

Classroom (F2F) Teacher

HANDBOOK

Welcome to the NCVPS Co-Teaching Program!

We are excited that you will be participating in the Intervention Co-Teaching Program with the NC Virtual Public School (NCVPS) for the 2022-2023 school year. This handbook will provide you with the tools to understand our program in an effort for it to be a success at your school and with your students. This handbook outlines the basics of our program, the day-to-day processes involved in the program, the expectations of you, the face-to-face (f2f) teacher, and the expectations of the NCVPS online teacher. Please take some time to read through the material and watch the videos linked in this handbook before you begin teaching.

This handbook provides useful tutorials for navigating and using Canvas (NCVPS' Learning Management System), including the Canvas Gradebook. It also provides some details regarding your responsibilities in the co-teaching partnership, as well as all that you can expect to receive from your partner teacher. The videos in this training also provide an overview of the Intervention Co-Teaching Program in your classroom.

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What is the co-teaching partnership that is the foundation of the Intervention Co-Teaching Program?

The NCVPS Intervention Co-Teaching Program was developed under the direction of NCDPI. The foundation of the program and its design involves a partnership between the classroom and online teachers. Both teachers provide content and expertise to the partnership. Together, these partner teachers collaborate as a team to meet the academic needs of each student in the course. This course is intended to be intensive for students, which means that the teachers will need to utilize fully the potential of the co-teaching model to provide small group and individual instruction as needed. In some instances, students may need additional short term or sustained support in addition to what they receive in the co-taught class.

NCDPI has mandated two types of communication in the partnership. These are described below:

- The first type of communication mandated for the partnership is asynchronous, daily, written communication. Asynchronous communication occurs between the partner teachers in a secure co-teaching communication log Google doc online. The doc is shared by the partner teachers, as well as other stakeholders within NCVPS, NCDPI, and the local school district, as needed. Information shared in this doc will be utilized to inform instructional decision-making between the teachers. Other stakeholders will review the doc as a means for assessing the impact of the co-teaching model for students and teachers, as well as how the course delivers the standards.
- The second type of communication mandated for the partnership is a synchronous phone conversation. Partner teachers connect via a scheduled phone call and discuss planning,, special needs of the students, accommodations for IEPs, etc. These phone conversations focus on topics that cannot be easily covered in the daily Google doc entries.

Please review the [presentation](#) on co-teacher communication.

Below are some tips to make sure this communication is successful for BOTH partner teachers:

1. Please use only student initials in the co-teaching Google doc to ensure that we all abide by FERPA rules. It will be imperative that teachers remain conscientious when discussing student related items. Student confidentiality must be upheld always.
2. Please complete your entry in the asynchronous co-teaching Google doc BEFORE the end of your school day.
3. Use the Google doc to notify your partner of upcoming events in your schedule and/or your students' schedules. For example, indicate workshops where you will be out (and might need some offline activities for the students in your absence), field trips, shortened class periods, etc. This allows your co-teacher to provide optimal planning for online instruction.
4. Schedule your weekly call at a mutually-agreeable time, but preferably early in the week. Then, if either of you need to reschedule the chat, there is time later in the week to do so.

5. Realize that your partner teacher MIGHT also work f2f and may NOT be available to chat during the school day. Please be considerate when scheduling your chats.

NCVPS believes that this partnership will be one of the greatest strengths of the Intervention Co-Teaching Program. Students will have the benefit of two teachers, guiding and instructing them through the content. This partnership makes creating an individualized learning path for each student more manageable and effective. You will work with your NCVPS partner teacher to define necessary components of individualized learning for each student and to deliver these to the student.

What happens if these two levels of communication break down?

If you have any problems with your NCVPS teacher, you can complete a [Classroom Teacher Communication Ticket](#). (The ticket is also linked at the top of your communication log that you share with your partner teacher.) The ticket system will open for responses several weeks after the first day of school. If you should have issues before that time, please do not hesitate to email the Instructional Director for that specific subject area as denoted at the bottom of this document.

A similar communication ticket system is in place for the NCVPS teachers if they feel that communication is breaking down with their f2f teacher. If the NCVPS teacher turns in a ticket, then the Intervention Co-Teaching Program director, may reach out to you to help navigate a resolution.

What will my online teacher provide for me?

Just as in any co-teaching relationship, you and your partner will work together to meet the needs of the students. Let's look at what you can expect to receive from your NCVPS teacher.

