



Duncan High School Virtual Learning 2020-2021

August 8, 2020

Students and Guardians,

I am excited to welcome you to Duncan High School's virtual learning program! I know making the choice to learn from home wasn't easy and I am sure many of you have questions regarding the program and process for learning virtually. The most important thing for you to understand is you aren't alone; you have the support of Duncan High School's content area certified teachers for any curriculum questions or assistance you may need. I am also available to you regarding any questions you may have about your student's progress or Edgenuity, our new virtual learning platform. We want to make this process functional and beneficial for your learner. The following information is intended to help clarify some questions/concerns you may have.

Devices/Internet Connection

Virtual learning will require a device, such as a Chromebook, and internet connection. Both of these items will be provided for families through the district free of charge, if needed. If you have a device at home and are comfortable with your student using it without the safeguards installed on the district devices, that is perfectly acceptable. Students may also want headphones to listen to the instructional videos provided by the Edgenuity teachers. Each lesson has a video series to explain the key elements of the lesson/skill the students are learning. If you need to check out a device, please contact the librarian, Mrs. Bowers, at the following email address:
savanah.bowers@duncanps.org

Infinite Campus Portal

All students and parents need to be registered to use the campus portal for Infinite Campus. Please remember your portal login information, as no one will have access to that information but you and you will need to access this portal daily. Parents need to take attendance on the portal each day (more information about attendance will be shared in the attendance section). State law requires attendance to be taken, even for virtual students. In-progress grades will not be seen on the campus portal; only the final grade for courses will be posted on Infinite campus. Your student's schedule will be visible on the portal, however. Access information to set up your portal account on the.

Duncan Public Schools webpage, [duncanps.org](https://www.duncanps.org) or follow this link

<https://www.duncanps.org/Page/147>

Attendance

Parents are subject to the Oklahoma compulsory student attendance law and are accountable for compliance in virtual school just as they are in traditional schools.

Duncan Schools will work with families toward achieving a positive attendance record to meet the Oklahoma state law requirements for attendance. Families will be provided a suggested schedule and appropriate learning time each day by grade level. Virtual learning for students in grades PK-12 is flexible and allows learning to take place at any time, night or day. Attendance is calculated based on daily logins on the Infinite Campus Student portal and the adequate progress of online lesson completion. ***A student will be withdrawn for non-attendance if they fail to login for 10 consecutive school days. Students with unsatisfactory attendance and progress may be required to return to traditional learning at their district school.***

Students should be counted present daily; however, they must also be making adequate progress in their courses. Edgenuity is structured to tell your student how many assignments in each course should be completed each day in order to complete the course on time. Meeting these deadlines is the key to success for virtual learning. Just like in the traditional classroom, a certain amount of work is expected to be completed daily/weekly. If you get behind we will need to find a solution to the situation quickly or re-evaluate your enrollment in the program. If special circumstances arise and you are unable to login and complete assignments, please contact me-I am here to help students be successful.

Edgenuity

We have a new virtual learning platform for secondary students this year. I have been very impressed with the content and functionality of Edgenuity, and I hope you are too. Your student's classes will be seen on the homescreen. Each class is featured in a tile. Inside the tile, students may click on the course name or the next activity button at the bottom of the tile. It is strongly recommended students **click the course name** and look at the course map. The map outlines what they will be doing in this particular class; this information will be helpful during the trial period, in the event your student might wish to return to the traditional classroom. Please keep in mind this program is new to us too. We are seeing the classes for the first time this week and doing our best to make sure they replicate as closely as possible what the students might see in the classroom. Some of the course activities may be omitted or edited to reflect what is being taught in the classroom, so don't be overwhelmed; please give us some time to make the necessary adjustments to your courses. The **next activity** button takes the student to the next assignment waiting to be completed. I will email a more complete document explaining how to utilize Edgenuity soon; this is just the basic information to get started.

- Edgenuity offers daily or weekly progress reports to be emailed to parents. Each parent is required to receive these reports. Please check your email regularly to see the report and to receive information from me or your student's teachers.
- Students may login to Edgenuity by going to **clever.com**. <https://clever.com>
 - In the top right corner of the Clever home screen, there is a button that says **log in as student**; click that button.
 - You will be directed to a screen that asks you to **enter your school name**. Enter Duncan High School. It was the first option on the list. Make sure you are selecting the Duncan High School in Oklahoma - there are others in the United States.
 - You will then be asked to **sign in using your Google information**; this is your Duncan High School email address (the one you use to login to your Chromebook). Enter your email address and your password here.
 - You should be redirected to a screen that lists the **educational platforms** for our school site; Edgenuity is one of them.
 - **Click on Edgenuity** and you should be redirected to your Edgenuity home screen.

Virtual Faculty

Name	Position	Email Address
Sandra Hurst	Director	sandra.hurst@duncanps.org
Heather Allen	Math Teacher	heather.allen@duncanps.org
Lou Bates	Science Teacher	lou.bates@duncanps.org
Cody Copeland	Social Studies Teacher	cody.copeland@duncanps.org
Kim Ellis	English Teacher	kim.ellis@duncanps.org
Beverly Emswiler	Art Teacher	beverly.emswiler@duncanps.org

We look forward to assisting you and your student(s) this school year. Please contact us if you have any questions or concerns. The E.D.G.E. Academy has a Facebook page and updates and information will be posted there, as well. Again, we know you did not enter into the decision to enroll your student without careful consideration; we thank you for entrusting your child's education to us during this uncertain time. Please reach out to us and let us know what we can do to make this experience work for your family.

Sincerely,

Sandra Hurst
E.D.G.E. Academy Director