

Greenfield-Central Community School Corporation

# ***GCVirtual***

## **Kindergarten-12th Grade Parent Guide**

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Greenfield-Central Community School Corporation recognizes that we must continue to offer innovative educational opportunities so that we can reach each student and support his or her social, emotional, and academic growth. In order to serve our students who have found success in the virtual environment, Greenfield-Central will offer a Virtual Programming option for all students in Kindergarten through Grade 12 -- ***GCVirtual***.

***GCVirtual*** is meant to meet the needs of students and families who have shown that they can remain engaged in their academic journey in a fully-virtual environment. Students who have not been successful in the virtual environment will not be considered for admittance and will be invited to attend classes onsite throughout the school year.

In order to maintain clear expectations and communicate commitments between students, families, and Greenfield-Central Community School Corporation educators, this guide offers explanations and guidance for families. Questions regarding ***GCVirtual*** should be directed to administrators (page 3) and/or counselors (page 8).

We look forward to partnering with families who engage in ***GCVirtual***.

Once you have reviewed this handbook, you can access the application for ***GCVirtual*** [here](#).

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## Purpose of this Guidance

Across the globe, our country, and our state, the 2020-2021 school year has become a year of ongoing virtual learning for many students. Greenfield-Central continues to work with all stakeholders - students, families, teachers, administrators, and other school personnel - to meet the dynamic needs of virtual learning.

During the fall semester of this school year, we worked to communicate with families via weekly newsletters, email, phone, and video conferencing, as well as onsite support opportunities. As we continue to develop a robust virtual learning experience for our students, we recognize that keeping track of information and support for at-home learning can be a challenge for caregivers.

The purpose of this Parent Guide is to have a consolidated resource for the caregivers supporting at-home student learning. This will be a live document as we continue to identify needs and resources.

## Administrator Contact Information

<b>K - 6 Students</b> 317-462-4491	<b>Junior High Students</b> 317-477-4616	<b>High School Students</b> 317-462-9211
Scott Miller <a href="mailto:smiller@gcsc.k12.in.us">smiller@gcsc.k12.in.us</a> Ext. 41111	Dan Jack, Principal <a href="mailto:djack@gcsc.k12.in.us">djack@gcsc.k12.in.us</a> Ext. 43101	Jason Cary, Principal (Sm-Z) <a href="mailto:jcary@gcsc.k12.in.us">jcary@gcsc.k12.in.us</a> Ext. 34102
	Jeff Sincroft <a href="mailto:jsincroft@gcsc.k12.in.us">jsincroft@gcsc.k12.in.us</a> Ext. 43102	Dave Beal (A-E) <a href="mailto:dbeal@gcsc.k12.in.us">dbeal@gcsc.k12.in.us</a> Ext. 34101
		Susie Coleman (F-L) <a href="mailto:scoleman@gcsc.k12.in.us">scoleman@gcsc.k12.in.us</a> Ext. 34104
		Nathan Bruck (M-SI) <a href="mailto:nbruck@gcsc.k12.in.us">nbruck@gcsc.k12.in.us</a> Ext. 34108

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## Student Success Criteria

Students who experience success in the virtual environment exhibit the following success criteria. While the development of these skills will occur over time, a strong foundation in these areas maximizes a student's academic and social growth.

### **Successful *GCVirtual* students exhibit a sense of ownership.**

Student has a sense of ownership, is curious, and ready to learn. He/she is willing to take risks in his/her thinking and to persist through difficulties without being forced.

### **Successful *GCVirtual* students are self-starters.**

Student is a self-starter and is typically organized and responsible. He/she reports to class (Google Meets) on time and is able to remain engaged throughout the instructional period. He/she is typically independent and conscientious and has a high rate of task completion. This student harbors several intrinsic qualities such as self-motivation, self-discipline, and self-advocacy.

### **Successful *GCVirtual* students actively engage in the learning process.**

Student is focused on the task at hand and diligent in completing that task, even when it is overwhelming. He/she is able to collaborate and offer appropriate feedback to peers and teachers through online communication. Relative to maturation, the student is able to manage time, allowing for active engagement in learning tasks. Student is persistent when asking for clarification when confused. These students are reflective and goal-oriented.

