not provide any help with reading passages or the meaning of questions

1. Go to <http://www.edperformance.com>
 2. Click on "Student Login"
 3. Enter the Site ID number **30-3927-0401** and click "**NEXT**"
 4. Choose a subject area and click "**NEXT**" (Please have your student take the MATH, READING, and LANGUAGE ARTS assessments; it is not necessary to complete the Science assessment.)
 5. Enter your student ID (supplied by your teacher)
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6. Confirm that the name that appears is in fact your student by clicking "**YES**"
 7. Read any instructions
 8. Read each question and choose an answer and click "**NEXT**"

Please note:

- If you need to stop the assessment click "STOP" and the test will resume where you left off. Students are encouraged to stop as needed. Remember the test is not timed.
- If the question contains a story, be sure to click as soon as you finish reading. The story stays on the screen so you can read it again when you answer questions about it.
- The test stops if you guess, and you will have to start over from the beginning.
- When you finish the questions, the test lets you know you are done. Your teacher will provide you with your test results at a later time.



OLS Tutorial

Click on the following link to watch a recorded Elluminate session explaining your K12 On Line School Account.

<https://sas.illuminate.com/p.jnlp?psid=2011-06-08.1209.M.07BC0DB82EF52F465358EE0F394C66.vcr&sid=559>

Once you have watched the session in its entirety, answer the following questions:

- 1) Did you Set-up an Account? One for the Adult and one for the Student (4th-8th)
- 2) Where do you login to your account?
- 3) Did you look at the daily and weekly plans for your student? What did you learn?
- 4) How do you get to a lesson?
- 5) How does a lesson get marked complete?
- 6) Can you manipulate your schedule?
- 7) Do you use the K-Mail or attendance feature?

Type your answers into a Word document and send it, as an email attachment, to your Homeroom Teacher.



Account Set-up

Now you are ready to begin the one week Introduction course on Online Learning. During this course, you are introduced to the online tools you will use, including the Learning Management System that delivers course assignments. Lifelong skills such as time management and study habits are covered and by the end of this course, you will be prepared to begin the K12® K-8 courses.

- 1) Go to www.k12.com
- 2) Click on OLS Login In at the top right of the screen.
- 3) Click on "Set Up Your Account" under Account Registration using the registration ID given to you by your Homeroom Teacher.
- 4) Keep your established username/password somewhere safe; you will be using this access every day.
- 5) If your student is in middle school (6-8) click on "add a user" to set up their account. Click again for more than one student.
- 5) Click on Introduction to Online Learning and begin the course.
- 6) Review the course calendar and be sure to complete each day's assignments as instructed.

Notice: You must log onto the course every day and complete all assignments on time.



Accessing Lessons

The best way to access the lessons referenced in the Contingency Plans is through the **Lesson List** tab. **Lesson List** displays a list of all the lessons in the in which the student is enrolled. Learning coaches may jump to any lesson in any course by using following the steps below.

1. Log on the Online School®
2. Click on the Lesson Lists box on the OLS® launch page.
3. Click on the inverted triangle below the **Lesson Lists** tab to view a list of all the student's courses.
4. Click on a course name from that list to display a submenu of all of the units within that course.
5. Click on a unit number and title to display a list of lessons for the specified unit.
6. Click on the lesson name to launch the lesson.

Each K¹² course is divided into units that typically consist of eight to fifteen lessons. Many units conclude with an assessment.

The first screen of a unit includes:

- A summary of the unit
- Unit objectives
- Lesson titles

Clicking the "Begin" arrow loads the first lesson in the unit and provides a unit summary at the top of the webpage.

The right side of the screen contains options that can be used to obtain additional information related to the lesson. Learning coaches may click on the **Materials** option for a list of everything they will require to complete the lesson. Learning coaches are able to print many of the lesson instructions and worksheets by selecting the **Materials** option.

To start the first activity in a lesson, the user must click on the "Begin" arrow.



Help

The more you use the Online School[®] (OLS[®]) the more familiar you will become with OLS. Take the first school day to familiarize yourselves with logging in and navigating through the various screens in the OLS[®]. K¹² provides an excellent online tutorial that offers a variety of information to assist learning coaches in using the curriculum and the OLS[®].

To access the **Help** Section, users must log in to the OLS[®] account and click on **Help** section located on the black bar in the upper right corner of the screen. The **Help** section includes a guide to the OLS[®] tools (i.e. Plan, Progress, and Attendance) and an explanation of the K¹² lesson structure. Families may also find course introductions that provide valuable information about the philosophy and specific features of each course. K¹² recommends that learning coaches and older students read them prior to starting each new course. Families are encouraged to explore the K¹² Online School[®] **Help** area.

