GUIDELINES FOR VIRTUAL TEACHING AND LEARNING
[CURREY INGRAM ACADEMY - LOWER SCHOOL]

General

- Teachers will be responsible for providing a learning framework to the students, including core academic classes (i.e., language arts and math), handwriting, content area, and enrichment.

- Students will be provided a personalized schedule that includes scheduled times for synchronous instruction and social opportunities and a recommended schedule to complete other assigned tasks. Assignments in language arts, math and handwriting are required. Science, social studies and enrichment assignments are optional. A sample schedule is provided below:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:15</td>
<td>Morning C.O.F.F.E.E.</td>
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<td></td>
<td>Morning C.O.F.F.E.E.</td>
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<tr>
<td>9:15-9:30</td>
<td>Brain Break</td>
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<td>Brain Break</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Language Arts assignments</td>
<td>Math assignments</td>
<td>Language Arts assignments</td>
<td>Math assignments</td>
<td>Language Arts assignments</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>LA (live Zoom session)</td>
<td>Math (live Zoom session)</td>
<td>LA (live Zoom session)</td>
<td>Math (live Zoom session)</td>
<td>LA (live Zoom session)</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>Brain Break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>Math lesson and assignments</td>
<td>Language Arts lesson and assignments</td>
<td>Math lesson and assignments</td>
<td>Language Arts lesson and assignments</td>
<td>Math lesson and assignments</td>
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<tr>
<td>11:15-11:45</td>
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<td></td>
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<tr>
<td>11:45-12:45</td>
<td>Recess and Lunch</td>
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<tr>
<td>12:45-1:15</td>
<td>Handwriting</td>
<td>Grade-level Hangout</td>
<td>Handwriting</td>
<td>Character Education</td>
<td>Handwriting</td>
</tr>
<tr>
<td>1:15-1:45</td>
<td>Read Aloud</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:45-2:15</td>
<td>Music</td>
<td>Science</td>
<td>PE</td>
<td>Social Studies</td>
<td>Art</td>
</tr>
</tbody>
</table>

Key:
- LIVE Zoom Sessions
- Required Daily Assignments
- Optional Daily Activities

- Students will be expected to work on academic activities during this period of time and are encouraged to have dedicated learning time each day. Instruction will consist of asynchronous (pre-recorded) and synchronous (live) sessions. Some assignments will be required and optional activities are also provided.

- School days during this period of time should be taken seriously and provided the same care and focus as attendance on Currey Ingram’s campus. See “Student Expectations” section below for guidelines regarding assignment completion.

- It is recommended that learning activities be broken into manageable chunks for your child. That is, all assignments do not need to be completed at one time. Rather, you might have your child work in 20-minute increments with breaks.
During this period of virtual learning, Currey Ingram will permit student iPads and chargers to be sent home in order to access learning platforms. Most were sent home on the Thursday before Spring Break, if your child was in attendance.

**Teacher Expectations**

- Morning announcements will be posted on Seesaw each morning.
- By 9 p.m. each evening, assignments for the following day will be entered into each child’s personalized schedule and assignment Google Doc. Links to resources and videos will be included. The weekly schedule and daily assignments will be accessed through the Google Sheets app on the student’s iPad.
- At scheduled live instructional blocks, teachers will “call” students through Zoom. Students should be logged in and ready to accept the call.
- During the working day (7:45 a.m. - 4 p.m.), faculty will make themselves available as much as possible to respond to communications from parents and / or students.

**Student Work Expectations**

- As the home learning environment is very different from the school learning environment, faculty will provide work that takes roughly 25 - 50% of class period time (i.e., ranging from 15 - 30 minutes for math, 20 - 45 minutes for language arts, and 15 - 20 minutes for handwriting).
- If a student is assigned a written assignment, it will be expected to be posted on to their Seesaw account or emailed directly to the teacher, so the teacher can correct and provide feedback. This can be done easily by taking a picture with a phone or tablet. *(Note: Handwriting packets will be completed and turned in upon the return to school or pictures can be uploaded to Seesaw.)* Ideally, assignments should be turned in no later than 6 p.m. on the day it is assigned.
- In the case an assignment is not completed, the following process will be followed:
  - The teacher will reach out to the parent to determine if support or further clarification of the assignment is needed.
  - On the second missed assignment day, students will not earn the homework award for the next month.
  - On the third missed assignment day, the Division Head will work with the family to develop a plan to make up missed assignments, as well as a plan for task completion for the remainder of the virtual learning period.
  - *(Note:)* If a child is struggling with a particular task, please email your child’s teacher so that clarification and support can be provided and future assignments can be modified to promote success.
- Homework will not be assigned on days students are engaging in virtual learning. Nightly reading should be completed as normal.

**Communication**

- Email will be the primary method of communication between administration, families, students and faculty. Faculty will respond in a timely manner.
- In the case a parent wants to speak to a teacher directly, communication will occur through Zoom or a phone call. Parents should email teachers requesting a phone call or video chat. Teachers will then set a time for the call / meeting.
Technical Support

- Training videos for various platforms will be provided as needed by Currey Ingram faculty and staff.
  - 3-minute Seesaw tutorial
  - General iPad instructions
  - Lower School Virtual Learning Site

- Any assignment-specific issue (i.e., error accessing or submitting) can be submitted via email to the student’s teacher. Any device-specific issue (i.e., iPad not working properly, username/password error) can be submitted via email to Lower School administration.