## Stakeholder Commitments

*Educators in successful virtual programs have found some commitments that maximize a student's academic and social growth. Please read the commitments below, as well as **GCVirtual** guidelines thereafter. In addition to these commitments, students will adhere to the guidelines in their respective school's student handbook.*

### **GC Commitments**

- Support the academic and social emotional growth of each child
- Build positive student-to-teacher and student-to-student relationships
- Provide curriculum in the virtual setting that closely mirrors experiences and expectations of students who attend GC schools onsite
- Provide daily instruction following the approved Greenfield-Central School calendar

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## Student Commitments

- Participate fully in daily instructional activities in order to maximize academic growth
- Engage in small group and individual instructional opportunities to build relationships with peers and teachers
- Ask questions during learning experiences in order to clarify confusion and remain curious in the learning
- Commit to becoming technologically proficient, maintaining their learning device in good order, and contacting support for assistance meeting these aims

## Caregiver Commitments




- Maintain high-quality connectivity and access for student each day
- Monitor and expect student attendance for the entirety of each instructional day
- Provide an environment that is free of distractions during the school day so the student and his/her peers can engage in their learning appropriately
- Allow the student to focus on their education and not other tasks or responsibilities
- Attend an orientation and other ongoing parent events
- Commit to picking up instructional materials in a timely manner throughout the school year

A successful online learning experience is a partnership between caregivers, students and educators. By working together, we can achieve growth and achievement for all Greenfield-Central students, students who grow to become citizens that embody the Greenfield-Central Profile of a Graduate. *If the school administration deems that **GCVirtual** is not successful in meeting a student's needs, the student will be required to return to onsite learning.*

**GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION**

# Profile of a G-C Graduate

Imagine | Explore | Achieve | **more.**

 <b>Citizenship</b>	 <b>Critical Thinker</b>	 <b>Lifelong Learner</b>	 <b>Teamwork</b>	 <b>Character</b>
Globally conscious	Solves problems	Attains foundational learning	Communicates	Honest
Engaged in the community	Creative	Embraces technology	Collaborates	Perseverant
Civic responsibility	Asks questions	Eager to learn	Willing to share new ideas	Hard working
Philanthropic	Takes risks	Welcomes beneficial change	Open to feedback	Punctual
Values individuals	Analyzes	Sets and achieves goals	Demonstrates initiative	Responsible

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## Exiting and Entering **GCVirtual**

Once a student is accepted into **GCVirtual**, he/she is considered a Greenfield-Central student for the duration of the school year.

However, students and families may find it necessary to make a change in their learning environment. Our expectation is that those changes are made within the natural breaks of the school year. A student who exits **GCVirtual** and enters onsite learning, or exits onsite learning and enters **GCVirtual**, will do so **at the semester break**.

Success in **GCVirtual** must include a partnership between parents and educators. If a student's academic and/or social and emotional growth is not progressing at an appropriate pace, supportive measures will be put in place. Supports may include, but are not limited to, parent-teacher conferencing, learning and/or attendance contracts, reporting onsite for interventions or tutoring, collaboration with school counselor or social worker, consultation with school administration, etc.

If the supportive structures do not result in student growth and success, a plan will be put into place to return to onsite learning at Greenfield-Central. In that case, out-of-district parents will need to provide transportation. Once a student is onsite, students will not return to **GCVirtual** within the school year.

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## Academic Support

As with all academic questions or concerns, the classroom teacher is the first point of contact. Early two-way communication is crucial to a successful academic experience and partnership between families and educators. Staying in touch with your student's educators via phone and email is essential for student success. Please make sure your contact information is current in PowerSchool.

Questions regarding a student's

- **IEP process, instruction, or accommodations** should be addressed with the student's classroom teacher or teacher of record (TOR).
- **504 Plan or Individual Health Plan** should be addressed with the student's counselor, social worker, or administrator.
- **ILP process (English Learners)**, instruction, or accommodations should be addressed with the student's classroom teacher.

