



# Contingency Plans

## 2<sup>nd</sup> 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<sup>®</sup> (OLS<sup>®</sup>). 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<sup>®</sup> lesson instructions as closely as possible before supplementing with non- K<sup>12</sup> curricular materials.



# Scantron Assessment

(3<sup>rd</sup>-8<sup>th</sup> 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 (4<sup>th</sup>-8<sup>th</sup>)
- 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](http://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<sup>®</sup>
2. Click on the Lesson Lists box on the OLS<sup>®</sup> 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 K<sup>12</sup> 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®. K<sup>12</sup> 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 K<sup>12</sup> lesson structure. Families may also find course introductions that provide valuable information about the philosophy and specific features of each course. K<sup>12</sup> recommends that learning coaches and older students read them prior to starting each new course. Families are encouraged to explore the K<sup>12</sup> Online School® **Help** area.

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

## Math 2

**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 visiting the Lesson List tab. Advance to the first page of the lesson. Select the “Number Bingo” sign in the lower left hand corner. Guide student through this fun game while focusing on the number’s form and recognition. Next, click on the materials button and print the following: Number Line, Ten Frames (several copies). Advance to the Skills Update and next Reviewing Numbers. Learning coaches may need to substitute any form of stacking blocks for Connecting Cubes. Continue to the Model Words activity that requires 3x5 cards with handwritten numbers for the number tiles. Advance to *Read Number Words*. Use the text book answer key to quiz the student on the same material using the Ten Frame models printed out. Continue on to *Practice Number Words* and finally the Assessment. Print out the assessment and encourage the student complete on paper (adult enters results). Students need to score 80% or higher on each assessment to reach mastery. If students do not master the assessment, they should review the lesson and revisit the assessment.

**Unit 1 Lesson 2—**This lesson is optional and has assessment to complete. We do recommend at least reviewing the objectives covered to assure mastery of the content.

**Unit 1 Lesson 3—**Print off any materials needed as well as the assessment. Continue to the Skills Update and advance through the lesson as instructed above. Learning coaches may need to be creative in substituting any missing materials for items you have around your home. Finish by encouraging the student to complete the assessment and the adult entering the results.

**Unit 1 Lesson 4--** This lesson is optional and has no assessment to complete.

**Unit 1 Lesson 5—**Begin this lesson by printing the needed worksheets under the material heading. Advance through this lesson, making any substitutions as needed. Finish by encouraging the student to complete the assessment (adult records results).

**Unit 1 Lesson 6--** This lesson is optional and has no assessment to complete.

**Unit 1 Lesson 7--** Begin this lesson by printing the needed worksheets under the material heading. Complete lesson as directed by the above lesson instructions.

**Unit 1 Lesson 8--** Begin this lesson by printing the needed worksheets under the material heading. Complete lesson as directed by the above lesson instructions.

**Unit 1 Lesson 9—**Continue as directed above.

## Language Arts 2

**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 should be displayed. Next, select the underlined materials and print the needed paperwork.

Learning coaches should check out the following book from the library to complete several lessons:

--*Clara and the Bookwagon*\_by Nancy Smiler Levinson

### Learning Coach Instructions:

**Unit 1 Lesson 1** Select Show Materials. Gather the supplies listed. A spelling box is simply an index card box with alphabetical dividers that learning coaches provide. Learning coaches should obtain a copy of *Clara and the Bookwagon* from a local library. Print out all of the underlined items. Work through the lesson by following the online directions. When finished, mark the lesson completed.

**Unit 1 Lesson 2** Click on Show Materials. Gather the supplies listed. Learning coaches are not able to complete Part 3 of the lesson. In place of the vocabulary book, use a dictionary and choose five words that are new to the student but still fairly common. Write the words down in a notebook along with the meaning and encourage the student to review the words each day. Encourage students to use each word in a sentence and write those sentences. Complete the remaining portions of the lesson by following the OLS directions. Do not mark complete until finished.

**Unit 1 Lesson 3** Select Show Materials. Gather the supplies listed and print underlined materials. Work through the lesson by following the OLS directions. This is the first Language Arts 2 assessment. Learning coaches enter the student's responses online. Students must master assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment.

**Unit 1 Lesson 4** Select Show Materials. Gather the supplies listed and print the underlined items. Use the link below to get a copy of *The Dog and His Shadow* and *The Goose and the Golden Eggs*. This should allow you to complete all of the objectives in the lesson. <http://www.storyarts.org/library/aesops/stories/dog.html> and <http://www.4to40.com/folktales/fable.asp?article=g&counter=8> When finished mark the lesson complete.

**Unit 1 Lesson 5** Click on Show Materials. Gather the supplies listed. Print out Assessment, Assessment Answer Key, Pre-Analogies Answer Key (white out the answers), The Girl and The Milk Pail Chart, and the Fables and Morals Chart. Use the link below to get a copy of *The Girl and The Milk Pail*. This should allow students to complete all of the objectives in the lesson. <http://www.storyarts.org/library/aesops/stories/girl.html>. This lesson has a Spelling Unit assessment and Guided Reading assessment. Refer back to Unit 1 Lesson 3 for assessment information. When finished mark this lesson as complete.

