

**Elementary Level Virtual Learning Expectations
While In-Person Learning is Simultaneously Occurring
2020/2021**

Dear Elementary Families and Staff-

Our SMSA team has worked to develop teaching and learning expectations for the fall of 2020 on the basis of providing in person and virtual learning experiences to our students. Based on the ongoing work and input from our parents, we are communicating our elementary level synchronous learning expectations for families and staff while in-person learning is simultaneously occurring.

This plan is formulated on the following factors:

1. SMSA will provide comprehensive and robust academic programming to all learners.
2. Faculty will adeptly use Web Cams, Google Hangout and computer technology to ensure crisp and robust instruction for in person and virtual learners.
3. Families and students will partner with educators to ensure access and clear communication between home and school.
4. A priority is placed on creating high levels of student interaction and engagement through effective instruction and timely teacher feedback.
5. Great planning, paired with flexibility, mutual support, and effective teamwork will be paramount as we move forward with this model for educators, families, and students alike.
6. Personal connections when virtual will be created to ensure student engagement and a community feeling.

It is our intent that as the year begins, SMSA will provide all students with meaningful, rigorous and faith filled educational experiences to ensure high levels of learning for all students. We will support one another by working together closely, challenging ourselves, and stretching our capacities for the benefit of all learners.

Sincerely,
SMSA Leadership
Faculty and staff
Steven Kelnhofer

Grades P3-5 Elementary Virtual Learning Overview

All elementary students, whether attending virtually or in-person, will be assigned to a homeroom teacher to foster a connection, relationship, and point of contact within the school. Kindergarten through second grade teachers are responsible for providing synchronous learning in these four core subjects (religion, math, reading, writing for grades K-2) , at a minimum, and will provide asynchronous learning for social studies and science. Lessons for virtual learners may be uploaded videos and activities to Google Classroom. Grades 3-5 teachers will be following a synchronous class period day with their virtual learners covering all the content areas. Virtual learners will follow the schedule throughout the day and check into the classroom at the beginning of class.

For virtual learning, the expectations, rigor of assignments, and grading will be the same as for students attending in person. Families with students in grades P3-Kindergarten attending virtually school may need to come to school to pick-up, drop-off, and exchange materials on a weekly basis to ensure learning materials are available to all students. Google Classrooms and the Virtual Learning Guide will be used to support learning goals, assignments and assessments. SMSA will provide home technology support to ensure connectivity and access to all learners.

For the purpose of this document, please refer to the definitions below:

- Synchronous virtual learning - learning that occurs at the same time, but not in the same place. Students learn from instructors or peers in real time via livestream video, but not in person.
- Asynchronous virtual learning - instruction and learning that occurs in both different locations and different times through recorded videos or previously organized tasks/activities.

P3/4K Teacher Subject Area Breakdown

In-Person Instruction	Synchronous Virtual Instruction	Asynchronous Virtual Instruction
Provide in-person instruction for all areas of the school day to students in their homeroom.	Provide a live virtual stream for math, shared reading and read aloud to virtual learners in the grade level during AM or Enrichment. (Virtual students will have scheduled conferences weekly to check progress.)	Record videos and share lessons for students in the areas of station work, handwriting, and individual practice tasks.
Instructional Note:	In the event that a grade level teacher is absent and is thus unable to provide synchronous virtual instruction, another member of the grade level team will provide the live video to synchronous virtual learners.	

5K-2nd Grade Teacher Subject Area Breakdown

Grade Level Team	In-Person Instruction	Synchronous Virtual Instruction	Asynchronous Virtual Instruction
Teacher	Homeroom teachers will provide in-person instruction for all areas of the school day.	Provide a live virtual stream for math, reading, writing and religion to all virtual learners. Provide a live virtual stream for reading (K-2) to all virtual learners. Provide a live virtual stream for writing to all virtual learners.	Record videos and share lessons for all grade levels students in the area of Science. Record videos and share lessons for all grade levels students in the area of Social Studies.
Instructional Note:	In the event that a grade level teacher is absent and is thus unable to provide synchronous virtual instruction, another member of the grade level team will provide the live video to synchronous virtual learners.		

