

# Frelinghuysen Township School District



## Virtual Learning Guide

**Updated Guidelines**

**\*This document will be continually updated throughout the duration of Virtual Learning.**

**August, 2020**

## OVERVIEW OF VIRTUAL LEARNING

- Students will have live contact with teachers daily.
- Consistent schedules for online sessions will be shared weekly.
- Students are expected to check Google classroom each morning for assignments.
- Students will be given materials including some paper based activities to use for online lessons and supplies for activities.
- Families requiring any kind of technology support are encouraged to reach out to the school.

**\*These guidelines for virtual instruction have been differentiated in several areas as a guide for both the FTS Blended Learning Plan that includes in-person and virtual Instruction and the FTS Virtual Learning Plan. Differentiated areas have been labeled as such.\***

## EXPECTATIONS FOR VIRTUAL LEARNING

### Technology

- Device: Chromebook or Laptop is best for Google Classroom
- In a fully virtual learning schedule, students will be assigned a chromebook for home, unless parents indicate students have a chromebook or laptop.
- In the blended learning model, students will be assigned a chromebook as necessary and requested to keep at home for virtual days.
- Any other technology needs should be communicated to the school
- Teachers may use Google Meet or Zoom for meetings with students. Links to meetings will be posted in Google Classroom.

### Core Content Classes:

#### **Blended Learning Plan that includes Virtual Instruction**

**\*This plan will apply when school is open for in-person instruction.**

#### ELA and Math

- Daily lessons with teachers will be provided for ELA and Math Monday, Tuesday, Wednesday, Thursday and Friday
- Enrichment time has been built in the schedule for small group lessons, RTI, skills, enrichment, special area classes etc.
- Content areas will follow Board of Education approved curriculum
- Assignments and assessments will be electronically posted and submitted as often as possible
- Teachers will maximize instructional time to demonstrate content and check for understanding
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner
- Classes may be live streamed, small group sessions or video lessons (see Lesson Structure)
- Teachers will provide weekly schedules for students and parents

### Science and Social Studies

- Science, Social Studies and special areas will have specific weekly rotating schedules (see subject specific guidance)
- The number of weekly lessons in Science and Social Studies will vary according to grade level
- Content areas will follow Board of Education approved curriculum
- Assignments and assessments will be electronically posted and submitted
- Teachers will maximize instructional time to demonstrate content and check for understanding
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner
- Classes may be live streamed, small group sessions or video lessons (see Lesson Structure)
- Teachers will provide weekly schedules for students and parents

### Virtual Learning Plan

**\*This plan would apply if the school is closed for virtual learning only.**

### ELA and Math

- Daily lessons with teachers will be provided for ELA and Math Monday, Tuesday, Thursday and Friday
- Wednesday will be a Flex Day for small group lessons, RTI, skills, enrichment, special area classes etc. Practice assignments will still be posted for all students
- Content areas will follow Board of Education approved curriculum
- Assignments and assessments will be electronically posted and submitted
- Teachers will maximize instructional time to demonstrate content and check for understanding
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner
- Classes may be live, small group sessions or video lessons (see Lesson Structure)
- Teachers will provide weekly schedules for students and parents

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### **Special Area Classes:**

\*Applies to both the Blended Learning Plan and Virtual Learning Plan

#### Music

- K-2 In Person: Focus on movement and music (no instruments or shared supplies)
- 3-6 Virtual: Post weekly assignments (with demonstration video as necessary)
- Provide necessary supplies for at home projects.

#### Band

- Scheduled individual virtual lessons for band students

#### Art

- Post weekly assignments (with demonstration video as necessary)
- Provide all necessary supplies for art projects to be done at home

#### Media

- Live weekly virtual classes for each grade beginning 2<sup>nd</sup> trimester
- Provide supplies unless using common household items and/or choice items

#### PE:

- Post weekly assignments for PE--practice logs/choice boards/etc.

#### Health:

- Live weekly virtual classes for each grade
- Provide supplies for assignments

#### Spanish:

- Post weekly assignments (with video lessons as necessary)beginning 2<sup>nd</sup> trimester
- Provide necessary supplies for projects to be done at home

### **Lesson Structure for Virtual Learning**

Blended Learning Plan that includes Virtual Instruction Expectations:

\*These expectations would be used if the school is following a Blended Learning Schedule with some students in school and some at home.

- Teachers may use screen share/Google meets for lessons both in-person and for students at home at the same time or,
- Teachers may use a flipped classroom approach where teachers will use recorded video lessons and assign daily practice for virtual students. Online live sessions will be devoted to reinforcing lessons, checking on student understanding and answering questions.
- Fully virtual days will follow the Virtual Learning expectations below.