**Unit 1 Lesson 6** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Use the below link to get a copy of *The Fox Without a Tail*. This should allow students to complete all of the objectives in the lesson. <http://www.4to40.com/folktales/fable.asp?article=f&counter=29> This is the first formal lesson with *Handwriting Without Tears*. Read “Handwriting Without Tears: Cursive Readiness” first. Follow the OLS directions to complete the lesson. This lesson has a Grammar, Usage and Mechanics assessment and Guided Reading assessment. Refer back to Unit 1 Lesson 3 for assessment information. Mark lesson as complete when finished.

**Unit 1 Lesson 7** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Students are not able to complete the optional vocabulary part of the lesson until the materials arrive. For vocabulary ideas refer back to Unit 1 Lesson 2 for information. Use the below link to get a copy of *The Fox and the Grapes* and *The Boy Who Cried Wolf*. This should allow students to complete all of the objectives in the lesson. <http://www.4to40.com/folktales/fable.asp?article=f&counter=33> and [http://pbskids.org/lions/printables/stories/story\\_wolf.html](http://pbskids.org/lions/printables/stories/story_wolf.html) This lesson has an assessment. Refer back to Unit 1 Lesson 3 for assessment information. Mark lesson as complete when finished.

**Unit 1 Lesson 8** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Students are not able to complete parts 7 and 9 of the lesson until the materials arrive. All of the other parts of the lesson can be taught by following the online directions. Do not mark lesson as complete until finished.

**Unit 1 Lesson 9** Click on Show Materials. Gather the supplies listed. Print out all underlined materials. Students are only able to complete parts 1, 2, 4, 8, and 9. For vocabulary ideas refer back to Unit 1 Lesson 2. Learning coaches can return to this lesson to complete it when the materials arrive. Do not mark lesson as complete until finished.

**Unit 1 Lesson 10** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Learning coaches need to white out the Primary Analogies Answer Key in order to complete the optional part of the lesson. This lesson has a Spelling Unit assessment. Refer back to Unit 1 Lesson 3 for assessment information. When finished mark this lesson as complete.

**Unit 1 Lesson 11** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Learning coaches need to provide a world map for this lesson. Follow the online directions to complete the lesson. When finished mark this lesson as complete.

**Unit 1 Lesson 12** Select Show Materials. Gather the supplies listed. Print out all underlined materials. Students are not able to complete the Unit Assessment in part 3 or part 5 until the materials arrive. All other parts of the lesson can be taught by following the OLS directions. Do not mark the lesson as complete until finished.

**Unit 1 Lesson 13** Follow the directions for Unit 1 Lesson 12. Encourage students to complete the assessment in part 4 but not part 7. Do not mark lesson as complete until finished.

**Unit 1 Lesson 14** Click on Show Materials. Gather the supplies listed. Print out all underlined materials. Follow the OLS directions to complete the lesson. When finished mark this lesson as complete.

**Unit 1 Lesson 15** Follow the directions for Unit 1 Lesson 10. Students are not able to complete part 4 of the lesson until the materials arrive. Do not mark lesson as complete until finished.

**Unit 2 Lesson 1** Follow the directions for Unit 1 Lesson 14. Students are not able to complete parts 7 and 8 of the lesson until the materials arrive. Do not mark lesson as complete until finished.

**Unit 2 Lesson 2** Follow the directions for Unit 1 Lesson 14

**Unit 2 Lesson 3** Follow the directions for Unit 1 Lesson 14. Students are not able to complete parts 5 and 6 of the lesson until the materials arrive. Do not mark lesson as complete until finished.

**Unit 2 Lesson 4** Follow the directions for Unit 1 Lesson 11.

## History 2

**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 starting the lesson. Learning coaches may choose to document the daily attendance using the Contingency Plan Attendance/Hours Recording Form. Students must master assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment.

Lessons may call for an inflatable globe or world\_map that is included with the history materials. Learning coaches may wish to borrow a globe or world map or view one at a local library for these activities. Learning coaches may also choose to skip these activities and complete them once the materials have arrived.

### Learning Coach Instructions:

**Unit 1 Lesson 1** 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. There is no assessment for this lesson. Remember to record the time spent on this lesson for the attendance and hour's requirement.

**Unit 1 Lesson 2** Read the lesson objectives. Gather and print materials. Follow the online instructions. There is no assessment for this lesson. Remember to record the time spent on this lesson for the attendance and hour's requirement. 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. There is no assessment for this lesson. Remember to record the time spent on this lesson for the attendance and hour's requirement.

**Unit 1 Lesson 4** Read the lesson objectives and lesson notes. Review the key words. Gather and print materials. Follow the online instructions. There is no assessment for this lesson. Remember to record the time spent on this lesson for attendance and hour's requirement.

**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. There is no assessment for this lesson. Record the time spent on this lesson.

**Unit 2 Lesson 1** Read the unit objectives and lesson objectives. Review the lesson notes and key words, pronunciation and map reference. Gather and print materials. Follow the online instructions. Select the Reading Room icon at the bottom left hand corner of the first few pages. Read the stories together. Complete the online assessment. Remember to record the time spent on this lesson. Mark lesson completed.

**Unit 2 Lesson 2** Read and review the lesson objectives, lesson notes, key words and pronunciation. Print the map reference. Gather and print materials. Follow the online instructions. Complete the online assessment. Record the time spent on the lesson.

## Science 2

**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 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: Measuring Mania and the Metric Shuffle Cards. Advance through the lesson as instructed using the printed materials. Learning coaches may find it necessary to discuss activities they are unable to complete if they do not yet have all materials needed. Learning coaches may also substitute any items that work. 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 work. Finish by having student complete the assessment (adults enters results).

**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 as needed. 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.

