

V. B. Glencoe Charter School
Virtual School Guidelines

General Guidelines:

- The full virtual learning option will service students in grades Pre-K – 10th grade who are enrolled at V. B. Glencoe Charter School (VBGCS).
- Students will have access to Louisiana standards-based courses through an online format.
- The virtual program option allows students to remain enrolled in V. B. Glencoe Charter School, and he/she will continue to receive all services provided by VBGCS, including meals, an electronic device, and, if necessary, all 504/SPED services. All curriculum is provided by the district at no cost to the parents.
- Classes will begin on Monday, August 17, 2020. The school/teacher(s) will conduct an orientation and device pick up for parents who have students enrolled in the program.
- The parent/guardian must provide reliable internet access for virtual students.
- In grades Pre-K through 5, your child will require daily active support from a parent or caregiver to ensure student success. In grades 6 through 10, the student will need to work well independently with or without adult supervision.
- Students enrolled in virtual school will follow the V. B. Glencoe Charter School grading period windows.
- Students enrolled in the full virtual option must remain in this option for the full 9-week grading period. Intention forms will be administered at the seven-week mark to indicate choice to remain in full virtual or return to school.
- Attendance is time stamped and will be closely monitored by V. B. Glencoe Charter School.
- Virtual teachers will hold virtual office hours according to the daily schedule. These hours will be scheduled in advance and will be posted.
- In the event of a technology malfunction, please contact, preferably through e-mail, the virtual teacher(s). In the event the malfunction can not be fixed through the virtual teacher, the teacher will submit a work order for further help.

- E-mails, phone calls, and other forms of communication, from any party, should be responded to within 24 hours, excluding holidays and weekends.
- Students can expect timely feedback on all submitted assignments.
- Expected assignments and materials for the day's lesson(s) will be posted daily. Some teachers may opt to post materials daily, while others may decide to post materials for the entire week.
- Wednesday will be a virtual day for ALL students. Every in-person homeroom will meet virtually at least twice per month, on a Wednesday, for a group check-in. All students are expected to complete the daily independent assignments given by teachers.

Instructional Guidelines:

Courses will have the same instructional expectations and rigor of face-to-face instruction.

- Course work will follow the same calendar and pacing schedule as the face-to-face instruction occurring in the school building.
- Virtual students must meet the minimum number of minutes required for attendance provided by the Louisiana Department of Education.
- Courses will be accessed through Google Classroom and other platforms, and will include both synchronous (live instructional lessons) and asynchronous learning (independent self-paced learning). Links for synchronous learning access will be posted in Google Classroom.
- With the use of Google Classroom, a teacher, or teachers will provide a daily and weekly schedule of lessons and assignments.
- Progress will be monitored daily by teachers to ensure mastery of academic standards. Course progress will be monitored through assignments, quizzes, tests, or exams.
- It is important to understand that virtual learning will not be the same as the “distance learning” experience from this past spring. Student(s) must keep up with the pace of the virtual course and turn in assignments each week. Failure to complete assignments in a timely manner and participate in virtual classes will result in failing grades that could lead to course failure and/or grade level retention.

Elementary School Considerations:

- Pre-Kindergarten – 3rd grade students can expect to work approximately 3-5 hours, per day, on average, with multiple breaks. Students should plan to attend 2- 4 live instructional sessions, per core content area (Reading, Language Arts, Math, Social Living) weekly, along with small group instructional sessions as scheduled. This approximation of time does not include extensions of assignments, which would normally be given as homework/additional practice. The regular school schedule will be followed.
- Students in 4th grade - 5th grade can expect to work approximately 4 -6 hours per day should plan to attend 2- 4 live instructional sessions, per core content area (English Language Arts, math, science/social studies) weekly, along with small group instructional sessions as scheduled. The regular school schedule will be followed.
- It is important that students participate and complete assignments with academic integrity. Ensuring students independently complete assignments allows teachers to provide feedback and instruction appropriate for students so he/she can be successful in the current and upcoming grades/courses.
- Assignments and/or attendance checks must be completed by 10:00 PM in order for the student to be marked present for the current school day.

