



# WEST VALLEY CHRISTIAN ACADEMY

PRESCHOOL - 8TH

## Distance Learning Plan

### Introduction

West Valley Christian Academy (WVCA) Distance Learning Plan is designed to depict the procedures that will take place in the event of school closure. This plan does not give specific details, as each emergency situation differs from one another. Safety and emergency procedures and protocols are part of the WVCA handbook. This Distance Learning Plan (DLP) is designed to provide a flexible distance learning framework that can be applied and implemented in a variety of situations.

WVCA administrative staff will be responsive in the event of a major emergency, including those that may require a school closure. Appropriate resources will be sought in order to inform the decision. If health reasons are involved, direction will be taken from the state and local public health departments.

If WVCA K-8<sup>th</sup> Grade is closed and this DLP is implemented, WVCA will send a School Cast message to all families, a notice will be placed on the website, FaceBook, and Schoology, informing families of the closure. The communication will be updated as appropriate as to the duration of distance learning.

During distance learning instruction, parents are encouraged to communicate with the classroom teacher regularly. Chapel will continue to be provided virtually. It is important to establish routines and expectations for students. Students should have a defined physical space in which to work. Take advantage of the time between virtual class lesson and have students move around and get exercise. Monitor your child during online learning time. This will help you to understand what is learned as well as help you monitor the interactions between your child and other students.

### WVCA Staff Roles and Responsibilities

Administrative Team	Communicate to families the current emergency situation Create & distribute the WVCA Distance Learning Plan Support students, parents and staff with moving to a distance learning situation Continue to update stakeholders with new information Support teachers with strategies to best help individual students Address parent questions and concerns
Classroom Teachers	Communicate regularly with students and parents Connect at least three times daily using Schoology

Take attendance for each class  
Provide timely feedback regarding student assignments or online behavior  
Provide supplementary activities for students who may benefit for additional practice or extension activities  
Advertise 'office hours'

### **Family Roles and Expectations**

Students	Establish a daily schedule and routine Have a quiet place to work and have all needed materials available Make sure to attend and participate in virtual classes and lessons Complete assignments honestly, doing your best Communicate with your teachers and ask for help if needed
Parents	Establish routines and expectations Define a quiet space in which your child can work Monitor communications from your child's teacher Check in with your child's teacher Take an active role in helping your child learn Encourage both physical activity and time for reflection for your child Be mindful of how much time your child is spending online

### **Who to Contact:**

Classwork/assignments	Classroom Teacher
Tech issues	
Social Emotional concern	
Other issues related to distance learning	Site Administrator

After receiving notice of a school closure, families will receive notice from their child's teacher with class specific information. Communication and virtual lessons will be on the Schoology platform. Students will have both online and off-screen activities connected to their curriculum.

### **Time Frames (Approximate)**

K-2	Three online lessons daily, up to 45 minutes in duration
3-5	Three online lessons daily, up to 50 minutes in duration
6-8	At least three online lessons daily, up to 60 minutes in duration

For each timeframe, opportunities for independent practice and extension activities will be provided.