



Elementary Guidelines for Online Learning

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Introduction

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during virtual / remote learning. Parents may be needed at home to assist their student with logging into SeeSaw, monitoring their participation and ensuring completion of all asynchronous assignments.

Time Management in Remote Learning

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent should contact the teacher for additional assistance. A weekly assignment sheet will be posted which will include subject, assignment, and due date in efforts to assist students with their weekly agendas.

Attendance for Remote Learning

Students who login to Seesaw each day and engage in teacher-assigned learning apps are considered “present” and **will not** be marked absent. Students will also be considered present if they attend or participate in online sessions with their teachers or submit online assignments on that day.

Teachers will mark attendance daily in Gradebook by 11:59 p.m. Students who have not logged in to Seesaw or submitted online assignments or participated in online sessions by 11:59 p.m. each school day will be marked absent.

Any absences recorded, but resolved by the student before 11:59 p.m on the same day, will be reconciled the next day based on login records from the Attendance spreadsheet.

It is important that students understand that virtual learning attendance is based on daily engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Aristoi Policy FEC ([Local](#)) and ([Legal](#)) still require students to attend at least 90 percent of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

Aristoi Remote Learning Grading

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. Grading is according to Pre-Covid guidelines. Follow the Aristoi handbook guidelines on grading. *Page 24 in Student Handbook

Learning Management Systems (LMS)

To allow teachers and students to easily transition between remote and on-campus learning in the event of a closure, illness, or regulation, the following digital tools will be used:

- LMS- Learning Management System
 - K-4: Seesaw
- Video Conferencing for small groups, intervention, or enrichment
 - K-4: Google Meet or Zoom

Special Education Support

ARD Committees will determine the unique needs of students who receive special education services. They will make service recommendations for students attending the remote learning program. Individual accommodations and modification of coursework will be provided in the remote learning format per the IEP. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored, and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs.

Intervention and Enrichment for Remote Learning

Intervention, enrichment and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction.

Teachers will communicate with students their plan for the designated time.

Remote learners will use Zoom or Google Meet for:

- Scheduled, live small group instruction
- Tutoring- Intervention and enrichment

Student Expectations for Remote Learning

- Be prepared for learning each day.
- Complete coursework by deadline set by teachers.
- Be organized in your work and in getting projects completed.
- Ask questions and communicate with your teacher.
- Be aware of what you should be learning each day.
- Become familiar with the structure of Seesaw and how your teacher organizes information.
- Turn in assignments on time (refer to student handbook guidelines).
- Attend intervention/tutorial sessions as established by your teacher or school.

Parent Expectations for Remote Learning

- Access parent resources to learn how students will navigate Seesaw.
- Immediately report any technical challenges to a teacher so they can assist in the resolution process.
- Check in with student(s) to monitor completion of homework and assignments.
- Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
- Consider creating a designated learning/study space for your child at home to learn comfortably.
- Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.
- Monitor attendance in the Parent Portal.
- Monitor grades and assignments in Gradebook.
- Allow your child to attend intervention/tutorial sessions as needed.

Teacher Expectations for Remote Learning

- Teachers should post by 8AM on Monday a weekly schedule that outlines each subject and the specific assignments with their due dates. *Instructional Videos can be updated daily.*
- During online learning (the first 3 weeks) teachers will be expected to host via Zoom/Google Meet at least 60 minutes each day of live instruction with students.
- After the first 3 weeks of online learning, teachers will be expected to host 2 Zoom/Google Meet meetings per week for those that choose asynchronous learning.
- Teachers will utilize Aristoi curriculum for both online and on-campus learning.
- Teacher and student online learning schedules will ensure that all student groups and grade levels will have the opportunity to engage in approximately a full day of academic content everyday (180 minutes).
- Upload weekly instructional materials into Seesaw.
- Teach students how to access learning materials through Seesaw.
- Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.
- Post grades within five days per the Aristoi Employee Handbook.

PLEASE NOTE: The level of rigor, workload, time commitment, and timing of classes will be vastly different from the distance-learning plan implemented in the spring of 2020. The details on this page are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change. Please check back for the latest accurate information.

Aristoi Classical Academy will follow all state and federal requirements, rely on local health experts for guidance in decision-making, and adopt reasonable practices while maintaining an effective learning environment. Please remember that the details on this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.
