



July 31, 2020

Dear Elementary Virtual Learning Parents,

The Elementary Virtual Learning Option is brand-new to all of us and we want to thank you for your patience and understanding as we have revised our plan many times due to the increased number of students enrolled. It is important to us that the Virtual Option for our elementary students mirrors the learning that is taking place in our traditional on-site setting. You will find the basics of our plan below, along with some of the expectations for our virtual learners. We appreciate the opportunity to partner with you as together will work to educate our students to high standards with precision and personalization.

As we are preparing for the start of our school year with our Virtual students and the importance of making sure we have everything in place, we will be officially starting our Elementary Virtual Option on Wednesday, August 19th. However, during these next two weeks, your child's teacher will be making contact with you to begin building those crucial relationships that will be vital to the success of our program. Teachers will also be engaging your student in community building activities that will help your student familiarize themselves with the Canvas platform.

We have planned Orientation evenings for each elementary school for our virtual students so that we can pass out technology devices to our students that do not have a device, distribute any textbooks and materials needed for that grade level, along with the opportunity to have our teachers conduct Fountas and Pinnell Reading benchmark tests. This will allow our virtual teachers to know how to specifically program for your student and inform their instruction during our Guided Reading groups. This testing will also be completed in the first two weeks of school for those students attending in the traditional on-site setting as well. Here is the schedule for our Virtual Orientations to be held at each elementary school from 4:00 p.m. - 7:00 p.m. each evening. Your child's teacher will be calling you to set up a time for your Virtual Orientation.

- August 11th 4:00 p.m. - 7:00 p.m. - Andrews Elementary School
- August 12th 4:00 p.m. - 7:00 p.m. - Flint Springs Elementary School
- August 13th 4:00 p.m. - 7:00 p.m. - Roanoke Elementary School
- August 14th 4:00 p.m. - 7:00 p.m. - Salamonie School
- August 17th 4:00 p.m. - 7:00 p.m. - Lincoln Elementary School
- August 18th 4:00 p.m. - 7:00 p.m. - Horace Mann Elementary School

The Elementary Virtual Learning day will begin at 9:00 a.m. and end at 3:30 p.m. We have attached the schedule below for you to see what your child's day will consist of. Virtual lessons will be recorded in our Canvas platform and our



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teachers will be scheduling “live” video conferencing using WebEx. Teachers will be communicating with you on how to have your student access the WebEx platform, along with daily contact through the virtual lessons, email, and Canvas platform.

Virtual students will be expected to keep the same pace as their on-site classmates and will receive feedback from their assignments as the teacher grades their work and posts in PowerSchool each week. Any questions a virtual student submits to their teacher by phone, mail, in Canvas, or in a virtual conference will be answered in a timely manner or by special arrangement. If a virtual student decides to attend in-person classes, please contact the building principal of your child’s home school. Virtual students may transfer to on-campus classes one time.

Our HCCSC Moral Purpose is to educate all students to high standards with precision and personalization. The partnership between HCCSC and our parents is a key component to the success of our Virtual Learning Option. We will need each student to be invested and take ownership in their learning and we can only do that through parent support. We are excited to begin a new school year and we thank you for allowing us to partner with you on this new journey into the Virtual Learning environment. Please do not hesitate to communicate with us if you have additional questions or concerns.

Yours in Educating the Future,

Jay Peters, Director of Curriculum
and Virtual Learning Coordinator

Elementary Virtual Learning Option Daily Schedule Snapshot Monday - Friday 9:00 a.m. - 3:30 p.m.	
Getting Started 15-30 minutes	Attendance Community Circle via WebEx

<p>Reading Block</p> <p>90-120 Minute Block (this is a total time per day with in person WebEx and blended format)</p>	<p><u>Required Whole Class WebEx Session</u></p> <ul style="list-style-type: none"> • Attendance • Reading Mini Lesson (15 mins daily) • 3 Guided Reading Groups (each group 15 - 20 minutes) (Intervention/Special Education Push in/Pull out) • <u>Blended Format based on student needs</u> • Interactive Read Aloud (15 - 30 mins) • Word Study (10 - 15 mins) • Reading rotations (response to reading, word work, read to self, or other options based on the reading framework) • Reflection (5 mins daily at the end of the block)
<p>1 Hour Block</p>	<ul style="list-style-type: none"> • Break /IMPACT Intervention

<p style="text-align: center;">Math Block</p> <p>75-90 Minute Block (this is a total time per day with in person WebEx and blended format)</p>	<p style="text-align: center;"><u>Required Whole Class WebEx Session</u></p> <ul style="list-style-type: none"> • Attendance • Number Talk (5 mins daily) • Math Mini-Lesson (10-15 mins daily) • 3 Small Group Math Sessions (15 - 20 minutes for each group) Intervention/Special Education Push in/Pull out • <u>Blended Format based on student needs</u> • Math rotations (Hot Topics, Fact Fluency, DreamBox, Units of Study, or other options based on math framework) • Reflection (5 mins daily)
<p style="text-align: center;">1 Hour Block</p>	<p style="text-align: center;">Lunch / Work Completion / Intervention</p>
<p style="text-align: center;">Writer's Workshop</p> <p>45-60 Minute Block (this is a total time per day with in</p>	<p style="text-align: center;"><u>Required Whole Class WebEx Session</u></p> <ul style="list-style-type: none"> • Attendance • Writing Mini Lesson (15 mins daily) • Writing Conferences (Intervention/Special Education

<p>person WebEx and blended format)</p>	<p>Push in/Pull out) Meet with each writer once a week</p> <ul style="list-style-type: none"> • <u>Blended Format based on student needs</u> <p>Daily Writer's Workshop as outlined in the writing framework</p> <ul style="list-style-type: none"> • Writing Rotations (letter formation, word work, independent writing time, or skills groups based on writing framework) (40 minutes) • Reflection (5 mins daily)
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IMPACT Virtual Learning

Weekly Schedule:

- Blend of synchronous/asynchronous
- 15 day rotation schedule
- 20 minute lessons IF appropriate for specific grade level
- Music, Art, and PE/Health