



# SLPS Virtual Learning Plan and Guidance Documents for Students and Families

Dear SLPS Families and extended community,

In our efforts to support CDC Guidelines for slowing the spread of the Coronavirus (COVID-19), SLPS is announcing a Pre-K-12 Virtual Learning Plan. This plan is not intended to replace the face-to-face instruction our dedicated teachers provide each day, but it will allow for some continuity in teacher-student relationships and classroom instruction. It is our hope that these efforts will empower students, families, and educators to stay connected and continue teaching and learning while our schools are closed. In the meantime, please be sure to visit [www.slps.org/keeponlearning](http://www.slps.org/keeponlearning) for updates as they happen.

We are excited to begin virtual learning on Monday, April 6th. This is a new initiative for all of us, and we recognize that there may be a few bumps along the way. Our belief is that we are rolling out with grace: we are in this together and are dedicated to providing ongoing support to teachers and families as we navigate virtual learning. We welcome your questions and feedback because we are committed to getting this right. Please reach out with questions or feedback on our website at [www.slps.org](http://www.slps.org) and click on “Let’s Talk.”

| Virtual Learning: What to Expect |  |
|----------------------------------|--|
| <b>March 23-April 3rd</b>        | Student enrichment packets and online digital resources are available to all students at <a href="http://www.slps.org/keeponlearning">www.slps.org/keeponlearning</a> .  |
| <b>April 6th-April 23rd</b>      | Virtual Learning officially begins on Monday, April 6th. SLPS school communities have created unique virtual learning experiences to meet the needs of all of our students. Teachers will be teaching lessons online. Students are able to engage in learning virtually and also have access to Continuous Learning enrichment material by content area. As you are aware, many of our students do not yet have access to an iPad or laptop, do not have internet access, and even if they have a phone are watching their data cautiously. The district is working vigorously to provide devices. |

|                             |   |
|-----------------------------|---|
| <b>Grading Expectations</b> | <p>Students in Pk-8th will receive a pass/incomplete grade on the virtual learning work. High school student progress will be tracked on a weekly basis and progress is monitored. Minimally progressing students will be reported to school leadership and counselors weekly for intervention. Teachers will provide details about grade calculations.</p> <p>In alignment with neighboring districts, we will be holding all students “harmless” with regard to grades. This means all students’ third quarter grades will be frozen and transferred as their fourth quarter grades. In summation, assignments can only help and not hurt students.</p> |
|-----------------------------|---|

### Our Commitment to Supporting Your Child’s Virtual Learning Experience (Narrowing the Digital Divide)

|                     |   |
|---------------------|---|
| <b>Technology</b>   | <p>SLPS acknowledges the digital divide that exists in our community and our country. In an effort to close the gap between the number of students who have access to technology, the district will be lending devices to students to ensure that they will have an opportunity to engage in virtual learning. Families who do not have access to technology may complete the survey here: <a href="http://www.slps.org/tech">http://www.slps.org/tech</a>.</p>   |
| <b>Resources</b>    | <p>Students will be offered both digital and non-digital learning options aligned to the Missouri Learning Standards. Non-digital learning resources (enrichment packets) can be picked up at any food distribution site. <a href="#">Link to Food Distribution Sites</a>. This work is universal and not school-site nor teacher specific. It does, however, align to Missouri Learning Standards. Your child’s teacher will provide you with details for work submission for digital and non-digital assignments.</p> |
| <b>Availability</b> | <p>Our technology Help Desk is available for technical support, additional support may also be available at your child’s school. (314)345-5757 or email <a href="mailto:TechSupport@slps.org">TechSupport@slps.org</a></p>  |

\*Our commitment to all students spans virtual learning as well as non-virtual. Families will be notified via RoboCalls of any updated information as it arises as well as through all of our virtual spaces. Please do not worry if your child does not have access to technology; we will keep in contact with them via the telephone and communicate systems for work pickup and submission via your child’s teacher. When in doubt, please reach out. We will do whatever we can to ensure your child’s learning experience is as seamless as possible.

### What can I expect from my child's teacher(s)? (Beginning April 6)

Each SLPS teacher has updated their teacher webpage, which can be found in the staff pages of the school's website. On this webpage, you will find the following information:

- Welcome Page
- Academic Calendar
- Class Assignments
- Instructional Resources (Online/Offline/Hybrid)

Teachers who are using online platforms such as Microsoft Teams, Class DOJO, and Zoom to stay connected with students and families will contact you to ensure that every child has a login and knows how to access class materials.

