



# Wyoming Valley West School District

## Synchronous Learning Guidelines

### For Students and Parents



#### **DEFINITION:**

“Synchronous instruction” shall mean instruction in real-time conducted via teleconferencing or other digital, televisual, or online media rather than in-person.

#### **General Guidelines**

- All assignments will be graded (except K -3), and Participation/Attendance will be strictly monitored.
- District-issued devices have been distributed to students in grades 4-12.
- Internet access will be made available via hotspots; information on free or low-cost internet service will be provided via the District website.
- Regular communication will be through Google Classroom, Remind app, email, and/or phone conferences.
- **All ‘virtual’ days on which school buildings are closed due to inclement weather or for any other reasons shall be asynchronous days.**

#### **6-12 Synchronous Instruction**

#### **IMPLEMENTATION:**

- Synchronous instruction shall be implemented by grade/building level at the Wyoming Valley West School District when all students at that grade/building level have received district-issued devices to enable their participation in such instruction.
- When WVWSD operates in “hybrid” or “virtual” modes for any period of time, students who are not in person in the school buildings shall participate in synchronous instruction on the same schedule as planned for in-person instruction.
- Staff members shall “live-stream” instruction for student participation in real-time, using Google Meet; in conformity with district policy, staff shall not record synchronous instruction sessions or live interactions and shall not be required to post recorded videos of synchronous instruction.
- In conformity with district policy, students shall not be permitted to record synchronous instruction; written notice of the district policy and potential disciplinary actions that may result from violation of this policy shall be provided to all parents and students prior to implementation of synchronous instruction.

#### **SCHEDULE:**

- The daily schedule for synchronous instruction shall adhere to the daily schedule for in-person instruction for the grade levels and classes involved.
- During hybrid mode, all students, participating either in person or remotely, shall be required to attend or log in to classes at the times scheduled for in-person instruction on scheduled school days.
- During hybrid mode, Wednesdays (all-virtual scheduled days) shall follow the normal in-person schedule for live interaction with students.
- The conduct of each class regarding instructional methods and materials shall be at teacher discretion, in conformity with in-person instruction.

### **STUDENT ATTENDANCE/CLASS BEHAVIOR:**

- Daily attendance shall continue to be taken as defined at each level of instruction.
- Attendance in each class shall be taken; students participating virtually shall be required to log on to the class within 3 minutes of the start time or be marked “tardy” or “absent.”
- Information on tardy or absent virtual students from each class period shall be forwarded at the end of each class period to the guidance counselor and building administrator(s) for management.
- Students shall bring fully charged district-issued Chromebooks to school as required by the teacher. No personal devices are permitted to access the WVW network.
- Students are encouraged to keep their cameras on during synchronous instruction.
- Student behavior shall be classroom-appropriate at all times. Student behavior that is disruptive either in person or via remote instruction shall be referred to the building administrator for management.

### **ELEMENTARY SYNCHRONOUS INSTRUCTION**

- All guidelines listed above for Grades 6-12 Synchronous Instruction shall apply to Elementary Synchronous Instruction as well.
- Elementary homeroom teachers will have a Homeroom Class Google Meet open from 8:40 to 9 AM each morning. Students who are not present in person must log on to the Homeroom Meet by 9 AM or be marked absent from school for the day.
- After the Homeroom period, instruction shall follow the building and grade schedule for in-person students. Teachers shall provide log on information for each instructional period in the school day.
- Students who log on to instruction during the day but had been reported absent in Homeroom shall be reported to building counselor/administration to be marked tardy as appropriate.
- The classroom teacher shall create Google Meets for all academic instructional periods of the school day and direct students to log on at the appropriate times at the beginning of each instructional period. Each period will begin with synchronous instruction including in-person and remote students.
- Students are to log on to all periods of synchronous instruction during the school day; students who fail to log on within several minutes of the start of the instructional period shall be reported to building counselors and administrators for management.
- Instructional time, structure, and methods shall be at the direction of the teacher, consistent with the activity of the students present in person in the class. Specials may be asynchronous, at teacher discretion.
- Wednesdays during hybrid mode are all virtual days that shall follow the daily schedule for live interaction with all students. Content, structure, and methods are at the discretion of the teacher.

### **GRADES 4-12 PACKETS:**

- Once each student has been issued a district device, instruction will be centered on these devices rather than packets. Individual requests for remote instruction using packets will be managed through special education staff as appropriate or through guidance counselors.

### **GRADES K-3:**

- District devices will be issued to students in these grades as they are available.
- Until the District has issued devices to all students in the grade level and implemented synchronous instruction, staff should maintain the current status of instruction, using Google Meets, recorded instructional video, and packets.
- Google Meets and virtual synchronous interaction with students not participating in person may include new instruction, with supportive materials available to all students.
- Students in grades K, 1, 2, and 3 will have the opportunity to work on weekly “learning packets provided by their teacher(s) if they so choose rather than working by computer. In the event a parent of a child in grades K, 1, 2 and/or 3 chooses to have assignments sent by computer rather than the learning packets, they will be sent using Google Classroom.
- Packets can be picked up at your child’s school every Wednesday between 8 AM and 3 PM. The packet should be returned on the following Wednesday when picking up the packet for the next week. (Sunday Night Robo calls will detail specifics if any changes.)
- Students using Google Classroom must “report in” and complete the Attendance Assignment before beginning assignments daily or otherwise will be marked absent. 8-16-2020 Students must complete each day’s assignment in each class or be marked as having “cut” the class for that day.
- Assignments completed using Google Classroom must be turned in before 11:59 p.m. nightly in order to receive credit unless otherwise specified by the teacher.
- “Special” subjects – music, art, physical education, library – will have one instructional assignment/activity per week delivered by packet and/or Google Classroom

**\*\*Students are to attend school each day of the week through in-person instruction via hybrid A or B OR synchronous instruction at home. (Applies to students in grades 4-12).**