



West Forsyth High School Online Learning & Midterm Exams

Frequently Asked Questions

What Will My Student's Day Look Like?

- [Please review the letter from the school.](#)
- Students should follow the updated [Online Learning and Midterm Schedule for Semester 1.](#)
- Monday, December 14th will be a teacher planning day. Students who ride the bus are encouraged to come to school that morning so that they can gather materials and check out technology. The busses will depart school at 10:00 AM and return students to their homes. Car riders may come to campus between 8:30 and 4:00 PM to retrieve materials / check out technology. No class work will be assigned. Online learning will begin on Tuesday, December 15th.
- WFHS will maintain school hours of **8AM – 4:00pm.**
- Each class period will have at least 30 minutes of live online instruction and office hours. Your teacher will be available online during your scheduled class time.
- The expectation is that students will attend these live sessions for their courses **each day during each class period.** (This is the SYNCHRONOUS approach to online learning.)
- Please see each course's Itslearning page for specific details regarding live sessions and instructional resources.

How/When Will Online Midterm Exams Be Conducted?

- Midterm exams will be taken SYNCHRONOUSLY online, following the midterm exam schedule linked above.
- Students MUST follow teacher directions very closely during the midterm exam periods.
- Please see each course's itslearning page for specific details regarding midterm exams.

How Will We Take Attendance?

- **Unlike** Spring 2020, teachers WILL provide daily live online interactive sessions for students during their scheduled periods, as described above.
- Students are required to attend a Microsoft Teams / Google Meet meeting for each class period.
- Attendance will be taken based on participation in live online sessions.
 - This means that if the students are signed in and are participating in live online sessions, they will be marked “present.”
 - Students NOT participating in the live online sessions each period will be marked “absent”.
 - Some teachers may have specialized attendance requests for performance-based classes. They will communicate individual class needs through their Itslearning pages.
- ***Should your student not attend a class due to illness and/or technology issues, please email the teacher so they may note the absence accordingly.***
- A student who is marked in attendance as COVID Quarantine (CQ) when we begin online learning WILL BE EXPECTED to join their classmates for daily live online instruction. The CQ designation will continue to be reflected in their attendance, but this will NOT prevent them from participating with their classes ***while online.***

Communication & Availability – TEACHER Expectations

- Teachers will be conducting **LIVE** instruction via Microsoft Teams / Google Meet for *each class period*. Please see course Itslearning pages for specific details.
- Per county guidelines, emails and phone calls should be returned within 24 hours during weekdays.
- Teachers will maintain regular business hours during Online Learning Days: 8:00 AM - 4:00 PM

Communication & Availability – STUDENT Expectations

- Students having issues with course work, connections, and/or any other academic concerns should communicate directly with teachers through Itslearning messages or as designated by the teacher.
- Per county guidelines, emails and phone calls should be returned within 24 hours during weekdays - please know teachers will maintain regular business hours and that messages sent outside of those hours will be answered during business hours.

Student Support & Counseling Availability

- Counselors are available for virtual appointments. Please visit the counseling webpage for more details (<https://www.forsyth.k12.ga.us/domain/2106>).

Grading Guidance

- Unlike Spring 2020, **there will be NO “Hold Harmless” provision during Online Learning Days.**
- If a student is missing work or has an incomplete assignment, teachers will enter “M” for MISSING in Infinite Campus. This will calculate as a “0” in the student’s average until the work has been made up.
- Parents are highly encouraged to check Parent Portal on a regular basis for grade updates.

Tips for Online Learning Success

- WFHS will continue to share information with families through social media, our WFHS website, and the official Infinite Campus Messenger.
 - Parents/Guardians are highly encouraged to take this time to make sure they have updated their parent portal account.
- Tips for Success in Online Learning can be found here: [Online Learning Tips](#)
- Did you know that you can view how long your student is logged in and actively working in Itslearning?
 - [Click here for instructions](#) to support your student’s online practice.
 - A brief video is available [here](#).
- Issues with Itslearning or Parent Portal? View the links below for more information about accessing Parent Portal, as well as navigating Itslearning.
 - [How to/Help tutorials: Student Information Systems](#)
 - [Parent video: itslearning](#)
 - [Log in problems: Parent Portal](#)
 - [Online Learning Resource Page](#)