Teachers hold virtual "office hours" daily. Please check the teacher's web page for details regarding times and appointments. We require parents to be present during any 1:1 communication with children.

### What can I do to support my child's learning from home?

Provide the school and your child's teacher with your most current contact information.

Check district, school, and teacher web pages daily.

Contact teachers during Virtual Office Hours for support. (Please be reminded that we are requiring parents to be present during any 1:1 communication between teacher and student.)

Help your child take inventory of their assignments and plan their learning schedule to ensure that they are able to make the best use of their time. Time management and organization will make a great difference.

## Virtual Learning Grading Expectations

| Grade Bands | Work Expectations/Timelines  | Grade Calculation  |
|-------------|--|--|
| Pk-2nd      | Students complete digital learning or enrichment packet every two weeks. | Pass/Incomplete-Teachers should identify a criteria for passing and incomplete and apply it universally.   |
| 3rd-5th     | Students complete digital learning or enrichment packet every two weeks. | Pass/Incomplete-Teachers should identify a criteria for passing and incomplete and apply it universally.   |
| 6th-8th     | Students complete digital learning or enrichment packet every two weeks  | Pass/Incomplete-Teachers should identify a criteria for passing and incomplete and apply it universally.   |
| 9th-12th    | Students have weekly deadlines for assignments.                          | Students will receive a letter grade. Student progress is tracked on a weekly basis and progress is monitored. Based upon the status of the assignments, certain interventions will be applied (see below). Failing students must be reported to school leadership and counselors every Friday for intervention. |

### Hold Harmless Overview

In alignment with neighboring districts, we will be holding all students “harmless” with regard to grades. This means all students’ third quarter grades will be frozen and transferred as their fourth quarter grades. Regardless of what students are or are not able to achieve in the 4th quarter, they will not have their grades lowered from what they earned in the 3rd quarter. However, all students are given the opportunity to raise their grades and GPA by successfully completing their assignments in the 4th quarter. In summation, assignments can only help and not hurt students.

**Intervention and Supports**

All students with a failing third quarter grade will receive a phone call by a staff member (as determined by the principal) to ensure this student understands how they can earn a passing grade for the semester. They will also identify technology needs and determine the family's ability to secure district provided technology. If you have questions or need support, please reach out to your child's school guidance counselor. If they cannot help you, they will put you in contact with who can.

All students with a failing third quarter grade will have a weekly check by a staff member (as determined by the principal) to verify participation in course work as assigned, completion of course work as assigned, and grade updates. If you have questions or need support, please reach out to your child's school guidance counselor. If they cannot help you, they will put you in contact with who can.

The Office of Special Education has worked in collaboration with the Missouri Department of Elementary and Secondary Education to continue with providing services for all students with a disability under these new temporary circumstances. Should you have questions regarding services for your student, please contact your child's special education teacher. One of the primary purposes of the Individuals with Disabilities Act ( IDEA ) is to ensure that all students with disabilities have available to them a free and appropriate public education. All students with an IEP will receive services in the virtual learning environment.

The ESOL Office has worked to update our processes for providing ESOL instructional supports to our students under these new, temporary, circumstances. ESOL students will continue to receive language development supports in the virtual learning environment. The details of the supports your child will receive will be provided to you by your child's teacher.

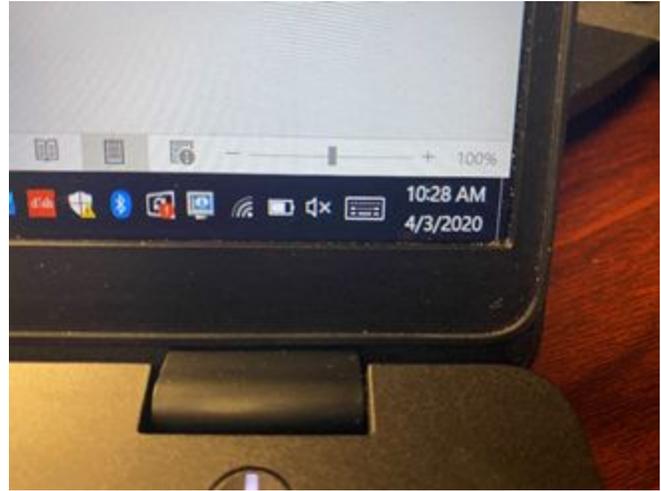
\*Details about Final Exams and graduation for High School students are forthcoming. If you have questions about your graduation status, please contact your school counselor by email.

