

## Nelsonville-York Elementary School Online Learning Plan

### Orientation:

- Teachers will host a virtual orientation prior to the first day of school. The orientation will cover at a minimum:
  - Expectations
  - Attendance
  - Lessons
  - Virtual etiquette/behavior

### Parent/Guardian Responsibilities:

- Commit to providing learning support for children in this environment.
  - Familiarize yourself with your child's courses in Google Classroom.
    - [Google Classroom Information](#)
  - Support your student by developing a quiet space and a schedule that is conducive to digital learning.
  - Monitor the completion of assignments on a daily basis., and encourage your student to ask for assistance when needed.
  - Ensure the student is learning the content.
  - Help the student navigate through the course.
    - It is important for the parent to ensure their child is completing his/her own work so teachers know how to provide additional support.

### Communication:

- Communicate regularly with the teacher to ensure success in this learning environment.
  - Failure to participate in required sessions and/or to complete assignments may result in course/grade level failure and truancy charges.
  - Primary contact method will be by email and the teacher will call when appropriate.
  - Parents will receive class notifications through Google Classroom and by email.
- Parents may report concerns to the teacher first, then to the administrator of their child's school.
- Teachers will:
  - Post announcements in Google Classroom, Student and Parent Campus Portal, and/or on their website.
  - Allow for discussions through texts, email, and phone calls.
  - Allow for virtual parent-student/teacher conferences upon request (teacher, student, or parent).

### Assignment of Teachers/Classes:

- Students will be taught by the teacher assigned to them on their schedule.

### Materials:

- The school will provide students with necessary books and materials, although it is preferable and highly recommended that the students have access to an electronic device and internet.
  - Students will receive instructional supplies to the extent necessary and practicable.
  - Schools will provide electronic devices if needed.

**Instruction:** Instruction will be conducted primarily via Google Classroom.

- **Structure**
  - Students must continue using this option until the end of the grading period.
  - The structure will include a variety of learning activities, including, but not limited to assignments, video chats, online activities. A specified timeline for completion should be strictly adhered to by students.
  - Students who choose to complete work outside the standard school day hours (8:30-3:30) may not be responded to until the following school day.
- **Class Time**
  - General guidelines suggest a minimum of 30 minutes per class per day.
  - Class time sessions may be recorded and posted online for viewing at a later time.
  - In addition to the class time sessions, students needing individual support may be required to have individual/small group live sessions at the teacher's discretion.
  - Summative assessments may be proctored at the teacher's discretion.
  - When necessary, direct online instruction will be conducted during normal school hours, and students will be expected to actively participate.
  - A calendar of assignments should be provided weekly, complete with due dates and policies for late work.
- **Specials**
  - These subjects will be extremely limited and may not be available to the extent they are provided for students in the traditional learning model.

**Safety:**

- Students are expected to follow digital citizenship guidelines for navigating the internet safely.

**Return to Traditional School Model:**

As outlined in the document previously, transitions back to the traditional model may occur at the end of the first quarter. If the pandemic crisis ends during the school year, all students may return to the traditional school model.

In the event you would like to return to the traditional model, please email your school at least one week prior to the end of the grading period to allow for time to schedule your child appropriately.