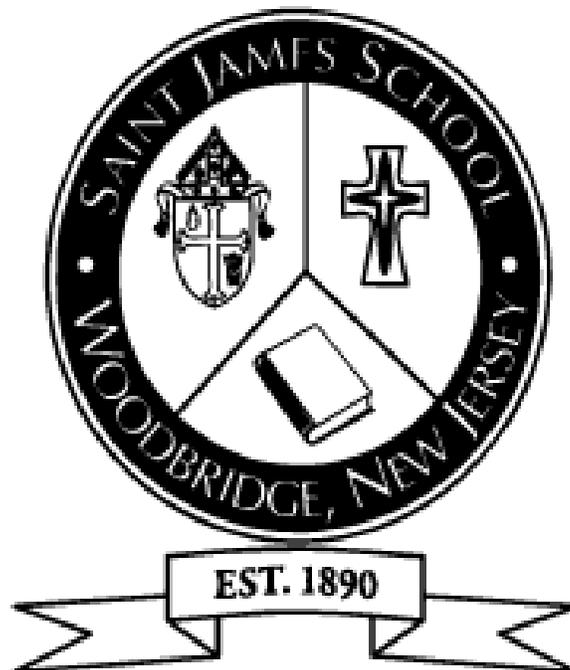


ST. JAMES
ELEMENTARY SCHOOL
& CHILDCARE CENTER

**Virtual Learning Plan
2019-2020**



OVERVIEW

What is Virtual Learning?

Virtual learning, also referred to as digital learning or e-learning, is using technology for teaching and learning outside of the traditional classroom setting. It enables learning to take place anytime and anywhere, and does not require the instructor and the student(s) to be together. Virtual learning can be self-directed or guided by a facilitator and can take many different forms. These experiences may include:

- Video lessons and podcasts, self-generated by the teacher or generally available through resources such as Khan Academy, YouTube, and TED Talks
- Assignments utilizing online textbook access or open education resources, like CK-12
- Discussion boards and other interactive forums
- Other activities available through third-party web applications such as Quizlet and Edpuzzle, PBS Learning, IXL.
- Remote conferencing via video/audio through services such as Google Meet or Zoom.

When will students participate in Virtual Learning Days?

Students will participate in Virtual Learning Days when it is deemed necessary by school administration. For the most part, this will be during extended school closures due to such matters as inclement weather and emergency situations.

How will students and parents be notified if a Virtual Learning Day will be used in the event of an emergency school closing?

Parents will be notified through the Honeywell Instant Alert System, Mail Blast, Facebook and the sj-school.org. It is important for parents to make sure their information is up to date and accurate in Honeywell and for the Mail Blast.

How will attendance be taken on Virtual Learning Days?

A digital learning tab has been added to the attendance feature of Powerschool. Any student who participates in a on-line video call or hands in that day's assignments on that day will be marked present for the day. We understand there are special circumstances happening in everyone's life, so if you have a special circumstance, let us know.

In the event of an absence, a student is still responsible for completing the day's assignments.

What are the expected methods of communication between teachers and students on Virtual Learning Days?

Teachers and students are to follow the school's policy regarding communication which is as follows: *The school-sanctioned email address is the only authorized means of private communication between a student and a teacher.* Teachers and students may communicate in public forums such as discussion boards/blogs and G Suite for Education.

What are the recommended methods of communication between/among students if a collaborative assignment is given?

If a collaborative activity is assigned, students are encouraged to communicate with one another via G Suite for Education.

What is the value of Virtual Learning Days?

An experience of learning that is more self-directed with flexibility regarding the time and pace of study and assignment completion, will give our students another opportunity to hone their organization and time management skills. Virtual Learning days could be used as a motivation tool for some students.

Additionally, tools such as discussion boards for interaction and communication within a group, with individuals at various locations, are being used more frequently in education at all levels. Virtual Learning Days that incorporate this method of communication will also provide students the opportunity to fine tune their expertise to provide meaningful contributions in this type of forum.

THE VIRTUAL LEARNING EXPERIENCE

What will a Virtual Learning Day look like for students?

