

## Valley City High School Grades 7-12 Virtual Learning Day Expectations

**Virtual Learning Day Schedule: Follows the two-hour early release schedule.**

<b>B-Lunch Schedule</b>	
1 <sup>st</sup> period	8:30-8:56
2 <sup>nd</sup> period	9:00-9:26
3 <sup>rd</sup> period	9:30-9:56
4 <sup>th</sup> period	10:00-10:26
5 <sup>th</sup> period	10:30-10:56
6 <sup>th</sup> period	11:00-11:26
7 <sup>th</sup> period	11:30-11:56
<b>Lunch</b>	11:56-12:25

**PARENTS:** Students ARE expected to be in attendance during times explained. If they are ill and can't attend class sessions, please inform the school:

**Virtual Learning Day Absences:**

7<sup>th</sup> & 8<sup>th</sup> Grade absences send to Denise Wadson: [Denise.Wadson@k12.nd.us](mailto:Denise.Wadson@k12.nd.us)

9<sup>th</sup>-12<sup>th</sup> Grade absences send to Melissa Meyer: [Melissa.Meyer1@k12.nd.us](mailto:Melissa.Meyer1@k12.nd.us)

**Student Expectations:**

- Students must attend the required class session for each class synchronously with their instructor until the instructor dismisses the class. This is your attendance for the class for that day.
- If the virtual learning day is called on what would be a normal flex day in dual credit classes, instructors will be available for 1:1 assistance during that hour, however no check in is required.
- Video/camera feature must remain on to verify your physical attendance.
- Students must be wearing school appropriate clothing.
- Students must have a device to access their Canvas accounts and the daily postings for the lesson.
- Students must meet due date expectations set by the instructor.
- ILC study hall students must check into their ILC study hall for their normal ILC class time following the schedule.
- Any barriers to joining the class must be communicated directly with the instructor and administrator to problem-solve.
- Students may stay on live sessions longer with the instructor to ask questions and seek assistance if needed.
- Students may request 1:1 assistance with work/assignment from an instructor between 1:00-2:30pm.
- Students Do NOT have to check in for regular study hall, or for online class work time. However, progress in online classes is required during virtual learning days and will count for attendance for that hour.
- Students Do NOT have to check in live for Career and Tech Center class. Virtual learning time for the center will be made up on May 22<sup>nd</sup> and 23<sup>rd</sup> in person. (The last day of class at the center is May 19<sup>th</sup>, so they will hold class for VC students on the 22<sup>nd</sup> and 23<sup>rd</sup> if virtual days are called.)



### **Instructor Expectations:**

- Instructors will post their Zoom links in Canvas for students to access.
- Instructors will review and practice their virtual learning routine prior to the use of a virtual learning day to address any problems ahead of time.
- Instructors will have the option to choose one of the following:
  - Conduct a 10–15-minute live lesson at the beginning of each hour following a shortened schedule.
    - **OR**
  - Pre-record a lesson for students to watch and do a short 5-10 minute check-in at the beginning of the hour.
- Instructors will dismiss the entire class at their discretion but will remain in the session until all student questions are answered.
- Instructors will not have responsibilities during their lunch times:
- Instructors will take attendance in Power School during the assigned class check in time.
- Instructors will determine and communicate assignment due dates/times.
- Instructors will be available for assistance for students during afternoon “office hours” from 1:00-2:30.
- Instructors will have prep time and work collaboration time from 2:30 to 4:00.
- Media Director will be available for tech assistance from 8:30-12:00 and 1:00-2:30.
- If Staff members fall ill during virtual learning days and are NOT able to carry out their sessions, submit a sick leave with no sub needed; and communicate with your students on canvas and provide an asynchronous assignment/activity/lesson.

### **Para Educator & ILC Expectations:**

- Support personnel will attend class sessions and will work with case managers and students to set up Zoom sessions with the students on their case load to offer support, work sessions and assist with answering questions, organize group Q & A time, etc...
- ILC instructors will conduct live check-ins with their students following their schedule and will facilitate study sessions in the afternoon as needed.

### **Attendance Secretary:**

- Attendance will be monitored and unverified absences for students missing their virtual learning session will be communicated with parents.

