

Virtual Instruction Protocols

In keeping with our school norms; frame challenges as opportunities, foster a collective responsibility, ask follow-up questions and be patient, I have developed a protocol for this time of blended teaching. This protocol is relevant to any classroom exercising the blended model with some students present in the classroom and some students learning at-home. A student may be affected by this if the family has chosen virtual instruction, there is a need to quarantine due to exposure to Covid-19, the student demonstrates Covid-19 symptoms, or any other short-term need to be removed from the classroom.

The classroom teachers are putting in tremendous time and energy to meet the needs of their in-person learners and their at-home learners. Their tasks have included preparing lessons plan for administration, preparing lessons to deliver in the classroom, communicating with all parents the learning expectations, and transferring in-person materials into digital materials to deliver to student's at-home. As a school community that values the home-school partnership, this protocol functions as a bridge to build this relationship. Parents, teachers and students must work together to accept a shared responsibility for the level of education that is expected during this time of challenge due to Covid-19.

Jesus teaches us to Love God first, love others second and love one's self last. When we stay grounded in our faith and committed to each other, our needs will be met.

Psalm 40: "Here I am Lord, I come to do Your will."

Teachers will:

1. Set-up the daily/weekly schedule to share with virtual learners
2. Set-up Office Hours to connect with students individually
3. Partner with parents to learn their expectations, share program expectations, and arrange meaningful conferences to check-in on student progress
4. Provide instruction on Class Dojo or Google Classroom in advance to avoid interruptions throughout the school day
5. Record and post instructional videos of lessons not provided in live time on Class Dojo or Google Classroom
6. Communicate expectations in advance to assist in the preparation of the day for in-person and virtual learning
7. Establish meaningful procedures for communication with virtual learners. Focus and attention must be on the students in the classroom throughout the school day for their safety and productivity
8. Be open to adjusting the program design to meet student needs
9. Communicate with Academic Intervention team for teaching and learning support
10. Communicate with administration for necessary teaching and learning supports
11. Be patient

All students, K-5 who are receiving virtual instruction need to prepare their school day the same way they would if they were attending school in-person.

Students should:

1. **Be dressed in uniform** when they are receiving live instruction via Zoom and visible to their teacher and classmates.
2. Participate in as much of the daily schedule as possible. Instructional day is 8:30-2:30.
3. Your **camera** needs to be on the entire time you are in the virtual classroom.
4. Open the Zoom link for live lessons at the designated time given by the classroom teacher. **Students will have a 5-minute grace period to arrive on-time** for their scheduled lessons. If a student arrives after the 5-minute grace period, he/she is expected to respectfully wait for the classroom teacher's greeting and instructions.
5. Communicate with their teacher via Class Dojo or Google Classroom.
6. **Complete assignments neatly to submit on-time**. Clearly label your assignments with your name and date.
7. Attend office hours approved by the classroom teacher for individualized instruction when necessary.
8. **Be a proactive learner**. Use a journal to record your experience as a virtual learner. Practice your handwriting daily.
9. Use your environment to learn new vocabulary, practice math skills, embrace God's creation all around you, demonstrate community building skills within your home and neighborhood.
10. Demonstrate P.R.I.D.E. in everything you do – prayerful, resilient, inspiration, dedication and enthusiasm
11. Be patient with the process. Your teacher is providing instruction to two different classrooms; in-person and at-home.