

# The Compass

Know the way to lead the way!



The Virtual Academy @ Randolph  
4829 Tabernacle School Road, Asheboro, NC 27205  
336-318-0076  
[var.randolph.k12.nc.us](http://var.randolph.k12.nc.us)



## INTRODUCTION:

Welcome to The Virtual Academy @ Randolph. We are excited to continue exploring the possibilities of virtual learning.

We look forward to partnering with you to ensure your student has a successful school year. The same village that it takes to raise a child is also needed to educate that child. We believe that for students to be successful in the virtual learning environment, it is paramount that we, parents/guardians; students; teachers; staff; and the community, work together.

The Compass is a guide to help you and your student navigate virtual learning at The Virtual Academy @ Randolph. Please familiarize yourself with this information to ensure your student flourishes in the virtual environment.

If you have any questions, concerns, or need additional information-please feel free to call our main office at (336)-318-0076.





## GENERAL INFORMATION:

All students, parents, and guardians are responsible for knowing and adhering to the policies and procedures (including the Code of Conduct) outlined in the Randolph County School System's Parent/Student Handbook.

### MISSION:

The mission of the Virtual Academy @ Randolph is to provide a positive, personalized learning experience to meet each student's educational and social emotional needs via a virtual format. We also make it our priority to teach digital citizenship via classroom communities that teach students how to appropriately engage and communicate in the virtual setting.

### WHAT WE BELIEVE:

- ❖ That every student is capable of learning in a virtual setting with the right support in place. This support should be a collaborative effort on behalf of teachers, all school staff, students, and parents.
- ❖ That every student should be treated with respect and provided a safe alternative to the brick and mortar school environment.
- ❖ That virtual learning should set students up for lifelong practice of self-motivated learning, in an environment that prepares them for a successful life in the Global 21st Century.





## WHO WE ARE AND WHAT WE DO:

### ★ Administrative Staff

- Justine Carter, Principal
  - Testing Coordinator and MTSS Problem Solving Coach

### ★ Instructional Support Staff

- Jamie Chriscoe, School Counselor
  - 504 Coordinator

### ★ Main Office Staff

- Carrie Pugh, Data Manager/Treasurer
  - Attendance, PowerSchool, and Fees
- Sheba Ricks, Media/Technology Support/Webmaster

### ★ Elementary School Staff

- Sarah Barnes, 4th/5th Grade Teacher
- Brandy Coggins, Teacher Assistant
- Melanie Owens, 3rd Grade Teacher
- Leah Ray, Teacher Assistant
- Rebecca Riggs, 2nd Grade Teacher
- Suzanne Sidden, K-5th Grade Art/Music Teacher
- Cassie Stewart, Teacher Assistant
- Lane Vecellio, K/1st Grade Teacher
- Bailey Welch, K-8th Grade PE/Health Teacher

### ★ Middle School Staff

- Kansas Akin, 6th-8th Grade ELA Teacher
- Rachel Cashatt, 6th-8th Grade/Math I Math Teacher
- Connie Cagle, 6th-8th Grade Social Studies Teacher
- Erin Luther, 6th-8th Grade Science Teacher
- Bailey Welch, K-8th Grade PE/Health Teacher

### ★ Exceptional Children's Staff

- Stephanie Huff, Middle School EC Teacher
- Brittany Ramey, Elementary School Teacher

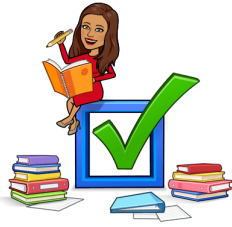
### ★ iLearn Staff (*Middle School Electives Only*)