3rd-5th Grade Teacher Subject Area Breakdown

Grade Level Team	In-Person Instruction	Synchronous Virtual Instruction	Asynchronous Virtual Instruction
Teachers	Homeroom teachers will provide in-person instruction for all areas of the school day with the exception of specialization for content areas of science, math and social studies.	Provide a live virtual stream for all content areas for all virtual learners.	Record videos and share lessons in Google Classroom for all grade levels students in all the content areas for a learning resource.
Instructional Note:	In the event that a grade level teacher is absent and is thus unable to provide synchronous virtual instruction, another member of the grade level team will provide the live video to synchronous virtual learners.		

Elementary Level Synchronous and Asynchronous Virtual Learning Expectations

Virtual Learning: Student/Family Expectations

1. **Connectivity and Devices:** Acquire an adequate computer device to access online learning materials. Advocate for your child with the district's technology department to ensure you have access. Families are responsible for internet access if they choose virtual learning.
2. **Learning Environment:** Establish a quality location within the home for virtual learning to occur that is visible to adults and free from distractions. Schedule school days to allow for time to participate online and also offline to apply and practice skills. Partner with the teacher to assist virtual students in meeting classroom behavior

expectations.

3. **Committing to the Schedule:** Ensure your child participates in live sessions with peers for reading, writing, math for grades K-2. Ensure your child views and participates in recorded lessons for Science, Social Studies, PE, Music, and Art for grades K-2. Ensure your child participates in live sessions with peers for all content areas for grades 3-5. Account for the fact that activities and assignments may be adjusted for students participating within the virtual setting.
4. **Ensuring Access To Learning Resources:** P3-5 families should be available to pick-up and return materials and student work samples once a week to school.
5. **Attendance and Participation:** Attendance will be based on students participating in live feed throughout the day and completion of pre-recorded lessons.
6. **Feedback and Teacher Interaction:** Families and students should work with teachers to schedule opportunities for live feedback through video conferencing or phone calls.

Virtual Learning: P3- 5th Grade Teacher Expectations

1. **Synchronous Virtual Learning:** Provide live video feed of virtual lessons in the areas of:
 - a. Grades P3 and 4K - Morning meeting, story time, and mini lessons.
 - b. Grades K-2 - Math, Reading, writing, and Religion
 - c. Grades 3-5 - all the content areas for the day including specials
Teachers will communicate in-time with parents if flexibility is needed with the school day schedule (ex. "We are running late with our _____ lesson, hang tight and we will start our live math lesson in 5 minutes.")
2. **Asynchronous Virtual Learning:** Provide virtual asynchronous instruction in the areas of:
 - a. Grades P3 and 4K - Play based learning projects and activities or individual practice by student.
 - b. Grades K-2 - Social studies, Science, and other subjects.
 - c. Grades 3-5 - recorded all the content areas for the day including specials.
3. **Communication and Planning With Families:**
 - a. Communicate the instructional schedule with families so they know when to tune-in for classes and content areas.
 - b. If content, activity, etc. requires synchronous participation, provide virtual families one week notice as well as time to pick up any needed supplies from school.
 - c. P3 - 4K teachers prepare, in advance, materials for families to pick-up from the school office once per week or as needed.
 - d. Follow district established expectations related to the use of Google Classroom.
4. **Feedback and Interactions:**
 - a. Provide feedback live during instruction to all students as well as being available to students during the school day during office hours, including a 24 hour response time to emails during the work week.
 - b. Teachers will meet with virtual students once per week in a Google Meet for grade levels P3-8.

Grades 6-8 Virtual Learning Overview

Classes will be live streamed for virtual students. Virtual students will join their classes at the regularly scheduled times (synchronous learning) and follow the schedule consistent with in-person students. Google Classroom will be the primary tool for access to daily learning activities and resources. All students in grades 6-8 will be provided a Chromebook to access materials. Virtual students may be assigned alternative activities based on the specific material needs to complete in-person tasks. The experience of performance related courses (ex. music, foreign language, P.E. and art) may be significantly different in the virtual setting.