All teachers will have a on-line video call with students every day. All students are expected to attend. Teachers will provide a combination of Virtual and written assignments. Teachers will be available throughout the day to answer questions and meet with students. Lessons will last:

PreK and K (1 hour instruction) 30 mins with teacher
1 and 2 (minimum of 2 hour instruction)
3 through 8 (minimum of 3 hour instruction)

Each teacher will post information about their virtual lessons in Google Classroom. Teachers have been asked to provide students with comprehensive instructions for each virtual lesson. If necessary, teachers will post lessons the day before. On snow days, lessons will be posted and on-line meetings scheduled by 10 am.

Lessons will be approximately 45 minutes in length for each class each day, including time to complete any work that the students are assigned. In instances of extended school closings, teachers may opt to post a longer lesson to be completed over the course of two days. Each lesson will be accompanied with some form of formative assessment, which the teacher may count as a grade. Upon returning to school, teachers may also assess students on material learned during the Virtual Learning Days.

Students are expected to log in every Virtual Learning Day, either through on-line video call attendance or handing in work completed by end of day.

What will assessments/assignments be like on Virtual Learning Days?

Assessments/assignments may take many forms such as electronic tests, quizzes, surveys and polls, essays, Flipgrid, Edpuzzle, CNN10, and *meaningful contributions* to discussion boards, to name a few. Each teacher will provide information regarding the grading for each assessment. For example, will the assignment count as classwork, a quiz, or a test. When appropriate, teachers will provide a rubric to accompany a specific assignment.

Teachers will also provide a due date for each assignment. Many assignments will be due on the same day it is assigned. Some assignments will have a special identified due date. *It is the responsibility of each student to meet coursework deadlines as established by the teacher.*

When will Virtual Learning Day assignments be communicated?

In circumstances in which a Virtual Learning Day is deemed necessary ahead of time, teachers are asked to have their lessons posted by 4 pm the day before.

How often does a student need to log in on Virtual Learning Days?

Students are expected to log in **every** Virtual Learning Day. This action is necessary for students to connect with his/her teacher each day. Teachers will be communicating with students in many ways, not just sharing assignments. Students are responsible for receiving that communication from their teacher.

What if a student has questions or needs assistance during a Virtual Learning Day?

If a student has a question regarding a virtual lesson or assignment, the student/parent should contact the teacher via classroom or email. Teachers will be asked to check their email on a regular basis throughout the day in case student issues arise.

Will accommodations be made for students with learning needs and/or an ISP?

In order for teachers to continue their work in helping a student meet their academic goals for the year, teachers will make appropriate modifications to virtual lessons for specific students as needed, including one on one on-line video calls as needed.

TECH SUPPORT

What if a student has a problem with their Chromebook, or technology in general during Virtual Learning Days?

If a student is having a problem, the teacher will accept late work.

If a student is unable to access the Internet due to lack of connectivity, electrical failure or other extenuating circumstances, teacher will make modifications for that student.

What if a student is having difficulty accessing their online textbook(s)?

If a student is having difficulty accessing any online textbook(s), contact the teacher first to verify that the student is using the proper information regarding website address, username, and password.

WORTHY OF NOTE

Will a Guidance Counselor be available on Virtual Learning Days?

On Virtual Learning Days, if needed, counselors from St. Thomas High School are available to provide mental health support.

Should a telephone call or video conference be a valuable resource to help a student in need of assistance, a parent must approve the form of communication and be present during the communication between the student and counselor from St. Thomas High School and follow their school policies.

Do Virtual Learning Days count as school days?

Yes. So long as Virtual Learning Days are conducted in accordance with Diocesan standards, Virtual Learning Days count toward the total number of school days and do not need to be “made up” throughout the year or at the end of the school year.

How does the Student/Parent Handbook apply to Virtual Learning Days?

The Student/Parent Handbook applies to all school days, including Virtual Learning Days. There is one policy exception on a Virtual Learning Day. Students do not need to be in school uniform when working from home or a remote location! Please be reminded that all other policies apply including: Discipline Policy, Electronic/Computer Acceptable Use Policy.