Virtual Learning Lesson Expectations:

\*These expectations will be used for full virtual learning days.

- Lessons will be similar to regular classroom instruction which would include an introduction, demonstrating concepts, whole group practice and assigned independent practice or any other methodologies deemed necessary by the teacher for optimum instruction.

- Teachers will use screen share and other methods to demonstrate concepts, make anchor charts and show different components of the learning.
- Students will be expected to participate. Ways to participate will be to use at home whiteboards for students to show answers to check for understanding, raise hands, be prepared to be called on, or any other ways to participate as determined by the teacher.
- Teachers may opt to go over previously assigned practices to ensure understandings as well.
- Whenever possible, teachers will create small groups to work collaboratively or allow student presentations of projects.
- Students may be expected to view content before a lesson to be prepared. Examples may include a read aloud of a book, viewing a video clip, etc. Students should be prepared to talk about the content. Students should check all subjects in google classroom each day for assignments.
- Class events such as show and tell or other morning meeting activities may be added in weekly to encourage socialization.
- Special education students will receive modifications and accommodations consistent with their IEPs. Efforts will be made to support students with virtual one on one assistance and/or instruction as necessary.
- Parents are encouraged to communicate with teachers if there are scheduling conflicts or other barriers to attending lessons.
- Teachers will maximize instructional time to introduce and demonstrate concepts.

### **Attendance**

- Teachers may post daily SEL reflections for students to complete to check in for attendance or some other daily check in.
- In addition to checking in, students are expected to attend daily classes or they will be marked absent for the day.
- Students absent for 2 or more days may receive a phone call and/or other communication from the school.
- If there are scheduling conflicts, parents are encouraged to reach out to teachers for assistance in navigating the schedule.
- Daily reflections can be shared as a separate activity weekly or during a snack time social.
- Teachers will determine weekly/daily schedule for classes.

### **Social Emotional Learning**

- Teachers will encourage collaboration and socialization as much as possible during instruction.
- Efforts will be made to provide at least one socialization/sharing activity per week.
- Virtual health lessons will target emotional health in addition to the curricular topics.

### **Student Code of Conduct for the Virtual Learning Environment**

Families are encouraged to set up a virtual environment that is conducive to learning. Students should have an appropriate place to sit (such as a desk or table) where they are able to work and contribute to the lesson. Students should have a quiet place to work, free from distractions so they can attend to the lesson. Students will be expected to follow all of the same behavior expectations as outlined in the FTS Handbook. In addition, students will be expected to abide by the following:

- Listen carefully for teacher direction.

- Teachers will tell students how to indicate they would like to speak or participate in class. Students should wait to be called on.
- Comments to the class or in chat should be appropriate.
- Class time is limited so students should focus full attention on their classes.
- Students should minimize distractions on their screens while lessons are taking place.
- Try to minimize background noise.
- Try to minimize other activities while attending classes
- Cameras/video should be on the entire time for classes, depending on teacher instructions.

<b>FTS Online Meeting Expectations</b>		
<b>Be ON TIME</b>	<b>Mute Yourself</b>	<b>Participate</b>
Be prepared for lessons. Check your technology.	Mute yourself when you arrive. Use headphones if you have them.	Focus on the lesson. Be prepared to answer questions.
<b>Home Setting</b>	<b>Wait your turn</b>	<b>Chat Responsibly</b>
Find a quiet location. Listen to directions.	Raise your hand. Wait for your teacher to call on you.	Use chat for classroom questions only.

#### Grading in the Virtual Classroom

- Assignments are expected to be completed and submitted.
- Posted assignments will be graded.
- Grading practices will be communicated from the teacher.

#### Organization in the Virtual Classroom

- Teachers will provide students and parents with a weekly consistent schedule for instruction.
- All classes will use Google Classroom to post assignments and communicate with students.
- Teachers will communicate with parents through email or Class Dojo.
- Families are encouraged to help students create a daily schedule for school.
- Class meetings will take place with either Google Meet or Zoom. Links will be posted in Google Classroom.

### **Helpful Tips to Make Virtual Learning Successful**

Communication between teachers and parents is paramount to the success of the virtual classroom. Please reach out if your child or family needs any support.

Establishing a virtual learning environment that is conducive to schoolwork in the home is key to keep students focused and on-task.

Involve students in scheduling their day! Create a checklist to help children visual their daily tasks and set routines.

Student independence should be encouraged as often as possible.

*Please Note: This document will continue to be updated as we navigate through our Hybrid and Virtual Learning Plans!*