****Remember that Pacific View Charter School does not utilize the Attendance or K-Mail features.**

Math 1

Introduction: The best way to access the lessons referenced in the Contingency Plans is by using the Lesson List tab. Lesson Lists displays a list of all the lessons in the courses your student is taking. You can jump to any lesson in any course by using Lesson Lists. Please refer to the section titled ***Using the Lesson List Tab to Access Lessons*** on the first page of the Contingency Plans. This page also includes instructions that will help you learn to navigate through the Online School (OLS) lessons. We recommend that you review these instructions before you begin.

General Information: Learning coaches can find all the materials that are needed for each lesson by clicking on the materials button at the bottom of the first page of each lesson. Gather all materials before beginning the lesson and read through the lesson objectives. Follow the online instructions for each of the different lessons. Students must master assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment. In the event that students need more attendance hours, continue to work through the next units.

Learning Coach Instructions:

Unit 1 Lesson 1—Access this lesson by going to the Lesson List tab. Advance to the first page of the lesson. Select the “Number Bingo” sign in the lower left hand corner. Guide students through this fun game while focusing on the number’s form and recognition. Next, click on the materials button and print the following: *Group or Set Practice Sheet, Help Bunny Practice Sheet, and several Ten-Frame Models*. Advance to the Skills Update and complete the Group or Set Practice Sheet. Continue through lesson 1 in the above manner.

Finally, print off the assessment and encourage the student to complete it (adult records assessment results).

Unit 1 Lesson 2—Begin by playing Number Bingo. Print the following: *Match Numbers Practice Sheet and several Ten-Frame Models*. Advance through the lesson as instructed in lesson one. Finally, finish by printing and completing the lesson’s assessment (adult enters results).

Unit 1 Lesson 3—Begin the lesson by playing Number Bingo. Print the worksheets and assessment. Advance through the lesson as instructed before and finish by completing the lesson assessment. At this point if student is still in need of some handwriting help, it might be beneficial to spend some time working on the numbers 0 – 7.

Unit 1 Lesson 4—This lesson is optional and does not have an assessment.

Unit 1 Lesson 5—Begin with Number Bingo and print off the practice sheets and assessment. Advance through the lesson as instructed above.

Unit 1 Lesson 6—Complete lesson as directed by the above lesson instructions.

Unit 1 Lesson 7—Complete lesson as directed by the above lesson instructions.

Unit 1 Lesson 8—Complete lesson as directed by the above lesson instructions.

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Phonics 1

Introduction: The best way to access the lessons referenced in the Contingency Plans is by using the Lesson List tab. Lesson Lists displays a list of all the lessons in the courses your student is taking. You can jump to any lesson in any course by using Lesson Lists. Please refer to the section titled ***Using the Lesson List Tab to Access Lessons*** on the first page of the Contingency Plans. This page also includes instructions that will help you learn to navigate through the Online School (OLS) lessons. We recommend that you review these instructions before you begin.

General Information A set of paper alphabet tiles can be found as part of these contingency plans. The tiles/cut out paper will be used throughout the phonics lessons. Please cut out paper tiles ahead of time and keep them stored in a storage bag for daily use. Learning coaches can use paper as a substitute for the white board. It is very important that learning coaches review the audiovisual guides that are included at the beginning of some lessons. They can be accessed by selecting the little juggler icon located on the bottom black bar. K¹² supplies the proven *Handwriting Without Tears* program that is referred to in the Phonics Teacher's Guides. Learning coaches can begin this program when materials arrive.

Learning Coach Instructions:

Unit 1 Lesson 1 Select and view the three audiovisual guides by clicking on the juggler icon located on the bottom black bar. Select materials, gather the supplies listed and print the underlined Teacher Guide, Sentence Sheet and Word Chains. Work through the lesson by following the Teacher Guide instructions and making any necessary materials substitutions as summarized above. When finished, mark the lesson as complete.

Unit 1 Lesson 2 View the two audiovisual guides, click materials, gather supplies, print and follow the Teacher Guide. When finished, mark the lesson as complete.

Unit 1 Lesson 3 View the two audiovisual guides, select materials and print all underlined items. Follow the Teacher Guide and when finished, mark the lesson as complete.

Unit 1 Lesson 4 Same instructions as Unit 1 Lesson 3.

Unit 1 Lesson 5 This is the first Phonics 1 assessment. Select materials and print the underlined items. Follow the Teacher Guide and then enter the student's responses into the OLS. If the student's score is 80% or higher, the student has mastered the assessment and Unit 1 is complete. If the student has not mastered the assessment, please review the necessary areas and retake the assessment.

