

Preston High School, Summer School 2020, Handbook

Hello and welcome to summer school. Summer school is free this year thanks to the generosity of WV Department of Education. I have over 80 students all with different courses and circumstances for taking courses. I am including below information that pertains to everyone enrolled so **PLEASE READ CAREFULLY and read all of this important info!**

Date Modification to Summer School 2020: Due to Peak Fuel and WVDE scheduling their end date as July 30, ALL summer school classes for Preston County will now end on July 30. Again, **all Preston County summer school classes will end at 11:59 pm, July 30, 2020.**

Redistribution of Laptops: students who already turned in their school issued laptop need to notify me if they wish to pick it up. Students who request their school laptop will need to stop by the Board of Education Office behind Preston High School to pick up their laptop. You are welcome to use your own desktop or laptop, but you must have a web camera and microphone, and you will need to download the desktop application of Microsoft Teams (the Internet version of Teams cannot be used for test proctoring).

Note concerning school issued laptops: the devices are set to not connect to the Internet between the hours of 11 pm and 5 am. Students are welcome to work during the night, but will need to use a different device.

Laptops will be re-collected on July 31. Time and location to be announced.

User Name and Passwords: Student's username and passwords were e-mailed to their school e-mail account, and a copy was e-mailed the parent/guardians e-mail address that is on file from the summer school registration process.

If you have issues with logging on please contact me right away. **Inability to log on, computer technology issues, and Internet outages will not be accepted as reasons for incomplete work.** You must have a backup plan in place should one of these issues arise. The Kingwood public library is now open and most restaurants and fast food locations offer free wifi (even in their parking lots). Problems with school issued devices should be reported to me immediately so that we can request a repair and/or a loaner device if needed.

Credits: Often year-long courses are divided into part 1 or part A (fall semester) and part 2 or part B (spring semester). Each semester is a 1/2 credit. A full year of the course is a full credit (1 credit). If a student failed the first semester, but not the second semester the student will be enrolled only in part 1 or A. If the student passed the first semester, but failed the second semester the student will be enrolled only in part 2 or B. If the student failed the entire year (needs a full credit) the student will FIRST be enrolled in part 1 or A and upon completion of the first semester the student will then be enrolled in part 2 or B. While I will be monitoring progress, it is important that the student e-mail me and let me know when he/she is approaching the end of the current course so that I can prepare to enroll the student in the next course or part.

The final deadline for summer school is July 30 at 11:59 pm. Work will NOT be accepted after that date/time. Extensions absolutely will NOT be granted in summer school. Students MUST plan to complete their course work by 11:59 pm on July 30, including final exams (most of which must be scheduled with me). I have over 80 students enrolled in summer school and there is no humanly way possible that I will be able to proctor all finals on July 30. **Students take note, failure to plan on your**

Preston High School, Summer School 2020, Handbook

part will NOT lead to an extension. Classes will end at 11:59 pm on July 30, and if you have not taken your final exam it will become a zero. **Schedule your appointments early to secure your date and time.**

All **grades** will be finalized during the first week of August and entered on the student's high school transcript by PHS guidance before the start of the 2020 - 2021 school year. We do not use Live Grades for summer school so students/parents are expected to self-monitor grades and progress. Additionally, I will monitor and reach out to any student (and parent) who falls behind or drops below 60%.

Drop/Withdraw: Students who fail to complete course work in summer school will be awarded the grade they earned, which will include any zeros for missing work/tests. **Students who enroll in summer school have five days to drop/withdraw without penalty (a grade being added to their transcript).** After the five-day grace period, all summer school courses will be transcribed to the student's permanent record with a grade, whether the course is completed or not. Failure to complete a course will most likely result in grade of F.

NCAA: students who are considering participating in college level sports **MUST** notify me and the online course instructor that they need NCAA documentation. NCAA has specific requirements that must be met. It is the student's responsibility to notify both the Preston County Virtual Education Coordinator (me) and the student's online course instructor.

School (K12) E-mail & Contacts: all summer school students **MUST** use their student e-mail account through Microsoft Office 365. Students can locate the link at Preston County Schools website under *Students*. <http://preston-k12.wvnet.edu/boe/student-links/> I have also placed a link to student e-mail log in on the PrestonVirtual.weebly.com website, under Summer 2020.

I will e-mail the student at his/her K12 e-mail address and copy the parent on the e-mail (if the parent provided his/her e-mail address at registration). Students who do not respond to my e-mails will be contacted by phone. All contacts (e-mail and phone) are recorded in the student's summer school file and reported to guidance and administration as needed. Students are **REQUIRED** to use their school e-mail address for all communications with teachers and the virtual coordinator.

Students who need course specific assistance need to **FIRST contact his/her teacher** for the course. The student also **NEEDS** to include me on the e-mail so that I know when the student e-mailed the instructor and the nature of the question. In the e-mail, please ask the instructor to reply all so that I will receive a copy of his/her response. If for some reason I see that the instructor is not responding, I will contact the instructor's coordinator for assistance. Students who experience any issues or concerns with instructors need to contact me immediately for assistance.

Microsoft Teams and Testing: Students who need to take a password protected cumulative tests will need to schedule a day and time with me at least 24 hours in advance. My calendar is available online (see info below). These tests require the student to log in to the desktop version of Microsoft Teams and wait for me to call (at our scheduled appointment time). (Using Teams is similar to FaceTime or Skype.) Once the student and I are connected online, I remotely (and briefly with the student watching) take over the student's desktop to enter the secure password, return control to the student, and then video monitor while the student is testing. This ensures the student is the one taking the test and completing the test with integrity. Information regarding Teams is available on PrestonVirtual.weebly.com under *Summer School 2020*, click on the *Teams Info* link.

Preston High School, Summer School 2020, Handbook

Contacting the Virtual Education Office/Mrs. Ryan:

- **PHONE:** Students and parents may contact me by phone (304-698-6174) during my office hours of Monday - Friday, 8 am - 4 pm. (If I have time off scheduled all students and parents will receive e-mail notification concerning the dates of absence.) After 4 pm, before 8 am, and weekends students/holidays parents may leave a voice mail. I will respond during my next scheduled work hours.
- **E-MAIL:** My e-mail address is Lryan@k12.wv.us, and I generally respond between 8 am and 4 pm, Monday - Friday, but students and parents are always welcome to e-mail anytime, and if it is urgent I will respond ASAP.
- **TEXTING:** The county cell phone 304-698-6174 is not set up for text messaging, but students and parents can subscribe to **Remind®** (**see attached document for details**) to text message with me. Please understand that outside of work hours I may not respond unless it is urgent. I will not provide testing assistance outside of work hours. Students need to plan accordingly. (I say this because I have had the experience of students messaging in the evenings, and even late at night, requesting assistance. While I realize the courses are self-paced and students may work at various hours, please understand that I have set work hours and a family outside of work. I strive to keep those separate.)
- I will not respond to messages through sent through SOCIAL MEDIA platforms. I do not accept friend requests from students until they have graduated from high school or they are close personal friends of my family and I know the parents.
- My CALENDAR is available online at PrestonVirtual.weebly.com. If you click on a calendar item it will open and show you the time I am not available.

I am here to help you! Please contact me if you need assistance. If I do not know the answer, I will help you to find it.