Virtual Learning Family Guide

Colchester School District
2020-2021

Welcome to the 2020-2021 school year! This summer has been filled with planning based on guidelines from the Vermont Department of Education, Vermont Department of Health, and input from our school community. This guidance and input shaped the models and plans you will find in this document.

Our school district is committed to the health and safety, well-being, and academic growth of all of our students. Even through this challenging pandemic, we hold our vision of striving to prepare each student for success in life by providing an enriching, welcoming and safe environment. We look forward to having our learners back - in person or virtually, this fall!

Virtual Option

Families had the option to select In-Person Learning or Virtual Learning for the 2020-2021 school year. Students in grades K-8 selecting this option will attend virtually, connecting to CSD teachers and classes. Students in grades 9-12 selecting this option will attend VTVC courses. Students will remain in the virtual option through at least the quarter/trimester for grades K-8 or semester for grades 9-12.

Staff

Teachers from Colchester School District are serving as virtual school instructors.

Grade Kindergarten	Darlene Mulcahy
Grade 1	Mary Geibel
Grade 2	Dawn Bissonnette
Grade 3	Caitlin Belavance
Grade 4	Joe Cheney
Grade 5	Aimee Boucher
Grade 6	Val Kneeland (ELA/SS) & Neil Renner (Math/Science)
Grades 7 & 8	Gretchen Farfaglia (ELA/SS) & David McDermott
Director of Virtual Team	Gwen Carmolli

Virtual Learning Weekly Schedule

Monday Remote	Tuesday Remote	Wednesday Remote	Thursday Remote	Friday Remote
Synchronous & asynchronous instruction, independent learning & assessment	Synchronous & asynchronous instruction, independent learning & assessment	Asynchronous & synchronous instruction & independent learning	Synchronous & asynchronous instruction, independent learning & assessment	Synchronous & asynchronous instruction, independent learning & assessment

Virtual Learning Model

CSD will…
- Provide learning and assessment based on AOE guidance, state standard and CSD curriculum documents
- Promote a balance of academic and social-emotional learning
- Provide systems of support for students based on state guidelines
- Use CSD guidance for Remote, Hybrid, and Virtual Learning
- Provide predictable, consistent communication to parents/caregivers and students
- Provide opportunities for synchronous and asynchronous learning
- Align learning platforms within grade levels and across the district
- Provide feedback and progress of learning to students and families

Students will…	Parents/Caregivers will…	Teachers will…
- Establish a daily learning routine - Identify a comfortable, quiet space to work - Check online communication on the learning platform daily (i.e.SeeSaw, Google Classroom) and e-mail - Attend school/learning daily - Complete and submit assignments in expected timeframe - Conduct learning and assignments with integrity and academic honesty (i.e. Students should complete their own work) - Take breaks, go outside and be active! - Look for opportunities to learn without technology - Follow school guidelines for technology and learning	- Support your child in establishing a daily routine and finding a comfortable work space - Monitor learning platform, Weekly Learning Plan and Weekly Assignment Sheet - Connect with teachers for questions and support. Notify the teacher if your child struggles to complete work independently - Check online communication regularly (learning platform, e-mail) - Email your child's teacher with questions or concerns; Teachers will be available by email or weekly Office Hours. - Contact CSD IT Help Desk with issues with school owned devices or technology concerns Help your child follow school guidelines for technology and learning	- Provide opportunities for academic and social-emotional learning - Take daily attendance - Develop rigorous lessons for remote learning, based on CSD curriculum and proficiencies - Provide Weekly Learning Plans or Daily Assignment Sheets (grades 6-8) for parents and students to follow learning and assignments - Conduct synchronous and asynchronous remote lessons and provide follow-up independent learning activities/assignments - Provide lessons, assignments and feedback on learning platform or classroom site - Assess student learning and maintain student grades on PowerSchool - Be available during specific times for synchronous learning and Office Hours - Check online communication daily; respond to email within 24 hrs (M-F) - Use district online platforms and technology guidelines for learning and communication

	Elementary	Middle	High School
Curriculum	- Academic and social-emotional learning - Lessons based on state standards, CSD curriculum maps, and grade level standards - Consistent learning across grade levels, planned collaboratively by grade level or content teams - Prioritized curriculum to reflect grade level standards	- Academic and social-emotional learning - Lessons based on state standards, CSD curriculum maps, and course proficiencies - Consistent lessons across grade levels or content teams, planned collaboratively by grade level or content teams - Prioritized curriculum to reflect course proficiencies - Differentiated learning opportunities - Feedback and assessment of learning - Weekly Learning Plan aligned across grade level and or content team	- VTVLC Curriculum, based on state standards - Lessons based on state standards and course curriculum - Feedback and assessment of learning
Instruction **5 days of instruction**	- Synchronous and asynchronous instruction - Daily Morning Meeting or Morning Message	- Synchronous and asynchronous instruction - Daily Teacher Advisory (TA)	- VTVLC Instruction - Asynchronous - Feedback and assessment of learning - VTVLC Teachers available for support or questions by email

