



Virtual Learning
GENERAL Program Guidelines
2020-2021

In the event that your student needs to temporarily attend school virtually because of a COVID event, or if there is another schoolwide shutdown, these are the general guidelines for how students will interact in the virtual classroom.

Goal:

The Virtual Classroom is designed to provide the at-home student the same content, at the same pace that the student sitting in the classroom is receiving. It will be a temporary service to families in the event there is an incidental or a schoolwide transition to Virtual Learning.

Students will be involved in a variety of synchronous learning (live sessions in tandem with classroom participants) and asynchronous learning (recorded sessions and interactive assignments). Therefore, students are expected to attend classes and participate during the same classroom hours as brick and mortar students.

Students will have access to textbooks, workbooks, and various materials as much as is practical. The student will be expected to complete assignments and assessments that are equivalent to and at the same pace as the work being completed by students in the brick and mortar classrooms. Teachers will use Google Classroom and the G Suite for Education as the Learning Management System. Students will be provided access, so they can get involved interactively with the learning process and be at the same place in the curriculum when they return physically to the classroom.

Parent responsibility:

1. *Parents will be expected to provide a device for their student* and pick up any student packets of worktexts. Please note a phone or similarly sized device is not adequate. Students need access to a computer or iPad/tablet/Chromebook for optimal learning to occur.
2. Parents will ensure that students have access to our LMS system Google Classroom, G Suite, and will have the appropriate level of access to all the tools.
3. Parents will provide an environment that is appropriate for learning.
4. Parents will need to facilitate the communication of completed assignments by Google Classroom or email.
5. Parents will maintain and support academic integrity while the student is engaged in distance learning.
6. Parents will assist the student at home for minor issues that arise, especially those in younger grades.
7. Parents will monitor the school management system Rediker and the learning management system Google Classroom for student grades, emails, and updates.
8. Parents are expected to cooperate with teachers and administration throughout the time their students are learning from home.

Student responsibility:

1. Students will log in to Google Classroom where teachers will conduct attendance checks at the beginning of each subject, in order to be recorded as “present” for that day/subject.
2. Students will turn in all assignments through Google Classroom.
3. Students are responsible to make sure that all work is completed and returned to the teacher on time. If a student has a question or needs help, he or she needs to contact/email the teacher as early as possible prior to the due date. Students can only expect responses from the teacher during the established school day 7:50am to 3:30pm. Students will attend any regularly scheduled weekly virtual help classes for extra support.
4. Students should find a quiet space that is conducive to learning where they can expect to spend several hours, viewing live or recorded lessons, working on classwork and homework, reading, study for quizzes and tests, and complete any other work assigned.

5. All students are expected to do their own work and uphold academic integrity standards always. Each student will be required to submit a copy of the Virtual Academic Integrity policy signifying knowledge of and agreement with its statements.

Teacher responsibility:

1. Teachers will use Google Classroom to conduct attendance checks at the beginning of each subject. Attendance will continue to be recorded in Rediker as well.
2. Teachers will use Google Classroom for the delivery of all assignments.
3. Teachers will post lesson plans that correlate with the curriculum and students will be able to access those assignments through Google Classroom.
4. Teachers will record lessons in Google Meet (or other approved platforms) and upload those lessons in Google Classroom for student access on the same day of instruction.
5. Teachers will collect, assess, and assign grades to student work through the Google Classroom. Assignments should be graded within three days and be posted no later than one week after the assignment is submitted by the student.
6. Teachers will ensure that at-home students are academically aligned with at-home students.
7. Teachers will provide a regularly scheduled virtual help class and/or office hours to address the needs of at-home students.

Teaching and learning times will be scheduled using best practices to include live, virtual classrooms for interactive learning when feasible, teacher recorded lessons, independent work, project-based assignments, student-led presentations, reading and reflection, discussion boards, group work and collaboration, and other activities as required for effective, student-centric learning.

Attendance: In compliance with the minimal number of days and seat time, attendance checks will be recorded at the beginning of each subject. Students will log in, access all classwork, and be actively involved and participating each day. It is important for students to be online every day, turning work in on time, just as if they were in the traditional classroom setting. Excessive absences will affect the student's overall performance and grade, resulting in the loss of academic credit.



Documentation is required for all absences in accordance with the standard rules provided by school attendance policy. With proper documentation, absences may be waived due to COVID related issues.

PK-6th grade: Twenty-four absences in a year is considered excessive.

7th - 12th grade: Students may not be absent more than nine times per class, per semester.

Voluntary Pre-Kindergarten (VPK): At this time VPK students have not been granted permission by the state of Florida to engage in the virtual learning classroom. Any changes will be communicated to families via email.

Tuition Statement: Teachers, staff, and administration are actively providing an equivalent, quality education program which addresses the health and safety of our students and families. In order to provide this commitment to continuing education under COVID circumstances, tuition rates remain the same across all learning platforms. We are reserving a seat for your child(ren) in anticipation of their return to the physical classroom.

Important Note: We believe that communication is the cornerstone of our success. Parents are welcome and encouraged to contact their student's teacher with any questions or concerns they may have. Teachers will endeavor to return all phone calls and emails within 24 hours during the school week.

The success of this program can only be realized through a partnership between the school, the parent and the student. This is not a self-paced homeschool or virtual academy; it is a distance learning option for families who feel uncomfortable having their child(ren) in a physical classroom at the beginning of the school year. A student who does not attend classes as scheduled or does not complete work in a timely fashion will be removed from this program.