### Attendance Policy

The Greenfield-Central Board of Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the student's presence in the classroom--virtual or onsite--enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and participation are important to student success. Attendance shall be required of all Corporation students, except those exempted under Board Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

Excessive absences will be addressed on a case-by-case basis. Students who are habitually truant in the virtual environment could be required to return to onsite learning, referred to the Hancock County Probation Office, or referred to the Hancock County Prosecutor's Office. Further information regarding student attendance can be found in the student handbook.

### Library Access

Students enrolled in **GCVirtual** will have access to databases and books from their Greenfield-Central Community School Corporation school library and the Hancock County Public Library. Greenfield-Central library staff will coordinate the pick up and drop off of books.

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# Social/Emotional Support

## School Counselor and Social Worker Contact Information

Social and emotional wellbeing is a necessary precursor for a student to achieve their academic potential. If a student needs additional support in these areas, please contact the student's teacher and one of the professionals listed.

<b>K - 6 Students</b> 317-462-4491	<b>Junior High Students</b> 317-477-4616	<b>High School Students</b> 317-462-9211
Mr. Scott Miller <a href="mailto:smiller@gcsc.k12.in.us">smiller@gcsc.k12.in.us</a> Ext. 41111	Mrs. Beth Fortuna <a href="mailto:efortuna@gcsc.k12.in.us">efortuna@gcsc.k12.in.us</a> Ext. 43105	Mr. Michael Rentfrow (A - E) <a href="mailto:mrentfrow@gcsc.k12.in.us">mrentfrow@gcsc.k12.in.us</a> Ext. 34200
	Mrs. Becky Smith <a href="mailto:rebsmith@gcsc.k12.in.us">rebsmith@gcsc.k12.in.us</a> Ext. 43104	Mrs. Sherri Foster (F - L) <a href="mailto:sfoster@gcsc.k12.in.us">sfoster@gcsc.k12.in.us</a> Ext. 34615
		Mrs. Sarah Knecht (M - SI) <a href="mailto:sknecht@gcsc.k12.in.us">sknecht@gcsc.k12.in.us</a> Ext. 34204
		Mrs. Kim Kile (Sm - Z) <a href="mailto:kkile@gcsc.k12.in.us">kkile@gcsc.k12.in.us</a> Ext. 34201

## Extracurricular Activities and Sports

Students who are in good academic and behavioral standing may participate in extracurricular activities and sports at the same level as students who are attending courses onsite.



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## Technology Support

Students are provided a school-issued iPad for learning. Consistent, reliable, at-home Wi-Fi is a requirement for placement in a **GCVirtual** classroom. If assistance with Wi-Fi connectivity is needed, please contact your counselor.

### ***Where do I go to learn more about the functions of my child's iPad?***

***Coming Soon!*** Students and parents who need support on iPad functionality will be supported through a hub on the Greenfield-Central website.

### ***Which programs will my child need to access for learning?***

*All synchronous (live) instruction occurs through Google Meet. Students will need access to Seesaw in grades K-1 and Google Classroom for grades 2-12. Teachers may choose to use other websites and applications as needed for instruction or assessment. These can typically be accessed through a web browser or through the app portal on the iPad. Information to access these platforms can be retrieved from the teacher.*

### ***My child's school-owned device is not working. Who do I contact for help?***

*Occasionally, technology issues may arise. If this occurs, please communicate with your child's classroom teacher or send an email to [support@gcsc.k12.in.us](mailto:support@gcsc.k12.in.us). A technology support hotline will be available in the fall of 2021.*

### ***Does my student need his/her iPad daily?***

*Students will need their fully charged Greenfield-Central issued iPad each day. Students use their iPad to access the curriculum and complete local and standardized testing. There are curricular, instructional, and testing applications that are pushed out to Greenfield-Central iPads that cannot be accessed on personal devices.*

*Most importantly, the iPad is the way students connect with **GCVirtual** for live teaching with the whole class, small learning groups with the teacher and their peers, and one on one instruction.*

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## Curriculum

### ***What do I need to know about the curriculum used for learning?***

*As an Indiana public school system, all learning is driven by the Indiana Academic Standards. Our goal is for the bulk of instruction to come from Greenfield-Central teachers. However, at the secondary level, some courses may be offered via Indiana Online, Edgenuity, or a similar platform. Teachers in **GCVirtual** and onsite programs collaborate in order to maintain robust teaching and learning experiences for all Greenfield-Central students.*