1. **Daily Announcement:** Your NCVPS teacher will post a daily announcement (M-F, except on NCVPS holidays) that will instruct, inform, and celebrate your students. The announcement will be crafted based upon what YOU have written in the Google doc for the preceding day! For example, if your students are struggling with a concept taught that day, suggest that your NCVPS teacher include some new way of re-teaching that concept in the next day's announcement. Use the Student Recognition column in your co-teaching Google doc to tell your NCVPS teacher about a specific daily student success that can be recognized in the next day's announcement. Communication is key!
2. **Daily Grading/Feedback:** All of our courses are designed so that SOME assignments are turned in to the NCVPS teacher for grading and SOME are turned in to you for grading. This is in the spirit of a true co-teaching model! Both of you will assess your students' progress. For work turned in online, your NCVPS teacher will grade and leave feedback within 24 hours of receiving the work, unless it is an automatically graded assignment. In your early conversations with your NCVPS teacher, you may want to discuss how you will score the grades, in keeping with your department/school/district guidelines. Please note: YOU own the class gradebook, so you will be completely responsible for all progress reports and inputting grades into PowerSchool. There are tutorials below to help you in accessing grades in the Canvas Gradebook. Your NCVPS teacher can also help you with this step. Grading

percentages and classroom policies and procedures are ultimately determined by the classroom teacher. The online teacher will be available for collaboration regarding these items.

3. **Lesson Planning:** During your conversations, you will want to plan out the next week with your NCVPS teacher. You can use the lesson planning column in the Google doc for these plans. This will help both partner teachers know what is coming up!
4. **Individualized Learning/Extra Resources:** Your partner is also a content expert, so if you need additional materials to help either the whole class or one student, ask your NCVPS teacher! This is a great way to individualize learning to help your students. It can be extra offline materials to help, online games and videos, or audio explanations posted in the announcement to reteach concepts. Work together to ensure success for each student! The NCVPS teacher is here to support you as you plan your direct instruction.

What will the NCVPS Intervention Co-Teaching Program look like in my classroom?

The implementation of the NCVPS Intervention Co-Teaching Program can have a different look in classrooms across the state, depending on your school's technology situation. However, we wanted to share our best practices for utilizing the program. There are two overview videos below that orient you with the course. The first video focuses on the teacher viewpoint, and what you can expect each day as a classroom teacher participating in the Intervention Co-Teaching program. The second video is a student course tour and shows you how your students will interact and navigate in the course each day.

[Click here to view the Teacher Course Tour and Orientation](#)

[Click here to view Student View Course Tour and Orientation](#)

Tutorial Videos

As this is a co-teaching program, you will need access to the online material and the grades in Canvas. We are providing a few Canvas tutorials below to assist you in these areas.

- **Updating Teacher Information in the online course:** Since there are two teachers for the online course, we would like both teachers names listed on all course documents and listed in the Canvas course. Once your section is available to you prior to the start of the semester, you will need to update the “Co-Teacher Information” on the home page or “splash” page of Canvas to include your information. The video below is a quick tutorial on how to update this information. If you have trouble updating this information in Canvas, don’t worry, your NCVPS teacher can help! When the time comes for you to complete this process, you can always return here to follow these steps!
 - [Click here to see how to update your teacher info in Canvas.](#)

- **Sending and Receiving Messages in Canvas:** The messaging system in Canvas is how the NCVPS teacher communicates with the students. The NCVPS teacher can provide feedback, encouragement, and assistance to the students through messages. We have provided a link to the video tutorial for our online students on how to check messages and send messages in Canvas. This is the same video that our students will see in the Getting Started Unit in the first few days of class which will be very important as we all make the transition over to Canvas. If you have questions about how to check or send messages, don't worry, your NCVPS teacher can help. You don't need to remember this information now; you will always be able to return to it when the time comes.
 - [Click here to watch a video on sending/receiving messages.](#)

- **Showing Students How to Check Grades and Feedback:** Each day your students log into Canvas, they should get into the habit of checking their grades and reviewing the feedback left by the NCVPS teacher.

- We have provided a link to the video tutorial for our online students on how to check grades and feedback in Canvas. This is the same video that our students will see in the Getting Started Unit in the first few days of class which will be very important as we all make the transition over to Canvas.
 - [Click here to learn how to teach students to check their grades and feedback in Canvas.](#)