| <b>If/Then Approach to Student Grades</b>   |  |  |
|---|--|--|
| <b>If a student does not have the appropriate technology or are experiencing technology-related issues:</b>   |  |  |
| <b>PK-5th</b>   | <b>6th-8th</b>   | <b>9th-12th</b>  |
| Teacher/staff member reaches out to parent and connects parent with technology distribution information. Parent receives help desk contact information. | Teacher/staff member reaches out to parent and student and connects parent and student with technology distribution information. Parents and students receive help desk contact information. | Teacher/staff member reaches out to parents or student and connects them with technology distribution information. Parent or student receives help desk contact information. |
| <b>If the student has the appropriate technology but is not completing the work and/or logging into Microsoft Teams:</b>                                |  |  |
| <b>PK-5th</b>   | <b>6th-8th</b>   | <b>9th-12th</b>  |
| Teacher/staff member reaches out to parents after 3 days to determine what is preventing the student from completing the work.                          | Teacher/staff member reaches out to parents and student after 3 days to determine what is preventing the student from completing the work.   | Teacher/staff member reaches out to parents and student after 3 days to determine what is preventing the student from completing the work.                                   |
| <b>If student is not completing the work to grade level standards:</b>  |  |  |
| <b>PK-5th</b>   | <b>6th-8th</b>   | <b>9th-12th</b>  |
| Student/families are connected with small-group support from dedicated staff member.  | Teachers provide office-hours with tutoring support. Teachers or counselors inform families of the student's progress.   | Teachers provide office-hours with tutoring support. Counselors inform families of the student's progress.   |

## Using Microsoft Teams on Your Web Browser?

### To turn up your sound on your computer:

Look in the bottom right of your screen  
Next to the date/time  
You will see a “megaphone”  
If it has an “x”, then your sound is muted  
Click on the “x” and it will go away



Slide the bar to lower or increase the sound on your computer

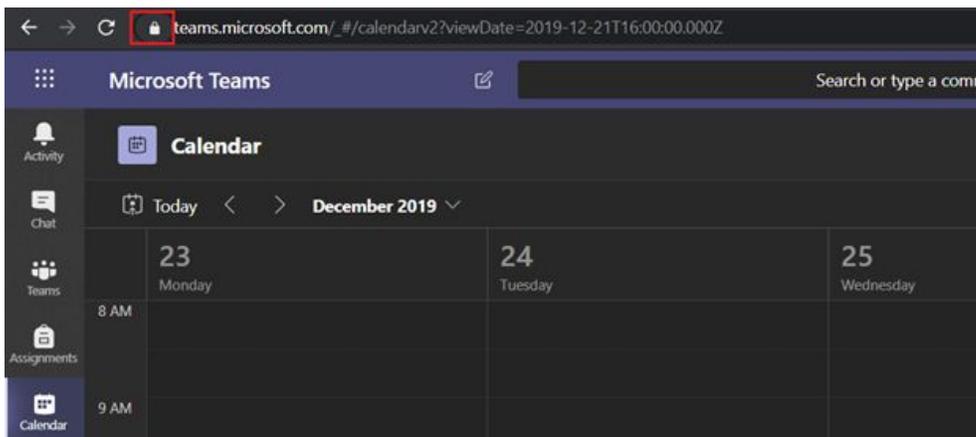
If you're using your web browser instead of using the Microsoft Teams Windows app, then you will need to make sure that the site has been given permission to use your camera.

