

Jacksonville Christian Academy

Elementary Distance Learning Plan

The following information explains the tools to accomplish education at home, how information will be received, how to communicate with the homeroom teacher, and how assessments (quizzes, test, & projects) and worksheets will be utilized and graded; it will also distinguish between Distance Learning by parental choice (DLC) and Distance Learning under quarantine (DLQ). Unless specified otherwise by DLC or DLQ, Distance Learning requirements will be for ALL at home learners.

Tools needed at home for Distance Learning:

- Internet service
- Electronic device with internet access (1 per child is optimum)
- Access to a printer (if test/quiz packets can't be sent home)
- Parent Facebook account (for receiving instruction only)
- Parent Seesaw account (for questions and general communication)
- Textbooks/workbook pages, readers, school supplies, etc.
- Proper place to listen and work while viewing teaching videos

Receiving At-home Instruction

How will we accomplish this?

The homeroom teachers will each create their individual *classroom* Facebook page or group. Safety parameters and privacy standards will be set up so that the only way to see the class page/group is by teacher invitation only.

Why Facebook? Setting up a Facebook page/group is less time consuming for the teacher and parents than other means and the videos load quickly and don't affect the storage on devices. Principal Sinkhorn, the homeroom, and Music teacher will be selected as the group/page administrators for each class so they can go LIVE and post videos *as needed*. Utilizing FB allows LIVE streaming and the videos can then be uploaded or posted and can be re-played as often as needed. Assessments or other documents can also be uploaded to FB and be printed off if necessary.

Only the parents or an official guardian may become a member.

Students should have all the necessary textbooks and school supplies in their possession.

How will we record lessons if some students are DLC and some are in the classroom?

A regular school day begins at 8 am. The teachers have been instructed to go LIVE, begin Pledges and Bible at 8:15 am and continue until a break. When there is a break in the schedule, the teacher will end the video, name it by date and subject(s), and upload it to the page. There could be up to 5 videos posted during a regular school time frame. *If there is a *major* student disruption or discipline issue during class, the teacher will let the viewer know that they will continue in a few moments and end the video. We certainly hope this doesn't occur, but better to be prepared than not.

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Should a student in the classroom distance learn from home, whether DLC or DLQ, class parents will be notified so they will be aware that their child's classroom is going LIVE.

A typical daily, classroom schedule will be provided to all classroom parents as soon as it is finalized.

During DLQ the start time may be later in the morning and the length of the school day videos should be less due to the lack of typical classroom distractions, but for a DLC, the schedule will reflect an 8:15 am start time.

What will the teacher do to prepare for the online lesson?

The teacher will set up a classroom communication system using Seesaw. We have used this for years and have had great success. It is a two-way communication system that allows the teacher to individually reach out to a parent or all of the parents for announcements, etc., and it allows the parents to privately connect with the teacher. At Open House you will be provided with the directions and SQR to set it up. Seesaw is for questions, general communication, and the place where parents will upload pictures of completed work when it is requested.

The teacher will also set up a private, Facebook page/group with strict settings. *We've already tried a "test group" and it does work with no ads or extra options, because it is hidden from other Facebook users.* You cannot have access unless you are invited by the teacher. You will be requested to send the Facebook account name that you wish to use to the teacher via Seesaw. *Only submit names of the individuals who are consistently responsible for your child's learning at home. For example, both parents and a grandma may need member invites.

If you already have a Facebook account, you may want to set up another account just for the class page/group (this is your choice). If you do not have a FB account, please set one up for when it is needed. If you have concerns, you don't have to use it until your child is DLC or DLQ. *A suggestion for additional safety, do not use your child's information or use pictures. You can even use a bogus name, as long as the classroom teacher is sent the name on Seesaw. Only the parents or an official guardian may become a member.

Teachers will continue to make lesson plans each week and turn them in to Mrs. Sinkhorn. They will conduct the class as they normally would. They will drill charts, math facts, and concept cards, use visual aids and STEM to enhance lessons as often as possible and engage students with moving around or other actions i.e. asking review questions or playing games. When possible, the teacher will call on students who are DL.

Teachers will often have the students come to the board and complete questions or fill in the blanks in the textbook or workbook pages. It will be especially important that students watch every video, so their work gets completed *correctly* for studying purposes.

