



Contingency Plans

4th 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)
-
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 4

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 selecting the materials button at the bottom of the first page of each lesson. It is recommended to gather all materials before beginning the lesson and read through the lesson objectives. Families may 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 to complete more school time, they may 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 unit objectives and review with student. Advance to the next screen and click on the materials button and print the following: Teacher Guide, Assessment, Assessment Answer Key, Place-Value Chart and Lesson Answer Key. Advance to the Skills Update and select the icon in the bottom right hand corner of the screen. Guide student through this drill and practice. Advance through the lesson. Use the Lesson Answer Key to review the objectives and material covered. Encourage the student to practice writing the value of some digits, write in standard form and write words for each number (use samples from your answer key). Finally, finish by having the student complete the paper form of the assessment. Adults must enter assessment results.

Unit 1 Lesson 2—Begin this lesson by printing all needed materials and the assessment. Continue to the Skills Update and click on the icon and follow through with the practice. Advance through the lesson as instructed above while making any substitutions as needed. Finish with the student assessment (adult enters results).

Unit 1 Lesson 3-- Begin this lesson by printing all needed materials and the assessment. Continue to the Skills Update and select the icon and follow through with the practice. Advance through the lesson as instructed above making any substitutions as needed. Finish with the student assessment (adult enters results).

Unit 1 Lesson 4—Complete lesson as directed by the above lesson instructions.

Unit 1 Lesson 5-- This lesson is optional and has no assessment to complete. We do recommend at least reviewing the objectives covered to assure mastery of the content.

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.

Unit 1 Lesson 9-- This lesson is optional and has no assessment to complete. We do recommend at least reviewing the objectives covered to assure mastery of the content.

Unit 1 Lesson 10—Complete lesson as directed by the above lesson instructions. Finish by completing the unit assessment at the end of this lesson.

Language Arts 4 –Literature

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: The Literature 4 course has 4 units that require students to pick a novel. Until materials arrive this is the best place to start in Literature 4. On the Lesson Lists tab select the drop down menu and select Literature 4. Learning coaches can see all the units for Literature 4. Look between Units 3 and 4, and find *“You will need to select a novel for this unit”*. When learning coaches select this link, a list of novels is displayed. After students have selected a novel, go to a public library or book store to find the book. The novels are not supplied in the materials.

Learning Coach Instructions:

Lessons for novel: Students can access this unit from Lesson Lists and work through each lesson. The materials button on the first page of each lesson has a list of materials for learning coaches to print. Follow the Teacher Guide to complete each lesson. At the end of the lessons students may find a lesson assessment. The lesson assessment may be online or need to be printed for the student. Students must master the lesson and unit assessments with 80% or higher. If students do not master the assessments with 80%, they should review the lesson and retake the assessment. Adults must enter offline assessment scores. In the event that students a second novel is needed before materials arrive, move on to the novel unit located between Unit 8 and 9.

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Language Arts 4 – Spelling

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: Each lesson has a materials button on the first page. Learning coaches can find all materials needed for the lessons from this spot. The Teacher Guide leads learning coaches through the lessons. Substitute paper for a white board. Each unit ends with an assessment for students to complete. Students must master the assessments with 80% or higher. If students do not master the assessment, they should review the unit and retake the assessment.

Learning Coach Instructions:

Unit 1 Lesson 1: Click on materials. Gather all materials needed and print the underlined items. Learning coaches need to gather the index box and the index cards to create the spelling box. These materials are not supplied by K¹². Follow the Teacher Guide to complete the lesson. When finished, mark the lesson complete.

Unit 1 Lesson 2: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. When finished, mark the lesson complete.

Unit 1 Lesson 3: Follow instructions for Unit 1 Lesson 2.

Unit 1 Lesson 4: Follow instructions for Unit 1 Lesson 2.

Unit 1 Lesson 5: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. Students complete the unit assessment at this time. If the students master the assessment with 80% or higher, mark the lesson complete.

Unit 2 Lesson 1: Select materials. Gather materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. When finished, mark the lesson complete.

Unit 2 Lesson 2, 3, and 4: Follow the same instructions as Unit 2 Lesson 1.

Unit 2 Lesson 5: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. Students complete the unit assessment at this time. If the students master the assessment with 80% or higher, mark the lesson complete.

Unit 3 Lesson 1: Click on materials. Gather materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. When finished, mark the lesson complete.

Unit 3 Lesson 2, 3, and 4: Follow the same instructions as Unit 3 Lesson 1.

Unit 3 Lesson 5: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. Students complete the unit assessment at this time. If the students master the assessment with 80% or higher, mark the lesson complete.

History 4 – State History

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 To access the State History lessons learning coaches should go to the Lesson List tab, click on the oblong box with the inverted triangle below Lesson List and locate State History. Click on State History and select your state for the chosen state. When accessing the lessons it is very important that learning coaches click on the “Show Materials” button on the upper left side of the screen to display the necessary materials. Next, learning coaches should click on the underlined materials and print the needed paperwork.

Learning Coach Instructions:

Lesson 1 Select materials. Print out Student Guide and Teacher Guide. To access Grolier’s Encyclopedia: 1. Click on “HELP” at the top of the screen in the black bar. 2. Scroll down and select “Grolier’s Encyclopedia” located under “Other Links” on the left side of the screen. 3. Scroll down and click on “America the Beautiful” on the left side of the screen. 4. Select Arizona on the map. Follow the directions presented in the Teacher Guide to complete the lesson. Once finished, mark the lesson as complete.

Lesson 2 Click on materials. Print out Student Guide, State Time Line and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Lesson 3 Follow the directions for Lesson 1 to complete the lesson.

Lesson 4 Follow the directions for Lesson 1 to complete the lesson.

Lesson 5 Select materials. Gather the materials. Print out Student Guide and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson.

Lesson 6 Click on materials. Print out Student Guide, Show You Know and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Lesson 7 Select materials. Print out Student Guide, State Time Line and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Lesson 8 Click on materials. Print out Student Guide, My City and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Lesson 9 Select materials. Gather the materials. Print out Student Guide and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Lesson 10 Click on materials. Print out Student Guide, Who Am I? and Teacher Guide. Follow the directions for Lesson 1 to complete the lesson. Once finished, mark the lesson as complete.

Science 4

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 When accessing the lessons it is very important that learning coaches select the “Show Materials” button on the upper left side of the screen. Click on this button and all of the materials needed for the lesson shall be displayed. Next, learning coaches need to select the underlined materials and print the needed paperwork. Science requires hands-on experiments; it can be helpful to look ahead and make sure that all of the necessary materials are on hand.

Learning Coach Instructions:

Unit 1 Lesson 1 Click on Show Materials. Gather the materials. Select and print the Teacher Guide, Assessment, Assessment Answer Key and Student Guide. Work through the lesson by following the Teacher Guide instructions. Learning coaches and students begin the lesson by doing the Online Course Introduction. This lesson is presented both online and offline and includes an assessment. Follow the Teacher’s Guide and then enter student’s responses into the OLS. If student’s score is 80% or higher, he/she has mastered the assessment and Lesson 1 is complete. If he/she has not mastered the assessment, they should review the necessary areas and retake the assessment. When finished mark the lesson as complete.

Unit 1 Lesson 2 Follow the directions for Unit 1 Lesson 1. Print the underlined materials.

Unit 1 Lesson 3 Follow the directions for Unit 1 Lesson 1. Print the underlined materials.

Unit 1 Lesson 4 Follow the directions for Unit 1 Lesson 1. Print the underlined materials.

Unit 1 Lesson 5 Follow the directions for Unit 1 Lesson 1.

