



Contingency Plans

7th 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.

Pre-Algebra B

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: Pre-Algebra B does not have any lesson assessments that can be done without the book. Learning coaches and students can go through the online lessons to become familiar with the lessons and how they work. Log any time students spend working in the lessons.

Learning Coach Instructions:

Unit 1, Lesson 1 Listen to the Introduction to Pre-Algebra B.

Intermediate English B – Language Skills

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 Students are not able to complete any of the Grammar, Usage and Mechanics (GUM) or Vocabulary lessons until the materials arrive. On the OLS Lesson List page select Intermediate Language Skills B and the inverted triangle to access both the Composition and Literature assignments. 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. Select this button and all of the materials needed for the lesson be displayed. Next, learning coaches need to select the underlined materials and print the needed paperwork.

If school policies permit, teachers may want to suggest students practice keyboarding skills using a free internet typing program. <http://www.senselang.com/> or choose from a list of programs at <http://www.kidsdomain.com/brain/computer/type.html> (Count all of this time for Language Arts.)

Intermediate English B – Composition

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 materials that are needed for this course are available online. Students should be able to work through these units without any problems. Be sure to log all time spent on writing projects as attendance hours. Students must master assessments with 80% or higher. If students do not master and assessment, review the lesson and retake the assessment.

Learning Coach Instructions:

Composition: Unit 1 Lesson 1 Click on Show Materials. Select and print the Teacher Guide, Model Essay and the Study Sheet. Work through the lesson by following the Teacher Guide instructions. This lesson is presented online. When finished mark the lesson as complete.

Unit 1 Lesson 2 Select Show Materials. Click on and print the Teacher Guide, Alternate Model Essay, Model Essay and Study Sheet. Work through the lesson by following the Teacher Guide instructions. This lesson is presented online. When finished mark the lesson as complete.

Unit 1 Lesson 3 Select Show Materials. Select and print the Teacher Guide and Patterns for Topics. Work through the lesson by following the Teacher Guide instructions. Most of this lesson is presented online. When finished mark the lesson as complete.

Unit 1 Lesson 4 Select Show Materials. Click on and print the Teacher Guide and Prewriting and Drafting Your Essay. Work through the lesson by following the Teacher Guide instructions. This lesson is presented offline. When finished mark the lesson as complete.

Unit 1 Lesson 5 Select Show Materials. Students need to set up a Writing Portfolio by designating a large folder or loose leaf notebook for this purpose. Select and print the Teacher Guide, Student Guide and Revising and Proofreading Your Essay. Work through the lesson by following the Teacher Guide instructions. When finished mark the lesson as complete. At the end of the lesson there is a Unit Assessment. Print out the assessment, follow the Teacher's Guide and then enter the responses online. If student's score is 80% or higher, he/she has mastered the assessment and Unit 1 is complete. If he/she has not mastered the assessment, please review the necessary areas and retake the assessment.

Additional: Students may continue with the remaining units as needed. The directions are similar to those stated above.

Intermediate English B – 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: Using the Lesson List tab, skip to Unit 3 that says *“You need to select a novel for this unit”*. Select this unit and a list be displayed. Take the list of books that students may choose from and go to the library or book store to get one. These books are not among the books that are shipped to the family. (Count all of this time for Literature). * If students do not have access to a library or bookstore learning coaches may be able to find some of the novels online at <http://www.booksbtc.com/free-books.htm>.

Learning Coach Instructions:

Unit 3 When accessing the lessons it is very important that students click on the “Show Materials” button on the upper left side of the screen. Select this button and all of the materials needed for the lesson will be displayed. Next, learning coaches need to select the underlined materials and print the needed paperwork. Work through the lesson by following the Teacher Guide instructions. When finished mark the lesson as complete. At the end of the unit there will be a Unit Assessment. Select and print the Teacher Guide, Assessment and Assessment Answer Key. Follow the Teacher’s Guide and then enter the responses online. If student’s score is 80% or higher, he/she has mastered the assessment and Unit 3 is complete. If he/she has not mastered the assessment, please review the necessary areas and retake the assessment.

Additional: If students need more Literature lessons, skip to Unit 14 that says, “You need to select a novel for this unit”. The directions are similar to those stated above. Unit 6 should not be completed before the materials arrive, as these books will be supplied.

World History B

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: This course does not have any lesson assessments that can be done without the book. Learning coaches and students can go through the online lessons to become familiar with the lessons and how they work. Log any time students spend working in the lessons.

Life Science

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 some of the items on the materials list, they may want to wait until the materials come or purchase the items. If there is an assessment at the end of the lesson, students should be encouraged to complete the assessment and master with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment. If learning coaches find that students still need hours to log, continue to work through the science lessons.

Learning Coach Instructions:

Unit 1 Lesson 1: Select materials. Gather all materials and print the Teacher Guide, Lesson Answer Key, and Keeping a Science Notebook. Learning coaches should use the Teacher Guide and the online instructions to guide them through the lesson. Select all the icons to get all the information the lesson has to offer. Mark the lesson complete when finished.

Unit 1 Lesson 2: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide and the online instructions to complete the lesson. Select all the icons to get all the information the lesson has to offer. Learning coaches can also select the vocabulary words in blue to hear pronunciation and definition. Encourage students to complete the assessment. Enter student's scores online (adult enters scores). 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 3: Same instructions as Unit 1 Lesson 2.

Unit 1 Lesson 4: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. There is no assessment for this lesson. Mark the lesson complete.

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

Unit 1 Lesson 6: Same instructions as Unit 1 Lesson 2. This lesson has many household items needed. Gather all items before starting the lesson.

Unit 1 Lesson 7: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide to complete the lesson. There is no assessment for this lesson. Mark the lesson complete.

Unit 1 Lesson 8: Select materials. Gather all materials needed and print the underlined items. Follow the Teacher Guide and the online instructions to complete the lesson. Select all the icons to get all the information the lesson has to offer. Encourage students to complete the assessment. Enter student's scores online (adult enters scores). Students must master assessments with 80% or higher. If students do not master an assessment, they should review the lesson and retake the assessment.