- **The Grade Center:** As this is a co-teaching program, some assignments are submitted to and graded by the NCVPS teacher in Canvas and input in the Gradebook in Canvas. Other assignments will be submitted to you offline and graded by you, the f2f teacher. You, the f2f teacher will not have to enter the grades of Assignments you grade in the Canvas Gradebook. **The offline Gradebook maintained by the f2f teacher (or the Gradebook maintained outside of the Canvas LMS) is the official Gradebook for the students;** however, both teachers will have access to the Gradebook in Canvas. Once again, this Gradebook reflects all online submission assignments submitted to and graded by the NCVPS teacher. You, the f2f teacher will access the grades in Canvas, so you can enter all grades into your official Gradebook (or the Gradebook maintained outside of the Canvas LMS) . As the f2f teacher, you will also report grading period grades into the school's reporting system. The f2f teacher and the NCVPS teacher will discuss reporting period grades, and the f2f teacher will submit grade reports based on the school's calendar.
 - At the beginning of the semester, one of the initial conversations the partner teachers will have will be on common grading practices, so both teachers follow the same process. Below is a video tutorial that explains how to view the grades as an instructor in Canvas. If you have trouble accessing the Grade Center in Canvas, don't worry, your NCVPS teacher can help! You can always return here when the semester starts to view this information.

- [Click here to see how to view grades in Grade Center in Canvas.](#) Make sure you do NOT let students login under your teacher login. If they do, they will have access to all of the Grades, Teacher Resources and possibly the Google doc for your class. This is in violation of FERPA. If you have a student that cannot login, please submit a help desk ticket at help.ncvps.org.
- **Utilizing the Teacher Resources Folder:** In your course, you will have a Teacher Resources page for each lesson. Units have multiple lessons, so you'll see multiple Teacher Resources pages throughout each unit. On a Teacher Resources page, you may find links to answer keys for assignments, descriptive summaries of the course content by Unit, and other resources intended for the classroom teacher. The Teacher Resources pages are left unpublished in the course, and they are not visible to students, only the f2f and the online teachers.

Google Doc Basics

The co-teaching documentation log is an important piece of the co-teaching puzzle. Since the NCVPS teacher is not in the classroom with the f2f teacher or student, the log is critical in that it informs the NCVPS teacher of what is going on in the classroom, and it informs NCVPS teachers on the best ways to support the students. The NCVPS teacher can create engaging announcements that teach the concepts you are working on in the classroom or present a review of concepts just covered. The NCVPS teacher can create additional resources or materials on concepts for which the students are still struggling. The NCVPS teacher can get to know the students as well through the comments the f2f teacher writes in the log. We are using a Google spreadsheet as the co-teaching log. Below is a tutorial on how to use Google Docs and how to access and use your co-teaching Google doc communication log.

- If you are unfamiliar with Google Docs, the Common Craft video below "Google Docs in Plain English" explains how Google Docs work.
 - [Click here to learn more about Google docs.](#)

Overview of Expectations of the NCVPS Co-Teaching Program

We want to summarize the expectations of the NCVPS Intervention Co-Teaching Program to ensure that all participants understand what makes our program so successful!

- The required daily Google doc entries by both the f2f teacher and the NCVPS teacher positively impact the success of the program by allowing for individualized learning for all the students. The required weekly phone chats enable the two partner teachers to actively discuss each student's needs and to plan for the upcoming instruction in each course. Together, this communication provides the strongest foundation in which to meet the needs of the students by two certified teachers.

- We want our f2f teachers to also realize that, just as NCDPI evaluates each and every one of you, we also have an intensive evaluation tool for our online teachers. These “spot checks” are performed sometimes as often as twice per month during each semester. Your shared Google docs, as well as documentation for your weekly phone chats, are important components of these evaluations. The tool evaluates how well your NCVPS teacher provides for individualized learning for the students, conducts the daily and weekly communication with you, engages students through announcements with shout-outs, and provides specific and directive feedback to your students.
- Please be aware that when your NCVPS teacher asks for names of students to recognize in announcements or asks for specifics about individual student strengths and weaknesses, this is all just part of the scope of their job responsibilities. Recently, administrators at NCDPI have also conducted an audit of all of these components of our program to ensure that our program design is being implemented appropriately at all levels.
- Be sure to review the [NCVPS Intervention Co-Teaching Program Partnership Agreement](#).

Feedback

Now that you’ve had a chance to review all of the items included in the Intervention Co-Teaching Program Classroom (F2F) Teacher Handbook, we’d like for you to take a few minutes to share your thoughts and questions with us.

It is very important that you complete this survey as it is a requirement that all teachers participating in this program go through the training. This survey will help us verify that you have completed the required training.

[Click here to complete the Classroom Teacher Training Feedback Survey.](#)

Questions

If you have any questions, then please contact the Instructional Director for that specific subject area as denoted below.

Name of Course	Instructional Director
Math	Thomas Cooper III thomas.cooper@ncpublicschools.gov 919-792-8486
Science	Jen Currin jennifer.currin@ncpublicschools.gov (919) 926 - 9736
English	Meghan McGrath meghan.mcgrath@ncpublicschools.gov (704) 284-9801