### ***What materials will my child need in order to achieve academic success?***

*Students in **GCVirtual** will utilize both print and digital resources. Materials will be distributed during beginning-of-the-year orientation. Additional materials may need to be picked up throughout the school year based on curriculum needs. Families should make receipt and return of materials a priority when needed so students can continue to perform at the highest levels. Applicable fees for these items will be charged in the yearly book fee statement.*

### ***Where do I go if I need help accessing digital curriculum?***

*Your classroom teacher is the first person caregivers should contact if the student is experiencing difficulty accessing any of the digital materials. Email tech support ([support@gcsc.k12.in.us](mailto:support@gcsc.k12.in.us)) for assistance with iPads and connectivity.*

## Instruction

In most cases, students will learn synchronously--in real-time with their peers and teacher. Students should be prepared to attend during class time just as they would onsite. Appointments and other responsibilities should be scheduled to occur outside of the normal student day.

Depending on the age of the student, caregivers are not expected to be present during a student's instruction. Students who are successful should be able to attend to instruction without a caregiver prompting them or interrupting instruction.

### ***What instructional schedule will students follow?***

**GCVirtual** students follow the approved Greenfield-Central School Calendar.

*For students in **GCVirtual**, the school day will be similar to the onsite school day.*

<i>Kindergarten - 6th grade</i>	<i>8:00 am - 2:00 pm</i>
<i>7th - 12th grade</i>	<i>8:30 am - 3:25 pm</i>

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Classroom teachers provide the daily schedule for instruction, including an uninterrupted 30 minute lunch break. Many specialty classes (art, music, physical education, etc.) will be made available for part of the school year.

Because we know this type of learning may cause concerns regarding extensive screen time, teachers will plan opportunities for off-the-screen learning, brain breaks, and movement breaks during the day.

**My child is ill or has an appointment. How do I let the school know they will be absent from instruction?**

Attendance requirements for **GCVirtual** are the same as attendance requirements if students were attending school onsite. Students are expected to attend each day following the approved Greenfield Central School calendar. If a student will be absent for a day, or if a student has a previously scheduled appointment, the parent should contact

K-6 Elementary <b>GCVirtual</b> Hotline	Available in Fall 2021
Greenfield Central Junior High	317-477-4616 (Patty Scott)
Greenfield-Central High School	317-462-9211 (Christie Coffin)

**What do I need to know about school closure and delays due to weather or other circumstances?**

All of K-12 **GCVirtual** follows G-CCSC for school delays and cancellations. The School Messenger System is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. Please make sure your phone numbers and email addresses are current in PowerSchool.

Occasionally it is necessary to close school due to weather related or mechanical problems. Closing information will also be posted on the corporation website ([www.gcsc.k12.in.us](http://www.gcsc.k12.in.us)), Facebook page (Greenfield-Central Community School Corporation), and on the major news outlets (WTHR, WISH, WRTV, FOX). You can also follow your student's school on Twitter.

During the registration process, parents will provide the necessary information (via PowerSchool) to determine how School Messenger communications will be sent to them. Message formats include email, phone, and text messaging. It will be the responsibility of the parent to provide updated information for the Alert Now system. An annual charge for this service will be included in the fees portion of textbook rental & fees.

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### ***What common expectations exist for GCVirtual students?***

*Students should follow the dress code of their school's onsite handbook during times they are on camera for class. Students will be expected to follow the teacher's expectations regarding Google Meet cameras during instructional times. The student's environment should be free from distractions for the student and the student's classmates.*

## **Assessment**

It is important that assessments are able to measure a student's mastery of the standards and current proficiency of grade level skills. Students are expected to do their own work without the assistance of any outside resources per the Academic Dishonesty expectations.

### **Academic Dishonesty**

Academic dishonesty is any use of another's work, whether in the form of plagiarism or use of notes on a quiz/test, copying another student's work, or any other questionable type of dishonesty on a classroom assignment. Cases of academic dishonesty will be addressed in a manner that is consistent with the student handbook.

