Procedure for Virtual Learning Days

1. Days will be identified through the following process:
   a. In the school calendar through the Hawthorn Academy Board with the required USBE 14 day notice to parents
   b. Petition to the Governor's office for an emergency need (i.e., snow day, rise in COVID, etc).
2. Devices
   a. Parents will email their student(s) classroom elementary teacher if they need their child to check out a chrome book. On planned virtual learning days on the calendar, parents must notify teachers 3 days in advance.
   b. Devices to be checked out will be determined by Campus Principal in coordination with the technology specialist (check out old devices first).
   c. Chargers will not be checked out if it is for 3 days or less. Students will be instructed to only use it during instructional time only.
   d. MIddle School students already have their own devices checked out to them.
3. Communication
   a. For calendared Virtual Days, a schedule will be sent to all parents a day before and again the morning of the virtual day for students by period and/or content
      i. MIddle School will have a set schedule by period which will be sent out by the principal so there is no conflict.
      ii. Elementary communication on virtual time will be determined by grade level teams and campus principal. The schedule will then send out to each student's parent the schedule by the classroom teacher.
   b. For emergency virtual days (i.e., snow day, COVID, etc)
      i. Principals will work with grade level/content teams at the beginning of the year in preservice meetings to determine the schedule for online instruction. The hours will then be communicated to parents on the day of the emergency day as in 3a.
   c. Teachers will send an email on what the expectation for that teacher/class is for the day.
   d. Teachers will send invitations to all students
      i. If the school is on multiple virtual days, teachers will send individual emails to parents of students who have not attended virtually or done work for the day.
      ii. The technology coach will send all parents at Hawthorn Academy through One Call (with the campus secretaries) the following:
         1. Instructive videos how to login or utilize apps for the school
   e. Teachers will respond within office hours of 12:30 - 1 p.m. to emails and parent calls in order to make this the most smooth and successful transition.
4. Attendance
   a. Teachers will take attendance by marking those as in attendance who attend the online virtual sessions or turn in the posted assignments.

      b. Teachers must save attendance for the day by the end of the week for the virtual day.

5. Teaching

    a. Teachers will post assignments through Canvas

        i. If the virtual day is a planned day, the assignments must be posted the day before. Teachers can work together to collaborate and delegate the workload.

        ii. If it is an unplanned day, teachers must have assignments posted by 9 am

    b. Teachers will be available online see # 3 Communication

    c. Teachers will record and post lessons

        i. On planned virtual days - teachers will post an instructional video. For elementary it will be just in core areas of ELA, math and science/SS.

            1. Set up Videos: Teacher introducing the assignments posted on Canvas with teacher clarity included.

            2. Instructional video: Either the teacher created video or video the teacher has found (ie, Open UP video for math). This video is the lesson which can be a review of critical learning areas or current learning in the Scope and Sequence.

            3. Teachers can work together to collaborate and delegate the workload.

        ii. Emergency Virtual Days - teachers will be online (see #3) and will record instructional online lessons and post by 4 p.m. for those students who cannot get online.

        iii. On Virtual Days we will do our best to provide instruction and make it feel like a regular school day as much as possible.

    d. Teachers may incorporate any of the following that have proven to be effective in the past:

        i. Let students have the first five to ten minutes chatting with their friends before we start the learning or helping depending on their needs.

        ii. Grouped students by need on specific lessons and/or concepts (allowing the teacher to do interventions or accelerate learning.

        iii. Elementary - take a short time to read a story to students if that is what you do in your class - share learning and thoughts.

        iv. Utilize technology through Power Points, online apps. Teacher shares a screen and asks questions so that it is not just watching a presentation.

        v. At the end of the time or beginning hold a question/answer time to help students struggling in understanding the assignment/lesson.

6. Teachers practice in class going onto Canvas so if we need to move virtually, they know how to access lessons, assignments, etc.

Teachers will be provided a check list of procedures to follow.