



GUIDE TO OFF-CAMPUS VIRTUAL LEARNING

Off-Campus Virtual Learning Option

1st quarter, 2020-2021

As an option to on-campus learning, our students in 3K-8th grades will be able to attend school from home during the first quarter. The off-campus, virtual learning model is referred to as “Option 2” in our Reopening Plan which you received on July 24th. This guide intends to give you a more comprehensive picture of what off-campus, virtual learning is going to look like for the families who wish to keep their children at home during the first quarter. This guide DOES NOT address e-learning, a situation when schools need to shut down, and no one is allowed to come on campus.

Requirements for Home

- Students must have an electronic device at home at their disposal, other than a smartphone. We can help if you are in need of a device, please contact Mary D’Angelo mdangelo@stmoniaschool.org.
- Students must have internet access at home.
- Students must have a quiet home study space to be able to do off-campus virtual learning on a daily basis.
- In order to maintain academic rigor, students must be able to study and follow live instruction from home.

General guidelines for each grade level

Students will engage in **synchronous** and **asynchronous** virtual activities throughout the school day depending on which way will deliver the best quality lesson based on the activity/situation. **Please note that some of the “specials” once a week classes may be



delivered in an asynchronous manner because we feel that may be the best way to deliver that type of instruction.

TEA and TCCBED definition of synchronous instruction: “Two-way, real-time, live instruction between teachers and students, through the computer or other electronic devices or over the phone.”

TEA and TCCBED definition of asynchronous instruction: “Defined as a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone and involves far more self-guided student instruction. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper.”

Synchronous (live) instruction at SMS will occur primarily via Google Meet. Examples include a live lesson delivered by the teacher, a virtual class discussion, or a small group collaboration guided by the teacher.

- Off-campus students will report through Google Meet to the classroom at 8:00 am every morning for Prayer and Pledge. They will be virtually brought into the classroom at various times throughout the day to participate in synchronous learning when possible..
- Students will wear their school uniforms at home during their synchronous learning hours. Students will be sitting in an appropriate setting, at a desk or table, possibly a countertop, in a room that is free of noise and other distractions.
- Off-campus students will be able to:
 - Listen to the teacher’s instruction
 - Hear the teacher asking questions



- Hear the students asking questions and making comments
 - Raise their hands
 - Ask questions / clarify concepts and assignments
 - Comment in the chat forum
 - Participate in discussions
 - See the classroom SMARTboard. **Teachers will use multiple monitors in order to “share their screen” with at-home learners and see all participants at the same time.
 - Generally, do the same activities as in-person students.
- Off-campus students will have access to the same instructional material as their in-person peers, including art, music, and library supplies/material.
 - Off-campus students will not be expected to be online for the entire duration of the school day. Synchronous learning will be focused on teacher instruction time, group discussions, and clarification of instructional material. During the times when in-person students are engaged in individual work, the teacher may either tend to her/his virtual learners or instruct them to get offline and work on their own. The teacher will specify the time when students are expected to report back virtually.
 - Off-campus students will follow the same schedule as their classmates in school.
 - **Assessment:**
 - Students will submit assignments in a timely manner
 - Students will take quizzes and test remotely. An “Honor Code,” specifically written for off-campus learners, will be signed by the students and his/her parents.
 - Quizzes and tests will be taken on the same day and time when on-campus learners are testing.



- Quizzes and tests will be submitted electronically, following the teacher's directions.
- Teachers will be encouraged, whenever possible, to use alternative testing options, such as projects or presentations, research papers.
- Grades will be entered into Google classroom which will upload to Renweb
- Preschool teachers will be using alternative assessments for their students.

Digital platforms for grades 3K-2 Off-Campus Learning

- Synchronous instruction: Google Meet will be utilized. A link and/or meeting nickname will be provided on the Seesaw platform and/or sent through parent email. Students will be instructed to enter the "Meet" at designated times.
- Asynchronous instruction: Seesaw will be utilized for posting lessons, recordings, other instructional videos, and links to various digital learning activities and assignments. Seesaw will also be used for communicating with parents and students, as well as providing feedback for submitted assignments, and providing information about classes. Seesaw will be utilized for in-classroom as well as off-campus learning.

Preschool students 3K, 4K and DK, may receive learning materials and directions via email from their teachers as well as through the Seesaw platform.

Digital Platform for grades 3-8 Off-Campus Learning

- Synchronous instruction: Google Meet will be used. A link will be posted on each Google Classroom home page. Students will be instructed to enter the "Meet" at designated times.



- Asynchronous instruction: GSuite and Google Classroom will be used for posting lessons, recordings, other instructional videos, and links to various digital learning activities. Google Classroom will also be used for communicating with parents and students (via private comments and guardian summaries), as well as for providing feedback for submitted assignments and providing information about classes. Google Classroom will be utilized for in-classroom as well as off-campus learning.

Training for students and parents for Off-Campus Learning

- All students will be provided with a “virtual orientation” in August to help them to learn how to navigate on-campus and/or off-campus digital learning. Parents of PK-2, 3-5, and 6-8 students will be receiving an instructional email, including detailed instructions and activities to students to re-familiarize themselves with the platforms and tools. Be on the lookout for an email later in August with further instructions.
- The “virtual orientation” programs will be sent to ALL students, whether they will be choosing to attend on-campus or off-campus. The information will be applicable to both. Please make sure to spend some time looking over all information with your child. **You may want to complete the orientation program with them!
- If at any time parents or students have questions about off-campus learning or the virtual training program, a help desk has been created - email digitallearningteam@stmonicaschool.org. Someone will address concerns/questions as soon as possible.

Supplies / Textbooks

Off-campus learners will have access to the same school supplies and textbooks as on-campus learners. Sometime closer to the school start date, we will send dates and times to families of off-campus learners to inform them when and where to pick up supplies and books for their children. Supplies will also include material for art and music classes.



Commitment to Learning Options

Preschool

Preschool students will have the opportunity to leave the virtual learning model at any time to rejoin the on-campus learning. On-campus learners will also have the opportunity to transfer to virtual learning if they decide to do so.

K through 8th grades

If you have committed to in-person learning and you do not feel comfortable with your decision after a while, you will have the option to transfer to virtual learning and stay there for the rest of the quarter. However, if you have committed to off-campus virtual learning, you will NOT have the opportunity to transfer to on-campus learning until the end of the quarter. Once we set up the classrooms for maximum social distancing, we would like to avoid adding students during the quarter.

Parents, we know that sending or not sending your children to school in person could be a hard decision but please know that whichever option you are choosing for your children, they will receive rigorous yet creative and engaging instruction, enriched with digital components. We have dedicated a tremendous amount of work to get ready for the first quarter, and we are confident that our commitment to providing the education that your children deserve will have the results we are always striving for.