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Teachers will keep videoing through the entire class, even during workbook time or completing pages. If they move out of camera view that's fine, they'll just explain what they are doing i.e. "As I walk down the rows, let me see you hard at work", "Oh, we have a call from the office, please excuse me for a moment", or "Yes, you may get a _____". It's important that the show goes on! 😊

Teachers are requested to inform the DL students when the lesson is winding down and parents are encouraged to type any questions they may have on Seesaw. The teacher may answer questions during a break or after school by 4 pm.

Asking Questions and General Communication with the Teacher

The teacher will set up a classroom communication system using Seesaw. We have used this for years and have had great success. It is a two-way communication system that allows the teacher to individually reach out to a parent or all of the parents for announcements, etc. and it allows the parents to privately connect with the teacher. At Open House you will be provided with the directions and SQR to set it up. Seesaw is for questions, general communication, and the place where parents will upload pictures of completed work when it is requested.

The Facebook page is not intended for social use or asking questions. It is a means whereby to receive and review the classroom videos.

Completing Assignments and Submitting Assessments

When a parent chooses distance learning (DLC) for an elementary student, all workbooks, readers, textbooks, and school supplies will be given to the parent—enough to finish out the nine weeks. Class work assignments will be given during the video segments, so it is vitally important that your child watch the videos daily.

Homework will be posted to Seesaw. Completed Homework—Spelling list and workbook items not completed in class will be scanned and uploaded to Seesaw by the parent. A scan with an Apple device is comparable to an uploaded picture with the device of your choice.

K4-2nd grade assessments (test) are to be picked up for the following week and dropped off from the previous week by Friday by 3:00 pm. K4-2nd grade assessments can be done with the class during the LIVE stream or posted video. Three points will be deducted for assessments not uploaded after the 2nd day and every day thereafter until uploaded to Seesaw.

Assessments (tests) for 3rd-5th grade will need to be proctored on campus by the teacher or a staff member; quizzes for the week can be sent home with the student and turned in when they come to take a test. Day and time of taking the tests will be arranged by the parent and teacher. 3rd-5th grade quizzes and tests will not be given LIVE.

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If we have distance learning *under quarantine (DLQ)*, 10 days' worth of workbooks, text books, and other importance work sheets will need to be sent home.

K4-2nd grade assignments will be given during the video lesson. It is vitally important that the student watch all videos daily. Assessments can be sent home along with the other class work materials and or be uploaded as a document via the classroom Facebook page. Parents would then be required to download and print it. The student will take the test (while watching the teacher give it online) and the parent will upload a picture of the completed test to Seesaw. Three points will be deducted for assessments not uploaded after the 2nd day and every day thereafter until uploaded to Seesaw. Grades will be recorded as normal.

For 3rd through 5th grades, assignments will be given during the video lesson. It is vitally important that the student watch all videos daily. 3rd-5th grade quizzes and tests will not be given LIVE. Any assessments will be posted to the Facebook page for 2 days. Parents would then be required to download and print it. Completion and uploading to the Seesaw app. would need to take place within the 2 days. After 2 days, the assessment will then be removed. Three points will be deducted for assessments not uploaded after the 2nd day and every day thereafter until uploaded to Seesaw. Grades will be recorded as normal.

Dear Parents,

Our motto for this year is Press On! No matter what may come our way, sickness, weather, etc., we must press on and never give up! Our school is celebrating its 40th year serving the city of Jacksonville and neighboring communities. Our desire is to press on and be here another 40 years if the Lord tarries. Thank you for being a part of our school family. Together, we can virtually do anything! 😊

Mrs. Sinkhorn

Elementary Principal

Jacksonville Christian Academy

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Elementary Distance Learning Contract

By signing this contract, I understand that my Jacksonville Christian Academy student will need the following criteria for Choice or Quarantine Distance Learning:

- Internet service
- Electronic device with internet access (1 per child is optimum)
- Access to a printer (if test/quiz packets cannot be sent home)
- Parent Facebook account (for receiving classroom instruction only & assessments)
- Parent Seesaw account (for questions and general communication)
- Textbooks/workbook pages, readers, school supplies etc.
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Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____