It is our belief that providing this accommodation will be a benefit for our students and families and is one way that we can look after the well-being of all our families.

Trinity Christian Academy Leadership Team



Specific Guidelines & Information

Attendance: Teachers will take attendance as the student logs into Google Meet and/or Google Classroom at the beginning of each subject; within the first 10 minutes of the class period. Students not in attendance must provide documentation of the absence according to the rules of their grade/division.

Grading: Grading will occur within three days of submission and will be posted no later than one week from the date of submission. This is in accordance with the expectations of the Florida Department of Education. Grades are posted in Google Classroom regularly. If there are any discrepancies or concerns, please notify the teacher immediately. Grades will be traditionally calculated in conjunction with the students participating in the physical classroom.

Guardian Summaries: Guardian summaries are an excellent tool as part of the Google Classroom. Teachers will enable this feature and send an invite to allow you access to updates, missed work, upcoming assignments, etc. Parents must accept the invitation to receive regular email summaries of student work.

Scheduling: Teachers will schedule with the student and families the various times of synchronous (live) learning through Google Classroom and/or email. Synchronous (live) learning will occur with the use of Google Meet and will be for designated periods of learning and direct teaching within that subject. Synchronous learning will align with the student's daily academic schedule.

Kindergarten: all classes will be synchronous throughout the day with the same teacher

1st - 6th grade: designated teachers will teach core subjects throughout the day

7th - 12th grade: designated teachers will provide a strategic mix of live and recorded lessons throughout the week which best achieves the objectives and standards of that subject.

Lesson Recordings: Daily lessons will be recorded and provided to parents on the same day of the recording. These lessons will be provided through Google Classroom using Google Meet and students will be able to access videos on demand.



Student Assessment: Assessments will be equivalent to those lessons experienced if the student were sitting in the classroom and are aligned with chapter/unit objectives and standards. Although it varies by grade, students will receive informational packets, uploaded assignments, emails, and other means by which work can be assessed and recorded for grading purposes. All assignments will be collected through Google Classroom (not email). Assignments will be graded within three days and posted no later than one week from the date of submission.

Student Workload: Homework, assignments, and study time are all part of a successful student's day. Students must turn in work on time, as assigned. Age and grade appropriate levels of work will be assigned to mirror what is happening in the physical classroom. Younger students should expect 20 – 50 minutes of assignments/homework each day. Older students should expect 1-3 hours of assignments/homework based on the difficulty level of their class schedule.

Instruction: Teaching and learning will be delivered using best practices to include live, virtual classrooms for interactive learning, teacher recorded lessons, independent work, project-based learning, student-led presentations, reading and reflection, discussion boards, Google Chats, group work and collaboration, and many other age-appropriate student-centric learning activities.

Using Google Classroom, teachers will post weekly plans that correlate with the curriculum and will provide student access to the learning goals and objectives for the week. Teachers will use both synchronous and asynchronous learning at varying degrees depending on the grade/format of the class. With an emphasis on student agency, weekly plans will include components for progress monitoring, self-checks, quizzes, tests, assignments, etc. Teachers will also use conferencing tools such as Google Meet to connect with students, monitor progress, check understanding, utilize formative assessments, provide help classes, etc.

Synchronous (Live) Learning: This will vary based on the grade of a student but will be no less than what is expected if the student was attending classes at the school itself. *As a general rule:*

PK: up to one hour of live instruction daily (if approved for Florida)

Kindergarten – 4th grade: up to 4 hours of live instruction daily

5th & 6th grade: up to 5 hours of live instruction daily



7th – 12th grade: live instruction will occur on a rotating basis to align with class changes, electives, and collaborative work. Live lessons will be scheduled during the class hour and dictated by the student schedule.

Bandwidth, server speeds, drags on Wi-Fi, etc. are all things to consider when running a campus virtually. We have made every effort from updating resources to staggering live instruction to provide a seamless experience for our students and parents. Please let us know if you are having any issues with live streams, recorded lessons, or any other aspect of the virtual learning experience.

Online Behavior: Whether in the virtual classroom or the physical classroom, students are expected to behave in a manner which exemplifies Christian conduct and supports the standards and expectations of Trinity Christian Academy as outlined in the school Pledge of Cooperation and the Conqueror C.O.D.E. Inappropriate online behavior may result in suspension or withdrawal for the online program and/or the school. Digital citizenship is a crucial aspect of any online learning experience.

Technology: TECHNOLOGY CAN FAIL! Let's face it... technology breaks, servers go down, files become corrupted, flash drives get broken, and the list goes on. These issues, although difficult, are not considered emergencies. These issues are a normal part of the technology process.

Here are some best practices for all parents and students:

1. Connect with your teacher(s) right away if your computer breaks or you no longer have access to your Google Classroom.
2. Don't procrastinate. At the end of last year, teachers were encouraged to waive late policies. That is NOT the case this year. Online learners must adhere to the same assignment/homework deadlines as the students who are present in the physical classroom.
3. Login early to Google Classroom. Alert your teacher(s) right away if you have any issues with access to these management systems. This is not an excuse for late work.
4. Back up all of your school work in multiple locations (i.e. google drive/one drive/cloud storage, flash drive, computer hard disk) to guard from device failures and accidental deletion of work.