

Virtual Learning Plan for Unexpected School Closures

PURPOSE

- Continue the momentum of learning at home during an unexpected school closure.
- Prevent the need for modified schedule(s) or added school day(s) to the school calendar.

TIMING

- The protocol can be activated at any time by the administration. A message will go out to students and parents no later than 7am if the day will be a Virtual Learning Day. The message will indicate whether the day will be synchronous or asynchronous.
- The protocol will be automatically activated on the third and subsequent unexpected school closure days resulting from inclement weather, etc. in an academic school year.

KEY TERMS

- **Asynchronous (async):** Students learn at different times on their own schedule within the parameters set by individual teachers. This method provides a flexible approach to student engagement and allows students to work through their assignments at their own pace.
- **Synchronous:** Students learn at the same time in a virtual class with their teacher and peers. Communication happens in real time via Microsoft Teams Meetings according to a set school schedule.

ASYNC DAY PROCEDURE:

- Assignments and accompanying materials will be posted by 8am on Teams and OneNote.
- Only the classes scheduled will have assignments posted. For example:
 - A Day: classes during blocks 1, 3, 5, and 7 will have assignments
 - B Day: classes during blocks 2, 4, 6, and window (if you have a window class such as APUSH that includes assignments) will have assignments
- Students should expect to spend no more than 60 minutes per class on asynchronous class work and homework.
- Any work assigned on an async day will be due during the next class or a subsequent class.

ASYNC ATTENDANCE

- **Students must complete the Async Day Attendance form between 7am – 9:30am.**
 - This form will be sent to students via email by 7am each asynchronous day.
 - The form must be submitted by 9:30am to be marked "present" in classes for the day.
 - Submitting the form after 9:30am may result in a "tardy" in all classes for the day.
 - Failure to submit the form on an asynchronous day may result in being marked "absent" for all classes that day.

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- In the case of a student illness, lack of internet access, or other situation that prevents a student from participating in the Async Day, a parent must contact the attendance office via email (attendance@seaprep.org) to excuse the student. Absent students will still be responsible for assignments per the teacher's absence protocols.
- The Seattle Prep attendance policy (outlined in our Parent/Student Handbook), which requires that students miss no more than 10 Collegio classes or 6 of any other class per semester in order to earn credit, applies to all school days, asynchronous days included.

SYNCHRONOUS DAY PROCEDURE:

- Classes will follow the schedule originally planned for the day (A Day, B Day, etc.), unless otherwise communicated.
- Students do not need to log in for study halls. However, attendance is expected for non-study hall Window classes and scheduled programming or meetings during Lit-Study classes.
- **Each class will begin as a live session via Teams.** Live sessions will include:
 - Attendance (taken on Veracross through our normal attendance system)
 - Context
 - Learning Objectives
 - Class agenda & homework plan
 - Additional learning activities at the teacher's discretion
- **Students will be engaged in learning activities for each class for the duration of the scheduled block.** Students will participate in a variety of different learning activities such as collaborative peer-to-peer work time, independent reflection/work time, collaborative teacher-student or teacher-small group time, teacher lecture or demo time, small and large group discussions, etc.
- Teachers will remain engaged with students for the full class time (whether speaking to or with the whole group, checking in on small groups or individuals, answering questions, etc.).

SYNCHRONOUS CLASS PROTOCOLS & EXPECTATIONS FOR STUDENTS

- Students must be present in the Teams class meeting and be ready to begin by the class start time to be marked present.
- Students should immediately mute their volume to avoid background noise.
- Video must be turned on, and student faces must be visible, during class or group activities, unless explicitly instructed by teacher to turn video off.
- School dress code policies apply.
- Students should be aware of their surroundings. Students should join sessions from a common space at home and should avoid personal spaces such as beds or bathrooms.
- Students may choose to use a non-distracting background.
- If a student is dropped from a meeting (due to an internet or technical glitch, etc.), they should rejoin as soon as possible and notify their teacher of the issue. If issues are related to their Microsoft Surface, the student should email helpdesk@seaprep.org immediately for assistance (include your phone number).
- Students should remain focused and engaged. It is easy to get distracted on a computer or cell phone. Students must remember that they **are in class** and are responsible for the material presented in class.
- Cell phones should remain silenced and be put away. Videoconference platforms should remain open on the screen. Navigation to other apps should only occur when directed by a teacher.

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- Students may not take a screenshot, picture, or video of class without prior permission from a teacher.
- Posting or sharing pictures, videos, screenshots, etc. from a class may result in disciplinary action.
- Students should use the chat feature only as directed by the teacher. It should not be used for personal messaging.
- The Technology Responsible Use Policy and Parent/Student Handbook expectations apply in all learning environments including Virtual Learning Days and/or hybrid on-campus/remote learning experiences.

SYNCHRONOUS DAY ATTENDANCE

- Teachers will take attendance via Teams at the beginning of the class period.
 - Students must be logged in and visible when the class period begins to be counted as present.
 - Students who log in after the start time will be considered tardy.
 - Students who do not join the class via Teams will be marked absent.
- In the case of a student illness, lack of internet access, or other situation that prevents a student from participating in the Synchronous Day, a parent must contact the attendance office via email (attendance@seaprep.org) to excuse the student. Absent students will still be responsible for assignments per the teacher's absence protocols.
- The Seattle Prep attendance policy (outlined in our Parent/Student Handbook), which requires that students miss no more than 10 Collegio classes or 6 of any other class per semester in order to earn credit, applies to all school days, synchronous days included.

TECHNICAL ISSUES

- If a student has an issue with their Surface or issues accessing their online class materials, **they should contact helpdesk@seaprep.org immediately** for IT support. Please include your phone number so they can contact you to discuss the issue.