For the purpose of this document, please refer to the definitions below:

- Synchronous virtual learning - learning that occurs at the same time, but not in the same place. Students learn from instructors or peers in real time via livestream, but not in person.
- Asynchronous virtual learning - instruction and learning that occurs in both different locations and different times

In-Person Instruction	Synchronous Virtual Instruction
Students will follow the daily school schedule of courses as assigned. Teachers will provide in-person instruction for all courses. SMSA 6-8 schedule	Students follow the in-person daily school schedule of courses as assigned. Teachers will provide a live virtual stream for direct instruction portions of the classroom/course. Teachers determine when students can “leave” the classroom to complete an activity, join group work, complete work/projects asynchronously for an assigned amount of time, etc. on a daily basis.
	Students may work with their teacher to request reteaching as needed on an individual basis. Requests will be made by 3:00 p.m. the day prior.
Google Classroom will be used as the primary resource location for all students in-person or synchronous virtual instruction. This will include coursework, expectations, resources, assignments, student submissions, etc on a daily basis.	

Grade 6-8 Synchronous Virtual Learning Expectations

Student/Family Expectations

1. **Connectivity and Devices:** The district will provide a chromebook to access online learning materials. Families are responsible for internet access if they choose virtual learning. Families should work with the district’s technology department to ensure proper wifi access if learning through the virtual environment. If you are experiencing technology difficulties, please contact our

district tech support team via email at helpdesk@smsacademy.org

2. **Learning Environment:** Establish a quality location within the home for virtual learning to occur that is visible to adults and free from distractions. Schedule school days to allow for time to participate online and also offline to complete teacher assigned activities.
3. **Committing to the Schedule:** Students are expected to follow the daily school schedule and classroom behavior expectations.
4. **Ensuring Access To Learning Resources:** 6-8 families should be available to pick-up and return materials and student work samples once a week to school. Students and families will access daily materials within Google Classroom.
5. **Attendance and Participation:** Attendance will be taken daily in the first five minutes of each period. Students are responsible for communicating to their teacher if they are having difficulty understanding learning concepts, navigating Google Hangout, or missed class time.
6. **Feedback and Teacher Interaction:** Teachers will provide feedback to all students regularly as part of instruction and track student progress to ensure participation. If students are struggling or non-participatory, teachers will contact students and parents directly.

Teacher Expectations

1. **Synchronous Virtual Learning:** Provide live video and audio feed of direct instruction.
 - a. Follow district established expectations regarding the use of Google Meet for each course in the classroom.
 - b. Continue to provide collaborative opportunities for students to work with the teacher and/or peers following district safety guidelines or use of technology.
 - c. Communicate real-time with virtual students about expectations to join groups and/or rejoin the class throughout the period based on the learning for the day.
2. **Communication With Families:**
 - a. Use phone, Google Meet, Skyward Messenger and email to communicate with families.
 - b. Prepare, in advance, materials for students/families to pick-up from the school when needed.
3. **Course details (live only or virtual only)**
 - a. Teachers will plan for adjusted curriculum, activities and assessments for certain courses or units within a course as needed.
4. **Feedback and Interactions:**
 - a. Provide feedback live during instruction to all students as well as being available to students during the school day during instruction or office hours, including a 24 hour response time to emails during the work week.
 - b. The building student services team will check in with every virtual student at least one time per

week.

6th-8th Grade Teacher Subject Area Breakdown

Grade Level Team	In-Person Instruction	Synchronous Virtual Instruction	Asynchronous Virtual Instruction
Teachers	Homeroom teachers will provide in-person instruction for all areas of the school day with the exception of specialization for content areas of science, math, ELA and social studies.	Provide a live virtual stream for all content areas for all virtual learners.	Record videos and share lessons in Google Classroom for all grade levels students in all the content areas for a learning resource.
Instructional Note:	In the event that a grade level teacher is absent and is thus unable to provide synchronous virtual instruction, another member of the grade level team will provide the live video to synchronous virtual learners.		