### Here's what you do to access :

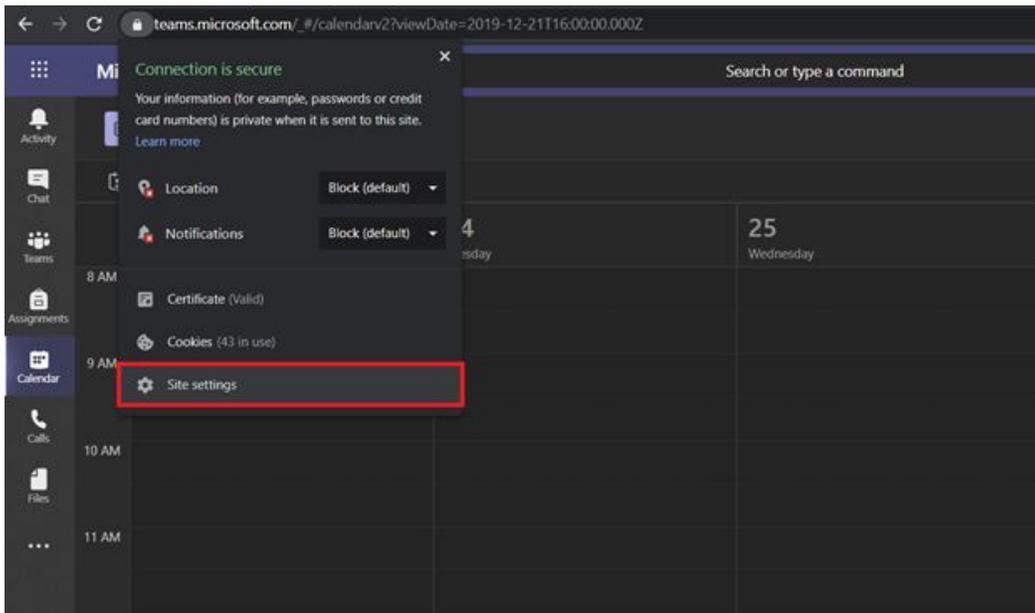
1. Go to Microsoft Teams using your search browser (Google Chrome or Mozilla Firefox).
2. Depending on your search browser, proceed with its appropriate steps:

### If you're on Google Chrome:

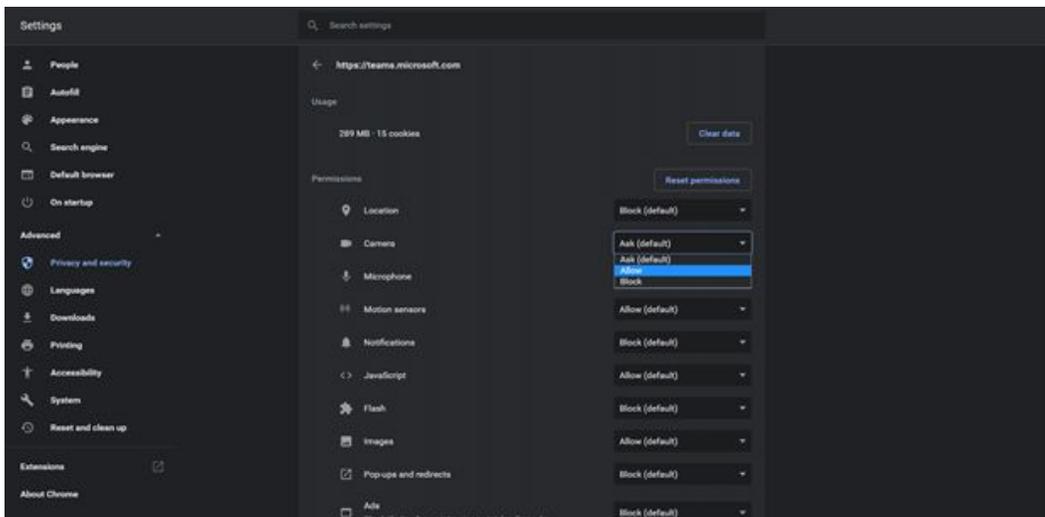
1. You need to click on the lock icon in the search URL box (at the top) as shown below.



2. Then click **Site settings**.



3. You will be brought to your Google Chrome settings where under **Permissions** you will want to make sure that **Camera** is set to **Allow** rather than **Block** or **Ask**.



**Ask** is a secure option if you do not want your camera turned on without being prompted every time you access Microsoft Teams. **Block** prevents Microsoft Teams from accessing or even detecting your camera.

## If you're on Mozilla Firefox

You need to click on the Firefox menu button and select **Options**.

1. Next, click **Privacy & Security** from the left menu.
2. Then scroll down to the **Permissions** section and click the **Settings...** button for the **Camera** option.
3. Now enter the website URL in the search field for the site that you want to access your camera. In our case, we will need to enter `www.portal.office.com` to allow **Microsoft Teams** access to our camera. Hit the **Enter key**.

Firefox makes it a secure and straightforward way to handle the websites that you want to provide access and the ones to not. You can remove it at any time by selecting it from the list and clicking the **Remove Website**. Finally don't forget to hit the **Save changes** button!