



# IGDVS

**Instilling Goodness &  
Developing Virtue Schools**



**Home Learning Guidelines  
2020-2021**



## Letter from IGDVS Girls Division

**Dear IGDVS Families,**

We hope you have been able to relax and recharge this summer. The Girls Division at IGDVS has been planning and preparing for different possible reopening scenarios the past two months. With the recent COVID-19 cases, and fall prediction of continued surges, under the recommendation of our Mendocino County Public Health Officer, IGDVS will start off our school year with home learning.

As you know, the guidelines from the state and county continue to change as cases fluctuate. At IGDVS, our main priority is to keep our students, teachers, staff, and families safe while providing an engaging and robust home learning that aligns with the whole child in mind.

Please read the *Home Learning Guidelines* for more information about re-enrolling your child. We appreciate the feedback that was provided to us during the end of the school year. Our improved curriculum will be a structured model enhanced with hands-on learning, lessons that support students' multiple intelligences, and an individual teacher-student check-in at least once a week.

Fill out the [IGDVS Girls Division Re-enrollment form](#) or email us at [dvgs@drba.org](mailto:dvgs@drba.org) with the subject line, Re-enrollment for (Student's First and Last Name) to let us know what your decision is for the 2020-2021 school year by July 27, 2020. Be on the lookout for a Meet the Teacher/Parent Orientation virtual meeting in the next few weeks.

Thank you for your patience and trust with our school as we start the new academic year. We look forward to seeing the children online soon.

Sincerely yours,

Jin Jr & Rita Yee



# Instructional Options for Students

## Option A: Home Learning Model

- Students will receive a combination of synchronous learning-live instruction with the teacher and asynchronous learning-recorded lessons at home.
- School Days: Monday-Friday
- Teachers will provide a weekly plan, resources, and support through the use of video conferencing.
- Individual teacher-student check-in at least once a week-phone call or video-conferencing.
- There will be open communication between teachers, parents, and students.
- A new home learning website that will allow parents to access assignments and information.
- Mandatory daily attendance of the live instruction with the teachers.
- Students will follow IGDVS online etiquette.
- Students will wear school uniform during live instruction with the teacher.
- Students will submit required assignments, tests, and projects through an online portfolio, Seesaw.
- Parent support required for younger grades.
- Friday afternoons: school community event for K-6.

## Option B: Independent Study

- Students will receive the required weekly learning plan and resources from the teacher.
- Students will need to keep a log of the amount of hours put in for independent study and turn it into the teacher each week.
- Teachers will meet with the student once a week through video conferencing or call to check-in.
- Students will submit required assignments, tests, and projects through an online portfolio, Seesaw.
- Required parental support to keep student on track.
- Recommended for students that are self-disciplined learners.
- Friday afternoons: school community event for K-6.



# IGDVS Student, Parent, & Teacher Responsibilities

## Student Responsibilities

- Be on time for all live instruction online.
- Wear school uniform during live instruction online, and follow IGDVS dress code.
- Be ready with all the materials for each class.
- Get the weekly outline of lessons and assignments from the parent through our home learning website.
- Complete all lessons and assignments that are provided.
- Sit in a well lighted area with a table during instruction time.
- Video must be turned on the entire time for live instruction.

## Parent Responsibilities

- Your child needs to attend all live instruction online on time; attendance will be taken.
- If your child needs to be absent for any of the classes, an absence note will need to be emailed to the core teacher and [dvgs@drba.org](mailto:dvgs@drba.org) for the absence to be excused.
- Get the weekly outline of lessons and assignments from our home learning website.
- Provide a well lighted area learning area for your child to use during instruction time.
- Sign up for a Seesaw account so your child can upload assignments for the teacher. More information to follow when school begins.

## Core Teacher Responsibilities

- Provide all instructional materials, such as textbooks, workbooks, notebooks, online resources, and supplemental resources for students.
- Prepare a weekly outline of the lessons and activities for parents on the Home Learning website by Friday evening.
- Provide learning feedback through Seesaw.
- A phone call at least once per week to support students in their learning and social-emotional needs.
- Be available by email or phone for questions during school hours.
- Parent Teacher Conference every trimester to share student's progress.



# IGDVS Online Etiquette

## ***The student will:***

- Wear the IGDVS school uniform and follow all dress code guidelines.
- Find a well lighted area, free from distraction, and sit at a table.
- Make sure the area is quiet; limit background noises.
- Join the live instruction on time.
- Be prepared with all required supplies for instruction.
- Show the video at all times during instruction.
- Mute your computer or phone when you are not speaking.
- Speak clearly, so everyone can hear.
- Stay engaged and focused throughout the entire meeting or lesson.
- Come prepared for each meeting or lesson.
- Use the digital tools as intended for instruction only.
- Neat, simple, and respectful attire with no distracting accessories or make-up.
- Remove food, beverages, and pets from the learning space.



# Sample Schedules

## Kindergarten-First Grade

The K-1 class will be split into two groups so that it will be a smaller class size online.

Time	Group 1	Time	Group 2
9:30-10:30	Math/English Language Arts/Chinese/Activities	10:20-11:45	Math/English Language Arts/Chinese/Activities
1:00-2:00	Science/Social Studies (Mon, Tue) Arts/Movement (Wed, Thur) K-6 School Event (Fri)	1:00-2:00	Arts/Movement (Mon, Tue) Science/Social Studies (Wed, Thur) K-6 School Event (Fri)

## Second-Sixth Grade

Please note that these are sample schedules only. It is subject to change.

Time	Sample 1	Time	Sample 2
8:00-8:50	English Language Arts	8:00-8:50	English Language Arts
9:00-9:50	Math	9:00-9:50	Math
10:00-10:50	Science/SS	10:00-11:00	Movement/Structured Assignments from AM Classes eg reading, writing, math problems, or sight words
11:00-1:00	Lunch/Break	11:00-1:00	Lunch/Break
1:00-2:00	Arts/Music/Chinese/Virtue Studies	1:00-1:40	Chinese
2:00-2:40	Self-study/Homework/Exercise	1:40-2:30	Science/Social Studies
		2:40-3:20	Arts/Music/Virtue Studies