



Continuing Education Plan

Vanguard Academy maintains a focus on ensuring high levels of learning and well-being for all through a united effort of the Building Leadership Team (BLT), grade level teams and department teams. Students thrive when these 3 essential teams continue to embrace Vanguard's vision and the RTI Framework in order to meet students' needs. Teachers work with their teams to identify, assess, and intervene for essential learning.

Student work should be assigned according to class time recommendations made available by the administration to ensure healthy balance and emotional well-being. Because comprehensive coverage of all standards is even more difficult in an online environment, deliberately choosing standards that are essential and delivering a viable curriculum becomes paramount for the success of students. Teachers should utilize formative assessments based upon the essential standards on a regular basis to monitor student learning and provide opportunities for intervention, as necessary. As teacher capacity in a digital environment increases, enrichment experiences can become a more frequent part of the digital learning process provided for students. Online learning requires specific student skills and dispositions, so teachers are encouraged to incorporate development of best teaching practices into their learning plans.

Canvas is the platform Vanguard has chosen to provide blended learning. Instructors will utilize Canvas's Big Blue Button to provide both synchronous and asynchronous instruction. Teachers are encouraged to use a variety of school supported solutions to meet student learning needs and to provide a varied and enriching experience. Teachers may use other learning tools as long as they follow the required practices for student data privacy. Ideally, tools should be web-based and should not require an installed program. The technology department will work, where possible, to give access to necessary installed applications remotely. Parents may download the Canvas Parent Observer app to monitor the work of students. Grades in Canvas should be synced weekly with PowerSchool, which will remain the official system for recording grades. Teachers should continue to update grades and progress weekly, just like they would in a face-to-face environment. Teachers will continue using Vanguard Academy approved grading policy. They may have the option of Pass and Needs Improvement during school dismissals.

Synchronous learning (done at a set schedule; such as a video conference) is still recognized as a valuable pedagogical approach in an online setting. When teachers choose to lecture or provide direct instruction, that instruction should be scheduled in advance and recorded, if possible, to allow for maximum student access. Live direct instruction should happen during school hours and in conjunction with the schedules developed by individual schools. Teachers are encouraged to make themselves available during consultation times throughout the week to help students process learning delivered during direct instruction time. Small group interaction is encouraged if feasible within the context of the discipline. Students value interaction with their peers.

Asynchronous learning (done on the student's schedule) will be a necessity during times of online education, but teachers should still be involved in the learning process if they are relying heavily on this delivery method. Regular feedback is crucial if learning is primarily asynchronous. Students should have at least 48 hours to complete each assignment from the time that it is posted on Canvas to facilitate greater opportunities for asking questions and receiving feedback. No work should be due after school hours or on the weekend. Student work should be assigned according to these recommendations to ensure healthy balance and emotional well-being. Students may work more on some days than others, but the average time working on classroom learning expectations should not exceed school guidelines.

Grades 7-9

- Total student work time: 2-3 hours per day
- Approximate daily student work time for individual classrooms: Approximately 20 minutes per day

Grades 10-12

- Total student work time: 3-4 hours per day
- Approximate daily student work time for individual classrooms: Approximately 25-30 minutes per day

AP/Honors/College

- Total student work time: N/A since a full schedule does not contain only AP/Honors/College classes
- Approximate daily student work time for individual classrooms: Approximately 30-45 minutes per day

While most online learning will likely be asynchronous, teachers are expected to provide opportunities for regular face to face interactions with students. Personal interaction contributes to student well-being and supports learning.

Teachers should communicate with families on a weekly basis. This communication can be done through SwiftK12, Canvas, email, text, etc. Learning expectations and due dates should be clearly communicated on a daily or weekly basis. Teachers should respond to parent/guardian emails (or other contact methods) within 24 hours on established school days. Individual video conferencing with students and their families is permissible to help teachers assess needs.

Student engagement is necessary for online learning to be successful. Teachers should regularly monitor engagement in online learning activities. Families of students who do not engage in online learning should be contacted by the teacher or other designated school personnel, and assistance should be offered. If students continue to stay disengaged, school administration should be alerted so school level resources can be offered.

Teachers should work the equivalent of their full contract work hours in planning, assigning work, contacting students and families, intervening, and meeting with collaborative teams. Teachers may adjust the scheduling of their contract hours to accommodate their personal and family needs. Please make sure that a portion of the time worked is during normal school hours so that synchronous learning opportunities and scheduled consultation times can be provided. Teachers are encouraged to limit their work hours and not respond to families and students outside of established work hours. Online learning does not obligate teachers to be on-call at all times.

Preparing, delivering, and managing online learning is a complex and difficult endeavor. The work that collaborative teams do is essential for the development of meaningful online learning. Teams and teachers should continue to work in grade level and department teams and assist each other in focusing on essential standards and developing online resources to ensure the learning of those standards. Teachers are expected to work with their collaborative teams through video conferencing or other means for at least 1 hour per week. Collaboration can be scheduled during the established meeting times and days or at a different time to accommodate team members. If possible, team leaders are encouraged to schedule collaboration at times that will enable administrators and coaches to occasionally participate in collaboration efforts.