

Benavidez Parent Virtual Learning Handbook

Teaching, Reaching and Achieving without Borders

Benavidez online learning is designed to give students an engaging online learning experience that includes clear expectations and outcomes for each week. These expectations will include online and offline learning activities. The work for the week in each content area can be found on Microsoft Teams and Class Dojo. Tools in Microsoft Teams and Class Dojo such as instructional videos, live and recorded sessions, online resources and chats on Microsoft Teams will be used. Not all components of online learning will happen in the first few weeks, but they will build over time as teacher and student comfort increases.

It is important that students understand their responsibility as learners to engage in their classrooms each day. In addition, they are responsible for the same regulations as listed in their building Code of Conduct. This includes appropriate online behavior within the Learning Platform.

Students will:

- Create a space and dedicated time for learning
- Break up the day to be their productive best
- Seek help when needed (teachers, guidance, principals)
- Create balance by taking opportunities to work offline
- Sign into the classrooms daily by 7:30 am - keep connected
- Use Microsoft Teams to organize classes
- Demonstrate learning with completion of assignments
- Engage with the classroom and use tools (like headphones) to focus on instructional videos, etc.
- Communicate with their teacher often
- Follow the Code of Conduct
- Demonstrate online learning etiquette
- Reach out to their teachers if they are overwhelmed
- Collaborate with peers using respectful language and behaviors
- Wear attire acceptable for school
- Support each other in this new way of learning
- Be patient with yourselves and your teachers- we are all learning together!

Guidelines for Benavidez ES Parents

The transition to virtual learning will be challenging for families. Parents will need to think differently about how to support their children; how to create structures and routines that

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allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with virtual learning, while others may struggle. The 9 guidelines provided below are intended to help parents think about what they can do to help their children find success in a virtual learning environment.

1. Establish routines and expectations. We encourage parents to set regular hours for your children's schoolwork. Keep normal bedtime routines for younger children. Your children should move regularly and take periodic breaks as they work. It is important that parents set these expectations for how their children will spend their days starting as soon as virtual learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.
2. Define the physical space for your child's study. Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if virtual learning is implemented. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, and, whenever possible, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents or an adult are present and monitoring their children's learning.
3. Monitor communications from your children's teachers. Teachers will communicate with parents through Class Dojo. Contact their children's teachers, however, we ask parents to remember that teachers will be communicating with many other families, and that communications should be essential, succinct, and self-aware. We also encourage parents to have their children explain the Online Learning Systems (Microsoft Teams, The HUB, Imagine Math, etc.) teachers are using.
4. Begin and end each day with a check-in. Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask your child what they are learning today? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a virtual learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

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5. Take an active role in helping your children process and own their learning. In the course of a regular school day at Benavidez, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions, collaborating on group projects. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your children own their work; don't complete assignments for them, even when they are struggling.
6. Establish quiet and reflection times. A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction.
7. Encourage physical activity and/or exercise. Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. Coach Johnson will recommend activities or exercises, but it is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook, expect them to contribute!
8. Remain mindful of your child's stress or worry. It is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience from being out of school. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Our school counselor, Ms. Posada, and the entire administrative team are available for support and guidance in terms of the stress and worry you may observe in your children.
9. Monitor how much time your child is spending online. The goal is not to have students staring at computer screens for 5-6 hours a day. We ask that parents remember most teachers are not experts in virtual learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Benavidez' Admin Team and teachers will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!