



**MILAN COMMUNITY SCHOOL CORPORATION  
ONLINE LEARNING EXPECTATIONS  
K-12 Teaching and Learning in an Online Learning Model**

**Vision:** Milan will create a consistent and rigorous digital classroom for each grade, K-12, matching the experience and growth through learning that a student would receive in a traditional classroom. Students enrolled in this classroom will have challenging, differentiated learning opportunities while also building solid relationships with peers and staff.

### **ONLINE LEARNING OPTION**

We are providing an online learning option for our families who want to limit their students from contact with others, due to medical concerns of students or family members. Our online learning option will look very different from the spring of 2020. Our requirements will be more rigorous because students will be expected to log on during each class and to complete daily coursework. Our online learning environment will look much more similar to a traditional classroom.

This will be full time robust coursework that will require the same expectation of time as a full day of school. Attendance requirements will be the same as a traditional classroom. A student must be in attendance five periods a day online in order to participate in an after school activity. High school students choosing the full time online option will not be eligible to attend the Southeastern Career Center.

We will work with families who are having connectivity or internet access issues to close this gap and identify solutions. It is important for families to communicate this need with us during the registration process. During registration, or in a meeting with the principal, families will have the ability to select the online learning option.

Parents interested in this model must meet with the principal and will be asked to sign an *Online Learning Agreement Form* which identifies the requirements for successful online learning. Parents may choose the online learning option at any time. Students will be allowed to transition back to traditional schooling at midterm or quarter breaks. Please contact the principal as soon as possible to begin this process.

### **Device Management and Resource Expectations for Grades K-12**

- Students must check their email account several times daily.
- Students must check their Google Classroom each day for live class links.
- Students are encouraged to use their calendar, or assignment book, to keep track of due dates and classroom assignments.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to when they signed the handbook at the beginning of the year.
- Students should refrain from experimenting with the Google Meet options during class time, from muting other students' microphones, removing anyone from the Google Meet, or from jumping ahead.
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.
- Students should take turns, contribute, and ask questions in class discussions.
- Students must follow online testing procedures to ensure test validity.
- Students should use chat appropriately and be mindful that their classes are being recorded.
- Students are encouraged to use their school computers during this time for compatibility. School-provided laptops will have all of the apps and technology capable for any needs during distance learning.

### **Foundation of K-12 Classrooms**

- Each child will be assigned a teacher (or more teachers, depending on their level) who will also have traditional students in a classroom setting.
- Attendance will be taken daily in grades K-4 or by class period in grades 5-12 based upon the students' participation in Google Meets.
- Students and parents will be trained on the learning management system, communication tools, curriculum resources, and other learning tools being used.

### **Curriculum and Alignment**

Milan Community Schools will ensure curriculum alignment and pacing to allow for fluid student transition between traditional and online platforms, when appropriate.

## **Instructional Model for Online Learning Grades K-6**

*(There is a 5 hour instructional requirement for elementary students--this includes instruction and student work time, according to Department of Education requirements.)*

- A daily "To Do" list will be posted each day in Google Classroom (or Seesaw K-2) that has the required lessons, videos, activities for the day.
- Lessons will follow the same format as traditional classrooms.
- Assessment - Daily progress checks (formative assessments) will be used to inform small groups and future instruction as occurs in traditional classrooms.
- Social/Emotional Learning - mini-lessons and additional activities are built in throughout the learning. A strong relationship between student and teacher will be a consistent goal.
- Google Classroom (Gr. 3-6) and/or See Saw (Gr. K-2) will be the Learning Management System used to give and collect assignments, share resources, and communicate as a class.
- Differentiation and students with IEPs, ILPs and 504s will continue to take place.
- A teacher of record will be assigned to a student with an IEP and that teacher will be responsible for checking in on the student regularly.
- RTI and At-Risk-for-Dyslexia students will receive services.

## **Family Roles and Responsibilities for Grades K-6**

- Calmly establish routines and expectations for your child.
- Take an active role in your child's learning. Assist them in logging into the device and various applications, and walk them through instructions when needed.
- Create a comfortable, distraction-free place to work.
- Partner with your child's teachers and reach out should any challenges arise.
- Help your child to plan and turn in their work and keep them focused and on task.
- Provide opportunities for your child to play and move outside, while practicing responsible social distancing.
- Abide by our technology use agreement regarding use of the school-provided device.
- All students and parents should be familiar with Google Classroom or SeeSaw, Google Suite and know how they can communicate with teachers and staff.

## **Student Expectations**

When classes are being conducted online via Google Meet, students are expected to follow these guidelines:

- Give your best effort and best online class behavior.
- You are expected to attend your classes unless your parent or guardian notifies your teacher via phone call, email, or Class Dojo that you are sick.
- Stay in contact (your teachers will be checking their email during the week daily during school days).
- Be dressed appropriately - consider it a casual dress day at school.

## **Instructional Model for Online Learning for Grades 7-12**

*(There is a 6 hour instructional requirement for secondary students--this includes instruction and student work time, according to Department of Education Requirements.)*

- Teachers will take attendance each class period.
- Students and parents should log into Google classroom for updated daily objectives.
- Lessons will follow the same format as traditional classrooms.
- Assessment - Daily progress checks (formative assessments) will be used to inform small groups and future instruction as occurs in traditional classrooms.
- Google Classroom will be the Learning Management System used to give and collect assignments, share resources and communicate as a class.
- A standard communication system will be used with parents; email and Google Classroom will also be used to communicate with students.
- Differentiation and Students with IEPs, ILPs and 504s will continue to take place. A teacher of record will be assigned to a student with an IEP and that teacher will be responsible for checking in on the student regularly.

## **Family Roles and Responsibilities for Grades 7-12**

- Help your children manage their online learning by encouraging them to attend all classes and finish all assignments.
- Check PowerSchool regularly to monitor progress.
- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Do not join your children's online classes or be visible on your children's screens during classes.
- Encourage your children to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing.
- Students must be present and participate in online learning in order to attend after school extra-curricular activities that occur the same day.

## **Student Expectations**

When classes are being conducted online via Google Meet, students are expected to follow these guidelines:

- Give your best effort and best online class behavior.
- You are expected to attend your classes unless your parent or guardian notifies your teacher via phone call, email, or Class Dojo that you are sick.
- Stay in contact (your teachers will be checking their email during the week daily during school days).
- Be dressed appropriately - consider it a casual dress day at school.



# ONLINE LEARNING AGREEMENT FORM

## Student Information

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ CellPhone \_\_\_\_\_

## Parent Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Internet Provider Information

\_\_\_\_\_

## Online Learning Agreement

In order to successfully participate in online learning, I agree to abide by the Milan Community School Corporation's Online Learning Expectations as stated in this document. We agree that my child's online learning status will be reviewed at midterms and quarterly to determine if this is a successful arrangement or to plan a new learning arrangement if necessary.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_