### ***Will students still get a report card?***

*Report cards will be distributed to students in **GCVirtual** via PowerSchool at the same time as students who attend onsite.*

### ***Will students have to come onsite to take required assessments?***

*Yes. Depending on the grade level, students will be required to come onsite to take certain assessments throughout the school year due to federal, state, or local requirements. These assessments will include, but are not limited to those listed below.*

*In most cases, the timeline for the assessments is driven by the state. Because we must adhere to the state testing windows, students will be required to come onsite for the date and time that is communicated to them. These assessments cannot be completed remotely.*

*We will communicate these specific dates and times as early as possible for these instances.*

- *For K-6 students, testing dates and times will be communicated by the **GCVirtual** Administrator.*
- *For 7-8 students, testing dates and times will be communicated through email from the junior high principal and/or testing coordinator.*
- *For 9-12 students, testing dates and times will be communicated through email from the student's assigned counselor and/or the school testing coordinator.*

## Required Standardized Assessments

	<b>Grade Level</b> <i>Testing Window</i>	<b>Purpose of Assessment</b>
<b>NWEA</b>	<b>K - 10th grade</b> <i>Fall, Winter, and Spring</i>	Reading and math assessment provided to gather data regarding students' academic growth and next instructional needs.
<b>Vision Screening</b>	<b>1st, 3rd, 5th, 8th</b>	State-required vision screening
<b>Hearing Screening</b>	<b>K, 1st, 4th, 7th, 10th,</b> and all students who are new to the district	State-required hearing screening
<b>WIDA Screener</b>	<b>Determined by Home Language Survey</b> <i>Upon Enrollment</i>	Administered to any student who indicates a language other than English on the Home Language Survey or other document during enrollment
<b>CogAT</b>	<b>K, 2nd and 5th</b> <i>2nd &amp; 5th -Winter</i> <i>K - Spring</i>	Cognitive assessment used to identify high ability services for qualifying students
<b>Dyslexia</b>	<b>K - 2nd</b> <i>Varies by grade level and upon enrollment</i>	Required state screener for all students in Indiana public schools
<b>Final Exams</b>	<b>7th-12th grade</b> <i>Typically December and May</i>	Teachers may request that students report to an onsite location to participate in final exams.
<b>WIDA Access</b>	<b>All students identified as English Learners</b> <i>January - March</i>	Administered yearly for students who are English Learners. This assessment consists of test sessions in the areas of Reading, Writing, Listening, and Speaking
<b>IREAD-3</b>	<b>3rd grade</b> <i>March</i>	IREAD3 is the Indiana Reading Evaluation and Determination. This assessment measures foundational reading standards.

<b>ILEARN</b>	<b>3rd - 8th grade and any student taking Biology</b> <i>April - May</i>	ILEARN Assessments are required state testing for all students
<b>IAM</b>	<b>Students with significant cognitive disabilities</b> <i>April - May</i>	Indiana's Alternate Measure (I AM) measures student achievement and growth according to Indiana's Content Connectors aligned to the Indiana Academic Standards.
<b>NAEP</b>	<b>Selected</b> <i>Spring</i>	This federal testing is required for identified students.
<b>Orleans- Hanna</b>	<b>Students identified as High Ability</b> <i>May</i>	Orleans Hanna is given to students in grade 6 who qualify for high ability services in math. The data is used to make informed decisions about the math coursework in grade 7.
<b>PSAT, SAT, AP, ASVAB</b>	<b>Grades 9-12</b> <i>varies</i>	Administered to students based on course placement, current grade, or other factors. <b>GCVirtual</b> students will be expected to attend these testing sessions onsite as requested by High School personnel.
<b>SAT</b>	<b>11th grade</b> <i>Varies</i>	Required Exam for State of Indiana Accountability

## Learning for All -- All for Learning

At Greenfield-Central we strive to maintain a commitment to our vision: **Learning for All, All for Learning**. It takes everyone working together to make this vision a reality, and we are thankful for our partnerships with students, families, and the larger community.

You can access the application for **GCVirtual** [here](#).