Unit 2 and beyond Continue working through Phonics 1 as described in the Unit 1 instructions above, until materials arrive.

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Language Arts 1

Introduction: The best way to access the lessons referenced in the Contingency Plans is by using the Lesson List tab. Lesson Lists displays a list of all the lessons in the courses your student is taking. You can jump to any lesson in any course by using Lesson Lists. Please refer to the section titled **Using the Lesson List Tab to Access Lessons** on the first page of the Contingency Plans. This page also includes instructions that will help you learn to navigate through the Online School (OLS) lessons. We recommend that you review these instructions before you begin.

General Information Learning coaches should follow instructions provided in the Online School. They may print the entire lesson, or work from the computer screen. Learning coaches may substitute paper for the white board. Learning coaches need to borrow the following books from a local library to complete several lessons:

- *In a Small, Small Pond* by Denise Fleming
- *In the Tall, Tall Grass* by Denise Fleming
- *Sheep in a Jeep* by Nancy E. Shaw
- *Mrs. Piggle Wiggle* by Betty MacDonald

Learning Coach Instructions:

Unit 1 Lesson 1 Learning coaches can substitute another poem for “I Know all the Sounds the Animals Make”. The “Tongue-Cut Sparrow” is available within the lesson. Follow the online lesson directions.

Unit 1 Lessons 2 and 3 Follow the online instructions and the Teacher Guide. Students must master the lesson assessments with 80% or higher. If students do not master assessments, they should review the lesson and retake the assessment.

Unit 1 Lesson 4 Learning coaches do not have the book listed under materials, but “Have You Ever Seen a Purple Cow?” poem is available online, if you click ahead within the online lesson.

Unit 1 Lesson 5 Learning coaches are able to follow the lessons as described with the exception of the optional activity.

Unit 1 Lesson 6 Skip this lesson until your materials arrive.

Unit 1 Lessons 7 and 8 All lesson materials are available online. Learning coaches should follow the online instructions to complete this lesson.

Unit 1 Lesson 9 Learning coaches may substitute your own book for “Hurry! Hurry!” in the Guided Reading section. All other materials are available online.

Unit 1 Lesson 10 Learning coaches should wait for materials to complete this lesson. Skip this lesson and come back to it.

Unit 1 Lesson 11 Select Show Materials. Gather the supplies listed and print out the underlined materials. Students are not able to complete parts 4 and 5 of this lesson until the Junior Great Books arrive. Learning coaches can complete the other portions of the lesson with *In the Small, Small Pond* and *In the Tall, Tall Grass* from your local library. Do not mark this lesson complete yet.

Unit 1 Lesson 12 Select Show Materials. Gather the supplies listed and print out the underlined materials. Students are not able to complete parts 5 and 6 of this lesson until the Junior Great Books arrive. This lesson has an assessment. Refer back to lesson 2 for assessment information. Do not mark this lesson complete yet.

Unit 1 Lesson 13 Follow the directions for Unit 1 Lesson 12. Students are able to complete this entire lesson. Mark this lesson as complete.

Unit 1 Lesson 14 Follow the directions for Unit 1 Lesson 12.

Unit 1 Lesson 15 Select Show Materials. Gather the supplies listed and print out the underlined materials. Learning coaches do not have the Analogies book yet but can print the worksheet by printing out the Answer Key. Follow the OLS directions and mark this lesson as complete.

Unit 2 Lesson 1 Select Show Materials. Gather the supplies listed and print out the underlined materials. For this lesson, locate a copy of *Sheep in a Jeep* at your library. Follow the OLS directions for completing this lesson.

Unit 2 Lesson 2 Select Show Materials. Gather the supplies listed and print out the underlined materials. For the next three lessons you need a copy of *Mrs. Piggle-Wiggle*. This lesson has an assessment. Refer back to lesson 2 for assessment information. Mark this lesson completed.

Unit 2 Lesson 3 and 4 Follow the directions for Unit 2 Lesson 2.

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History 1

Introduction: The best way to access the lessons referenced in the Contingency Plans is by using the Lesson List tab. Lesson Lists displays a list of all the lessons in the courses your student is taking. You can jump to any lesson in any course by using Lesson Lists. Please refer to the section titled **Using the Lesson List Tab to Access Lessons** on the first page of the Contingency Plans. This page also includes instructions that will help you learn to navigate through the Online School (OLS) lessons. We recommend that you review these instructions before you begin.

