MYP & DP
"Virtual School" Guidelines

March 2020

Virtual School is held due to weather, campus issues, or from a directive of the Ministry of Education. The main purpose of **Virtual School** is to continue the classroom learning as to maintain the educational process as much as possible. **Virtual School** can also be used for conducting classes during emergency situations which might necessitate the extended closure of school. Teachers are permitted to work from home on **Virtual School** or they may choose to work from school.

Virtual School is NOT designed to be a 6.5-hour online experience for students. It is designed to support student's academic progress in their home environment.
(Student check-ins and attendance will be required by 2pm each day.)

Teachers will use ==**Google Classroom**== as the online hub for Virtual School communications**.** Having external links from **Google Classroom** to other electronic tools is acceptable but all information should be organized and available from **Google Classroom**.

Some suggestions for resources that might be useful in planning **Virtual School**:

Google Hangouts	Teacher Video Conferencing. Allows up to 250 participants, live streaming audio/video call, and recording a video call. Step by step instructions can be found here: Google Hangout Tutorial
Screen Recording	Another tool to assist in Virtual learning is to record what the teacher is doing on their computer, save it and then share with students at a later date. Video tutorials and instructions can be found here: Screencast-o-Matic Tutorials
Nearpod	Bring the classroom to life with interactive mobile presentations the teachers create and customize themselves
Khan Academy	Learn for free about math, art, medicine, finance, history, computer programming, economics, physics, chemistry, biology, and more.
Socrative	Quickly assess students with prepared activities or on-the-fly questions to get immediate insight into student understanding
Voicethread	Conversations in the cloud.
Goformative	Create incredible online assessments, classwork or homework
Kahoot	Create a fun learning game in minutes, made from a series of multiple-choice questions. Add videos, images and diagrams to your questions to amplify engagement!

Virtual School Teacher Responsibilities

1. Create meaningful, and authentic learning opportunities that require students to reflect or requires them to create.

2. Continue to follow our **regular Day rotation schedule** with Days 1-6

3. Update **every day & each class** with information about what is happening
   a. Learning objectives
   b. Classwork & homework assignments with clear instructions
   c. PDF copies of reading material
   d. Full range of resources with links and uploads
   e. Provide a variety of resources and learning activities for students
   f. Computer screencasts or teacher created video lectures

4. Virtual School should not simply be an extended homework time or "more of the same"

5. Respond to questions from students and/or parents **within 24 hours**

6. **Posting:** Class information/assignments are to be posted on the specific class's **Google Classroom** by **9:00 am**

7. **Online "Office Hours":** Teachers will be available during Virtual School to answer questions via **Google Classroom** during "office hours" **MYP/DP: 9:00 am - 2:00 pm**

8. **Take Student Attendance** by checking that students have accessed **Google Classroom** for the specific course. Create check-in opportunities by asking students questions, requesting uploaded materials or responses, etc.
   a. Email parents directly and Principal's PA on the day of those students not accessing **Google Classroom by 2pm**

9. Monitor and give feedback on student work during **Online "Office Hours"**

10. Assessments **are to be re-designed** as "take home" assessments. The assessment calendar will continue to be followed as closely as possible.
    (Example: a Wednesday quiz on the assessment calendar should still be given but using Google Forms or changed to an emailed/uploaded project instead.)

"Virtual School Day" Procedures continued

Virtual School Student Responsibilities

1. Establish daily routines for engaging in the learning experiences

2. Identify a quiet space in your home where you can work effectively and successfully

3. Sign into each of your specific **Google Classrooms** (on the appropriate day) in order to be counted present for this day of learning. **This must be done by 2:00 pm** (Teachers will take attendance by monitoring student access to **Google Classroom**)

4. Regularly monitor **Google Classroom** and **ALS email account** to check for announcements and feedback from your teachers

5. Complete assignments with integrity and academic honesty, doing your best work

6. Manage time to meet timelines, commitments, and due dates. The assessment calendar will continue to be followed as closely as possible. Any questions about assessments during Virtual Learning should be directed to your subject teacher directly.

7. Regularly communicate with your teachers when you have questions or are unsure.

Virtual School Parent Responsibilities

1. Establish routines and expectations

2. Define and allocate the physical space for your child's learning

3. Monitor **Google Classroom** communications from your children's teachers

4. Begin and end each day with a check-in

5. Take an active role in helping your child(ren) process their learning

6. Review learning modules/lessons for materials that may be needed for the day

7. Establish times for quiet and reflection

8. Encourage physical activity and/or exercise

9. Monitor how much time your child is spending online

10. Keep your children social, but set rules around their social media interactions

11. Contact your child's teacher when/if you have questions

Virtual School Teacher Daily Checklist

❏ **By 9:00 am each school day**   **Post** Class information and assignments on the specific class' **Google Classroom**

Does the lesson..
  ❏ Have Learning Objectives?
  ❏ Have classwork & assignments with clear instructions?
  ❏ Have PDF copies of reading material?
  ❏ Have full range of resources with links and uploads?
  ❏ Have a variety of resources and learning activities for students?
  ❏ Have computer screencasts or teacher created video lectures?(if appropriate)
  ❏ Create meaningful and authentic learning opportunities?
  ❏ Require students to reflect or requires them to create?

❏ **Online "Office Hours"**   Online and available for questions from
                                  <mark>9:00 am - 2:00 pm</mark>

❏ **Monitor & Feedback**   Provide feedback to students on their work during **Online "Office Hours"**

❏ **Attendance**   Check to see each student is active in **Google Classroom** on the days class is scheduled.

❏ **Parent Notification**   Email **parents directly** and **Principal's PA** on the day of those students NOT accessing **Google Classroom**

❏ **Response Time**   Respond to questions from students and/or parents <mark>within 24 hours</mark>

❏ **Assessments**   Assessments **are to be re-designed** as "take home" assessments. The Assessment Calendar will continue to be followed as closely as possible. (Example: a Wednesday quiz on the assessment calendar should still be given but using Google Forms or changed to an emailed/uploaded project instead.)