



GCSC
Virtual Learning
Handbook
Elementary

2020-2021

Virtual Learning Option

We believe that most children are best educated in the physical presence of a qualified and caring teacher. However, in the event of this year's dramatic changes, we're striving to provide flexible choices for families and students experiencing a variety of situations. We believe this Virtual Learning program combines the curriculum and experiences of our On-Campus learning with our digital platform and tools to provide a quality education for students in kindergarten through fifth grade.

Expectations

- All students are expected to participate in daily educational activities.
- If a student is ill or there is an event that would keep a student from participating in the day's activities, parents must notify the virtual teacher as soon as possible.
- Teachers will post a daily learning overview each morning by 8:00 am. This will include the day's tasks, assignments, and activities.
- Teachers will be available by email, chat, and phone daily, and will communicate their availability each week to accommodate family schedules. (For example, a virtual teacher may be available from 1:00 pm - 8:00 pm one day, and 9:00 am - 4:30 pm the following day.) The available hours will be largely based on the needs of the families within the virtual teacher's classroom.
- The virtual teacher's on-duty hours will be spent planning, facilitating activities, online teaching & conferencing, contacting parents, responding to questions, reteaching lessons to individual students as needed, and collaborating with other grade level teachers.

Curriculum

Virtual elementary students will receive instruction in the same core curricula which on-campus students receive. (Therefore, all textbook fees will apply.)

GCSC has adopted the following curriculum and resources:

- Wonders (reading and writing)
- Orton-Gillingham (phonics for grades KG & 1)
- Eureka (math)
- Discovery Education (science and social studies)
- Imagine Learning (supplemental adaptive software for literacy and math)

*Virtual students will also participate in monthly book clubs.

Delivery

Canvas is the learning management system through which content will be delivered. Students and parents will participate in an online orientation which will help familiarize them with the platform: accessing and submitting work, checking the status of assignments, and utilizing communication tools.

- Students will participate in both synchronous (live) and asynchronous (prerecorded) learning experiences.
- All learning posts for the day will be on Canvas as early as possible, at the latest 8:00 am. This will include an overview of the learning provided by the teacher, with approximate time for tasks included.
- If your student cannot participate in the day's learning, please contact your child's teacher via email or phone as soon as possible.
- Video instruction will occur daily. This may include a prerecorded lesson, screencast, or a live video conference.
- Students will connect with their teacher and virtual classmates weekly. This may include a morning meeting, question-answer sessions, or small group instruction.
- Virtual teachers will continue to collaborate with grade level team members in order to maintain consistency within the on-campus and virtual learning experiences.
- The virtual teacher's hours of availability will be shared each week with families. While some days may follow a traditional school day schedule, the virtual teacher will also adjust their work day to provide evening hours.

Sample Schedule

The Indiana Department of Education requires all elementary students to be engaged in 5 hours of learning activities. However, this does not mean that virtual students will be engaged in 5 hours of daily screen time.

Below is a sample of the daily schedule of an elementary virtual student. Specific schedules will be provided by your child's virtual teacher.

SAMPLE DAILY SCHEDULE
<p style="text-align: center;">Reading - 1 hour</p> <ul style="list-style-type: none">-Online: Connect Ed: digital story, questions, reading skill, vocabulary, spelling, grammar. Phonics video instruction (if applicable)-Offline: Reading, spelling/grammar practice
<p style="text-align: center;">Writing - 30 minutes</p> <ul style="list-style-type: none">-Online: Video instruction.-Offline: Compositions of various genres, and practice of manuscript and cursive handwriting
<p style="text-align: center;">Math 1 hour</p> <ul style="list-style-type: none">-Online: Eureka math video instruction, practice sets. Imagine Learning supplemental program, (adaptive to student's level).-Offline: practice sets
<p style="text-align: center;">Sci/SS 1 hour</p> <ul style="list-style-type: none">-Online: Video lesson via Discovery Education.-Offline: Projects
<p style="text-align: center;">Related arts 30 minutes</p> <ul style="list-style-type: none">-Online: Instructional video-Offline: physical activity or practice
<p style="text-align: center;">Book club 30 minutes</p> <ul style="list-style-type: none">-Offline: chapter book reading, new titles monthly

WEEKLY ACTIVITIES
Social-emotional activities
Progress check-ins with teacher
Small group lessons with grade level peers
Read-alouds with librarian

Student Supports

Virtual elementary students will continue to receive support and have access to the same resources as On-Campus students.

- Counselors will continue to be available to support students as needed and will provide video lessons of the required state curriculum, such as, body safety, and anti-bullying. Please reach out to your counselor if you have concerns or would like your child to meet individually for mental health checks.
- Students in need of the following services must schedule time during the physical school day:
 - Special Education
 - English Language Learners
 - Speech
 - Occupational Therapy
 - Physical Therapy
 - Title I/ Intervention
 - School Counselors

Technical Support

- If you experience technical issues or login issues please notify your teacher.
- If it is an issue that he/she cannot fix, they'll ask you to reach out to eLearning@greencastle.k12.in.us.
- If you need to bring in your device in for a repair, you'll be asked to drop it off at Central Office (1002 Mill Pond Lane).
- The device will be repaired and returned to you within one business day.

Virtual Etiquette

When participating in live video conferences, students should practice the following:

- Remain seated during the conference
- Dressed and out of pajamas
- No eating while in live conversation
- Minimize distractions by removing pets or siblings
- Students may be disconnected for inappropriate behavior

Digital Tools

Canvas is our learning management system and main communication platform. Google Meets is the tool we use for video conferencing with students.



What is it?

Canvas is a virtual classroom platform for lesson delivery, assignment submission, and receiving feedback and graded assignments.



What is it?

Meet is a video conferencing tool which allows synchronous instruction and for people to interact in real time.



What is it?

Connect Ed is the online component and digital textbook of the Wonders reading curriculum.



What is it?

Eureka (online component also called Embarc) provides video tutorials and online practice.



What is it?

Discovery Ed provides engaging online science and social studies lessons and videos.



What is it?

Imagine Learning is adaptive software which meets the needs of individual learners for literacy and math.