General Information: Learning coaches need to review the lesson, gather the materials needed for the lesson and print all student pages prior to beginning the lesson.. Learning coaches may choose to document the daily attendance using the Contingency Plan Attendance/Hours Recording Form. Students must master all assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment.

Learning coaches need to check out these books from a local library to complete some of the lessons:

1. *Mummies* by Joyce Milton
2. *Tut's Mummy: Lost...and Found* by Judy Donnelly
3. *The Egyptian Cinderella* by Shirley Climo

Learning Coach Instructions:

Unit 1 Lesson 1 Record the time that you begin the lesson. Read the unit objectives. Read the lesson objectives and lesson notes. Read and follow instructions for advanced preparation. Gather and print materials. Follow the online instructions. Click on the Reading Room icon at the bottom of the first couple pages. Read the stories together. Complete the online assessment. Remember to record the time spent on this lesson for attendance and hour's requirement. Students must master all assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment.

Unit 1 Lesson 2 Read the lesson objectives. Gather and print materials. Follow the online instructions. Select the Reading Room icon at the bottom of the first couple pages. Read the stories together. Complete the online assessment. Remember to record the time spent on this lesson for attendance and hour's requirement. Mark the lesson complete. The use of a compass is optional for this lesson.

Unit 1 Lesson 3 Read the lesson objectives, lesson notes. Review the pronunciation link. Gather and print materials. Follow the online instructions. Don't forget to check out the Reading Room icon on the bottom left hand corner of the first few pages. Complete the online assessment. Mark the lesson complete.

Unit 1 Lesson 4 Read the lesson objectives and lesson notes. Review the key words. Gather and print materials. Follow the online instructions. Click on the Reading Room icon at the bottom of the third page. Read the stories together. Complete the online assessment. Mark the lesson complete. If learning coaches don't have a globe learning coaches can skip this part of the lesson.

Unit 1 Lesson 5 Read the lesson objectives and lesson notes. Review the key words and pronunciation link. Gather and print materials. Follow the online instructions. Learning coaches need to print the Assessment and Assessment Answer key. Record answers online. Mark the lesson complete.

Unit 2 Lesson 1 Read the unit objectives and lesson objectives. Review the lesson notes and key words. Gather materials. Follow the online instructions. Select the Reading Room icon at the bottom left hand corner and read the story together. Complete the online assessment. Mark the lesson complete.

Unit 2 Lesson 2: Same instructions as Unit 2 Lesson 1.

Unit 2 Lesson 3: Same instructions as Unit 2 Lesson 1.

Unit 2 Lesson 4: Same instructions as Unit 2 Lesson 1.

Unit 2 Lesson 5 Same instructions as Unit 2 Lesson 1.

In the event that students need to log more hours for the day, continue to work through the units in this course.

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Science 1

Introduction: The best way to access the lessons referenced in the Contingency Plans is by using the Lesson List tab. Lesson Lists displays a list of all the lessons in the courses your student is taking. You can jump to any lesson in any course by using Lesson Lists. Please refer to the section titled ***Using the Lesson List Tab to Access Lessons*** on the first page of the Contingency Plans. This page also includes instructions that will help you learn to navigate through the Online School (OLS) lessons. We recommend that you review these instructions before you begin.

General Information: Learning coaches select the materials button before starting the lesson to see what materials are needed to complete the lesson. There are many items that do not come with the science kit. If learning coaches do not have the items on the materials list they can wait until the materials come or purchase the items. If there is an assessment at the end of the lesson, students need to complete the assessment and master with 80% or higher. If students do not master an assessment, they should review the lesson and retake assessment.

Learning Coach Instructions:

Unit 1 Lesson 1—Begin by reviewing the lesson objectives on the first page of the lesson. Click on the materials button and print the following: Metric Ruler, Take Me to Your Ruler Lab Sheet (both sheets) and Blank Metric Ruler. Advance through the lesson as instructed using the printed materials. Finish by having students complete the printed assessment (adult enters results).

Unit 1 Lesson 2—Begin by reviewing the lesson objectives and printing all needed materials. Learning coaches may not have all materials needed for this lesson. Learning coaches may substitute any household items that

Unit 1 Lesson 3—Begin by reviewing the lesson objectives and printed all needed materials. Complete lesson as directed by the above lesson instructions, substituting anything that works. Finish by having student complete the assessment (adult enters results).

Unit 1 Lesson 4—Complete lesson as directed by the above lesson instructions, making any substitutions as needed and finish with the assessment.

Unit 1 Lesson 5—Complete lesson as directed by the above lesson instructions, making any substitutions as needed and finish with the assessment.

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