Hours for learning	• *Minimum* instructional time for learning (includes Morning Meeting/Message, instruction, & independent work): 　　Grade K: 2 hours 　　Grades 1-2: 4 hours 　　Grades 3-5: 5.5 hours • Differentiated learning opportunities • Feedback and assessment of learning • Teachers available for support or questions during weekly Office Hours or by email	• *Minimum* instructional time for learning (includes TA, instruction and independent work): 　　Grades 6-8: 5.5 hours • Differentiated learning opportunities • Feedback and assessment of learning • Teachers available for support or questions during Office Hours or by email	
Weekly Learning Plan	• Weekly Learning Plan with daily lessons, sent/posted on learning platform (SeeSaw/Google Classroom) • Lessons and assignments posted in sequence on SeeSaw/Google Classroom • Weekly Learning Plans developed collaboratively by grade level teams	• Daily Assignment Sheets posted on Google Classroom • Lessons and assignments posted in sequence on Google Classroom • Lessons developed collaboratively by content teams	Virtual • VTVLC weekly assignments
Learning Platform & Technology	• Seesaw for grades K-2, Google Classroom for 3-5 for learning platform and asynchronous learning • Google Meet or Zoom for online synchronous meetings or instruction • Device provided by CSD • Technology support available at CDS IT Help Desk • Resources available for parents/ caregivers for learning platforms and digital learning tools	• Google Classroom for grades 6-8 for learning platform and asynchronous learning • Google Meet or Zoom for online synchronous meetings or instruction • Device provided by CSD • Technology support available at CDS IT Help Desk • Resources available for parents/ caregivers for learning platforms and digital learning tools	• Canvas for VTVLC learning platform • VTVLC for Canvas technology support • Device provided by CSD • Technology support available at CDS IT Help Desk
Communication	• Communication for parents/caregivers and students (newsletter) • Weekly Learning Plan posted • Schedules for synchronous learning and Office Hours posted • Office Hours for support and questions • Training and resources available for parents/ caregivers	• Communication for parents/caregivers and students (newsletter) • Daily Assignment Sheet posted • Schedules for synchronous learning and Office Hours • Office Hours for support and questions • Training and resources available for parents/ caregivers	Virtual • Communication that involves all stakeholders (Laker View • VTVLC teachers available for academic support and questions

Daily Learning

Elementary	Middle School	High School
Morning Meeting/Message (social-emotional) Literacy Math Science or Social Studies Unified Arts Support Services, as needed	Teacher Advisory (social-emotional) Core Content Core Content Unified Art Unified Art Support Services, as needed	VTVLC Courses Support Services, as needed

Accountability

Student learning will be assessed and graded using school and district assessments and grading systems. Students are accountable for their own learning.

Attendance

Daily attendance and learning is expected. Students are expected to participate in community building and learning activities, and to virtually attend school each school day.

Community Building

Students will have daily community building activities - Morning Meeting, Morning Message or Teacher Advisory (TA) to build classroom community and to stay connected to school. Students will be expected to participate in community building activities.

Contact information

Virtual classroom teacher for questions about classroom, Weekly Learning Plans, daily lessons or support services.

Contact the school principal for school systems or school communication.

Contact Gwen Carmolli (Director of CSD Virtual Learning) for questions about the overal virtual learning program.

Meals

CSD will provide meals for virtual students in a pick-up location. Meals will be available for those eligible for free/reduced lunch, and for those who would like to purchase lunch. More information will be provided from the CSD Food Service program.

School Calendar

Follow the CSD school calendar. Students begin school on September 8th.

Support Services

CSD will provide support services, based on student needs and plans. Support services will be coordinated with the classroom teacher, support services staff, and the family.

Glossary

Academic Time (AT) - an instruction period for learning acceleration, advising, intervention, and support

Assignment Sheet - a checklist of assignments for the day or week

Asynchronous Learning - instruction and learning that does not occur at the same time or place

Hybrid Learning - learning that takes place in-person at school (2 days) and at home (3 days) . Hybrid Learning in CSD is 2 days at school, 3 days at home

Learning Platform - a set of online tools with learning resources and information (ex. SeeSaw, Google Classroom)

Morning Meeting/Morning Message/Circle Time/Homebase/Teacher Advisory (TA) - community building routines that support social-emotional learning

Office Hours - a scheduled time for drop-in instructional support and or questions, may be virtual or in-person

Remote Learning - learning that takes place at home

Synchronous Learning - instruction and learning that occurs at the same time, but not in the same place.

Vermont Virtual Learning Cooperative (VTVLC) - online collaborative network of Vermont public school instructors and courses

Virtual Learning - learning that takes place at home, that is an option selected by the parents/caregivers

Weekly Learning Plan - an overview of learning for the week, may include links to asynchronous instruction