Middle and High School Considerations:

- 6th – 10th grade students can expect to work approximately 5-7 hours per day, on average, with multiple breaks. This approximation of time does not include extensions of assignments, which would normally be given as homework/additional practice.
- Students should plan to attend 1- 4 live sessions per subject, weekly, depending on subject. ELA and Math will have more opportunities for live instruction than Science and social studies.
- Some elective options may not be available through the virtual learning program.
- It is important that students participate and complete assignments with academic integrity. Ensuring students independently complete assignments allows teachers to provide feedback and instruction appropriate for students so he/she can be successful in the current and upcoming grades/courses.

- Assignments and/or attendance checks must be completed by 10:00 PM in order for the student to be marked present for the current school day.

What you can expect from our V. B. Glencoe teachers:

- Students will receive core (ELA, Math, Science, and Social Studies) instruction through Google Classroom.
- Pre-K and Kindergarten will provide synchronous, or live, lessons as well as independent assignments. Please follow the schedule given to you by your child's teacher.
- Teachers will provide instruction that mirrors the instruction for in-person students that will have the same attention to standards and rigor expected for V. B. Glencoe Charter School.
- Assignments, quizzes, and tests will be graded.
- 1st grade – 7th grade will follow the regular schedule of the school day. Teachers will provide synchronous, or live, lessons each day, followed by independent work assigned to the students.
- To the greatest extent possible, teachers will record live lessons for students to review again later or for students unable to attend the live lesson.
- Some grades will provide small group instruction or remediation as well. K – 2nd grade will provide mandatory foundation skills small group lessons weekly. Please follow the teachers schedules.
- Beginning Monday, August 17, teachers will upload links for participating in live lessons as well as for the independent assignments through the Google Classroom platform. Please follow your child's teacher's instructions and schedule.
- Teachers will post relevant supplemental materials to support students with instructional delivery of content such as annotated notes, videos, slide presentation, and website links.
- Teachers will be available to monitor and respond to student emails during planning periods and office hours.
- Teachers will monitor attendance through a combination of participation in live lessons and completion of assigned work.
- Information regarding online access to resources will be forthcoming.

What we expect from our students:

- Students should login to each of their Google Classrooms daily, following the schedule provided by teachers.
- If students are not able to login for the live lessons, they are required to watch any recorded videos in their entirety and complete the assignments.
- Students should complete all required assignments, quizzes, and tests and submit these as directed by their teacher. Assignments must be completed by 10 pm each day.

- Students should follow all expectations for online class etiquette which will be outlined by teachers at orientation and /or during the first few days of instruction.
- Students should email teachers or post comments in Google Classroom under the assignment if they have any questions. Of course, they may ask questions during the live instructional lessons.

How can you help?

- Provide reliable internet access.
- Make sure that we have a working phone number and email address, and that you answer calls and emails from teachers and administrators.
- Ensure that your child has a quiet space for attending lessons and completing work, and that they have all necessary materials and supplies, including a fully charged device or outlet to plug in, handy each day.
- Pre-K – 3 grade students will require a learning coach, a parent or caregiver, to monitor student ability to use devices and Google Classroom, attend to lessons, and to monitor understanding. Students in grades 4 and above may need help from a learning coach depending on ability to follow through with independent tasks.
- Ensure that your child is checking their Google Classroom daily.
- Ensure that your child is attending the live instruction for each class or watching the recordings of videos in their entirety.
- Ensure that your child is completing all required assignments and submitting these to their teacher in a timely manner.
- Encourage your child to reach out to their teacher if they have any questions or concerns or need any extra help.
- Inform teachers and/or administration if students are sick and cannot attend lessons as scheduled.
- Complete surveys or forms as requested by the school.

State Examination Requirements:

Students enrolled in the virtual learning environment will be required to follow all state examination requirements, as well as any other state requirements placed on students. This includes, but is not limited to attending school physically to complete the state mandated tests at the end of the school year.

Glossary

- Asynchronous Learning: Asynchronous learning is when learners participate in an online course at different times. Asynchronous learning allows learners to go through a course at their own pace and on their own schedule, with guidance and deadlines given by the course instructor.
- Synchronous Learning: Synchronous learning is when learners participate in an online learning course at the same time but in different locations, it is known as synchronous learning. Synchronous learning allows learners to interact with the instructor and other participants in a “live” setting. This is done through software that creates a virtual classroom.
- Blended/Hybrid Learning: Blended/hybrid learning is an instructional approach that includes a combination of online and in-person learning activities.
- Learning Management System: A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.