# BELL SCHEDULE:

Time	K/1-Vecello	2nd Grade-Riggs	3rd Grade-Owens	4th/5th-Barnes
8:00	Morning Meeting (calendar, word review, phonics, review, math review)			
8:05				
8:10				
8:15				
8:20				
8:25	K Letterland (20 min + 10 intervention)	1st Grade PE (30min) B Week	2nd Letterland (20 min + 10 intervention)	3rd Grade Music/ Art (30 min)
8:30				4th/5th Whole Group Reading/Writing (30 min)
8:35				
8:40				
8:45				
8:50				
8:55	K PE (30 min) A Week	1st Letterland (20 min + 10 intervention)	2nd Grade Music/ Art (30 min)	3rd Grade Science (30 min)
9:00				
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9:25	K/1 Whole Group Reading (30 min)	2nd Whole Group Reading/Writing (30 min)	Studies Weekly/ Writing (30 min)	Guided Reading Rotations
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10:25				
10:30	K/1 Guided Reading Rotations	Guided Reading 4 stations 90 min	3rd Math 60 min	4th Science 30 min
10:35				Studies Weekly Video Lesson (30 min)
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11:20	Math Small Groups 20 min	Writing (20 min)	3rd Grade PE 30 min B Week	4th Grade PE 30 min A Week
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12:35	K Music/ Art (30 min)	1st Math 60 min	2nd Math 60 min	3rd Whole Group Reading/Writing (30 min)
12:40				4th Math 60 min
12:45				5th Grade PE (30min) B Week
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1:05	Studies Weekly (30 min)			5th Grade Music/Art (30 min)
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2:35	K/1 Science 25 min	1st Grade Music/Art (30 min)	Math Small Groups 20 min	Guided Reading 4 stations 90 min
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## ATTENDANCE:

Students are expected to attend, and ACTIVELY engage in, all Google Meets.

- ❖ Students must remain in a Google Meet for at least half of the required time to be counted “present” for the class.
- ❖ Parents and students should send all “absence notes/emails” to Mrs. Pugh ([c1pugh@randolph.k12.nc.us](mailto:c1pugh@randolph.k12.nc.us))
- ❖ Recorded lessons are available through Canvas (a secure LMS) for students to review if/when they are absent.
- ❖ Students will be marked tardy when they enter the Google Meet after 5 minutes and/or leave the Google Meet early.
- ❖ Attendance letters are sent to families when students reach 3 unexcused absences, 6 unexcused absences, and 10 unexcused absences. If you receive a letter and are unsure about any of the dates listed as “unexcused absences” -please contact Mrs. Carter (336-318-0076).





# CLASSROOM EXPECTATIONS:

Students are expected to login to their Google Meets ontime. To maximize learning and increase engagement, we recommend that your student turn his/her camera on. Students will have the ability to change their background and/or blur their backroom to protect their home environment. Students are to use the “chat” for instructional purposes only. Students engage in live instruction, synchronously, and independent instruction, asynchronously.

## VIRTUAL TOOLS:

- Google Calendar
  - ◆ Student schedules are loaded in Google Calendar
  - ◆ Students will access live instruction via Google Calendar Google Meet link
  - ◆ Students need to review their Google Calendar daily for updates, changes, and announcements
- Canvas
  - ◆ Canvas is our Learning Management System (LMS) where students will access the curriculum and instruction
  - ◆ Parents can be added to a child’s Canvas course as a “Parent Observer” (directions on the website)
  - ◆ Canvas homepage will reveal due dates, announcements, contact information, and the “Week at a Glance” as a way to help students and parents stay organized
- Shared Drive Folder
  - ◆ Every student has a Shared Drive Folder
  - ◆ Shared Drive Student Folders store the following information:
    - Report Cards
    - Progress Reports
    - MAP-it Data Conference Notes
    - IEP Progress Reports
    - District letters
    - State and District Assessment Data Reports
    - Randolph County School System Parent/Student Handbook
- ClassLink
  - ◆ Students will access Canvas, PowerSchool, and other digital tools through ClassLink
  - ◆ Every app and digital tool that is available to students is located, and accessed, in ClassLink

## LEARNING COACH:

A Learning Coach is an opportunity for parents/guardians/trusted adults to partner with The Virtual Academy @ Randolph in his/her child’s virtual education. The role of a Learning Coach is to assist students at home with the following:

- ★ Create a safe, focused learning environment (minimize distractions)
- ★ Monitor student’s computer usage
- ★ Encourage student to ask questions when he/she does not understand or needs additional assistance
- ★ Assist students in communicating with teachers
- ★ Ensure student follows his/her daily Google Calendar
- ★ Ensure student is completing his/her assignments in a timely manner
- ★ Ensure Chromebook is charged and all supplies are returned to black crate and stored in designated school space at the close of the school day





## COMMUNICATION:

Our goal at The Virtual Academy @ Randolph is to partner with our families to ensure everyone has a successful virtual learning experience. We use the following platforms to continuously communicate information to our students and families:

### → School Messenger

- ◆ Every Sunday evening staff, students, and parents/guardians receive a telephone message from the school with the weekly announcements and important reminders for the week. An email of the telephone message is also sent to the emails we have available in PowerSchool.
- ◆ All Sunday School Messenger messages are uploaded on our school website

### → Class Dojo

- ◆ Teachers will upload directions to join their Class Dojo as well as the VA@R's Class Dojo
- ◆ Class Dojo is also a tool that our teachers will use this year to communicate positive behavior as well as behavior that needs improvement

### → School Website

- ◆ Our school website is a wealth of information
- ◆ Every piece of information that staff, students, and parents/guardians need to know can be found on our school website ([var.randolph.k12.nc.us](http://var.randolph.k12.nc.us))

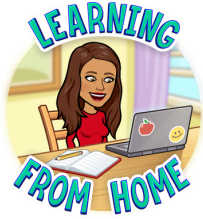
### → Social Media

- ◆ Facebook
- ◆ Twitter
- ◆ Instagram

### → PowerSchool



→ Individual Student Shared Drive



## ONLINE BEST PRACTICES:

The Randolph County School System Parent/Student Handbook and Code of Conduct clearly outline two important policies to ensure a safe and secure virtual learning environment:

- ❖ Technology Responsible Use Policy (3225, 4312, and 7320)-see page 77 in the RCSS Parent/Student Handbook
- ❖ Internet Safety Policy (3226 and 4205)-see page 81 in the RCSS Parent Student Handbook

### **Additional ways to ensure a safe and secure virtual learning environment:**

- ❖ Minimize distractions while your child is on a Google Meet
  - Personal conversations
  - Music, TV, and/or YouTube
- ❖ Monitor what your child is doing while using his/her Chromebook
- ❖ Use a background or blur the background during Google Meets

*\*\*Google Meets are the students' virtual classroom; therefore, parents/guardians need to refrain from interacting in the Google Meet\*\**





## TESTING:

### ***District Assessments all students are required to take:***

- mClass (K-5)-administered virtually
- HMH (K-5)-administered virtually
- Writing Assessment (K-5)-administered virtually
- Summative Math Assessments (K-2)-administered virtually
- CogAT (screening for AIG 3rd and 5th grade)-administered IN PERSON at VA@R
- iReady (6-8)-administered virtually
- ACCESS (select students K-8)-administered IN PERSON at VA@R

### ***State Assessments all students are required to take:***

- Read to Achieve (select 4th graders in the Fall and select 3rd graders in the Spring)-administered IN PERSON at VA@R
- BOG (Beginning of Grade) (3rd grade)-administered IN PERSON at VA@R
- NC Check-ins (3rd-8th grade)-administered virtually or in-person
- EOG (End of Grade)(3rd-8th grade)-administered IN PERSON at VA@R

North Carolina is not an “opt-out” state. As stated in 16 N.C. Admin. Code 06G .0315 (a), “All students enrolled in a public school unit (PSU) in grades 3 through 8 or in high school courses in which an end-of-course (EOC) assessment is administered shall participate in the State Annual Testing Program.”

Please know that The Virtual Academy @ Randolph is trying to be responsive to parents’ concerns, yet we must adhere to state and federal guidelines that address the educational needs of all children.

***These state assessments shall be administered IN PERSON at VA@R. If you have any questions and/or require additional information-please call Mrs. Carter at 336-318-0076.***



