



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

Kirk O' The Valley Elementary School Distance Learning Program Policies August 10, 2020

OVERVIEW

As we prepare to begin the 2020 - 2021 school year with distance learning, we would like to share some protocols we have developed to make the experience as smooth and seamless as possible. Since the outbreak of the COVID-19 pandemic during the spring 2020 semester, we have made significant improvements and changes to our Distance Learning Program. This document was guided by feedback received from teachers, staff, students and parents and should help ensure a uniformity of the learning experience for all students as we begin classes on August 31.

We know it will take all of us, students, teachers, and parents, working as a team, to ensure a successful school year. Please read through this document carefully with your child and make sure you both understand what is being required. We ask that you sign it and children in grades 3rd - 5th sign it as well.

STUDENT RESPONSIBILITIES

Preparing for the School Day

1. Attend all daily meetings according to the class schedule provided to you. Please be sure you arrive on time.
2. Be dressed for the school day (no pajamas).
3. Ensure that you have gone to the bathroom and eaten breakfast before the class meeting begins.
4. Use the designated work space within your house that has no distractions (e.g., pets, television, music, and toys) and includes access to an electrical outlet.
5. Ensure that you have all appropriate supplies and materials at the beginning of each class.
6. Ensure that devices/Chromebooks are charged in advance and the adapter is nearby in case it's needed.

Participating in Class Meetings

1. Log in with your Google credentials, which are provided by Kirk's Computer and Technology Support department (CATS). Students not logged in properly will not be admitted into Zoom class meetings. Students may not change their screen names during their Zoom meetings.
2. Have your video on with your face visible and the microphone muted until asked to unmute by the teacher.
3. No Zoom virtual backgrounds to be used during class time.
4. Raise your hand and wait to be called on by the teacher if you have a question or comment relevant to the lesson.
5. Focus solely on the lesson being taught and do not use other apps or devices during class. Digital apps and digital tools should not be used in a manner that disrupts the class.
6. Use the Google browser for all teacher instructed browsing and online work, not Safari, Edge, etc.
7. Follow good Digital Citizenship Practices as outlined by Kirk O' the Valley School.
8. Use chat functions only when directed to by the teacher.
9. Remain in the meeting for the duration of the lesson and disconnect promptly when the meeting ends.

Completing and Turning in Work

1. Follow the work schedule provided for your class. Work only on assigned tasks. Do not work ahead in your packet or on Google Classroom online assignments.
2. Write your name on all assignments and title all of your Google Classroom documents.
3. Reach out to teachers with questions and/or concerns. Remember the Google Classroom Comments are for relevant questions and/or comments only.
4. Check your email regularly throughout each school day, and respond in a timely manner. We have turned off the email notifications for class messages, (controllable by your own Google Classroom settings also), so the emails in students' boxes will primarily be homeroom teacher communication.
5. Follow all due dates for turning in work. Assignments should be turned in at packet pick-up/drop-off time or digitally in accordance with your teacher's instructions.
6. Do your own work to the best of your ability. We call this operating under the honor system. We encourage you to seek help from teachers during scheduled office hours. We do not expect perfection. Mistakes are learning opportunities.

HOME/PARENT RESPONSIBILITIES

1. Attendance at all daily online meetings is required. Please be sure your student arrives on time according to the class schedule provided to you. (See Communication section regarding absences.)
2. Set up a designated work space for your child within your house that has access to an electrical outlet.
3. Ensure your child's work space is free of distractions including phone conversations, pets, toys, siblings, etc. Sibling work spaces, if possible, should be separate from each other.
4. Help your student set up an organizational system within the work space.
5. While we want your child to work independently, we understand that needs of K-2 students might be more immediate and require parent assistance.
6. To the best of your ability, please be sure that all student protocols listed above are followed.

COMMUNICATION

1. Packet pick-up/drop-off will be on Friday afternoons at Kirk at the scheduled grade-level time. In order to accommodate this, Fridays will be half-days (dismissal at 12:15). Sibling packets will be available simultaneously. Families who are not available to come to school during their designated pick-up/drop-off time may stop by Kirk after hours to pick-up/drop-off their packets from a designated location near the school office. Families must communicate this with their child's teacher.
2. Communication between parents and teachers is very important to us. Teachers will answer emails as soon as possible within the workday, but in no event more than 24 hours after they are received. Emails received by 5pm will be answered the same day to the best of the teacher's ability. Emails received after 5pm will be answered the following day.
3. Ensure that your student is checking his/her email during the school day and responding when appropriate.
4. Email your child's teacher and the office if your child will be absent from any class.

SUMMARY

Although things may look different, one thing remains the same: Our dedication to our students and their families is paramount. Our school is not just about a campus or a building; it is about the community created by the many people who have shared the Kirk experience. We believe these protocols will help lay the groundwork for our distance learning program, ensuring consistency and a positive environment for students and parents alike. We do hope that conditions will improve to enable a safe return to in-person classes and activities soon, and as challenging and uncertain as our circumstances may be this fall, Kirk O' The Valley School is ready to thrive this school year. We hope that we can share this optimism together!

Please sign the following page and return to the school office.



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**Kirk O' The Valley Elementary School
Distance Learning Program Policies
August 10, 2020**

I/We have read and understand Kirk O' The Valley School's Distance Learning Policies and agree to the conditions stated herein.

Student _____
(Print student's name)

Student _____
(Signature - Only required for 3rd-5th graders)

Parent / Guardian 1 _____
(Print Name)

Parent / Guardian 1 _____
(Signature) _____ **(Date)**

Parent / Guardian 2 _____
(Print Name)

Parent / Guardian 2 _____
(Signature) _____ **(Date)**

Kirk O' The Valley School

Signature _____
Hillary Felder - Administrative Director _____ **(Date)**