

NEW BRANCHES VIRTUAL ACADEMY

PARENT INFORMATION PACKET

NOVEMBER 16, 2020

Due to an increase of cases and quarantines in our community, we have decided, or been asked, to close the school building for a period of time for in-person instruction. This means that all of our students will now learn virtually until we are able to open up in-person instruction again.

New Branches Virtual Academy will feel fundamentally different from the emergency learning that took place in Spring of 2020. During this time, ALL students will continue their learning by attending scheduled, live teaching sessions by their classroom teacher with their classmates using ZOOM. They will also be completing assignments and activities that will be graded during regular school hours, all from the safety of their home.

As a school, we recognize the importance of working as a collective team - we must partner together - staff, students and families - in order to ensure the best experience for all. With this in mind, we have defined the "Must Haves" for learning to be successful for each and every student.

All Students Will:

- » Log in to Canvas at 8:10 each morning
- » Follow their daily schedule as posted in their Canvas classroom
- » Submit all work assigned each day through Canvas
- » Attend all ZOOM sessions in their entirety
- » Follow class guidelines for ZOOM as well as assignment and testing completion and submission
- » Work toward grade level standard mastery
- » Communicate with teacher daily

All Families Will:

- » Establish a designated learning space at home
- » Reinforce wake/sleep/eating schedule that complement the student's school schedule
- » Support student's progress and success with class expectations
- » Ensure/support child's participation in learning experiences in all Zoom calls and required work
- » Identify a Learning Coach who will be assisting the student each day and communicating to the teacher
- » Communicate student absences to Mrs. Aho or Mrs. Huizinga if unable to log on in a timely manner

All Teachers Will:

- » Post their class schedule on their Canvas homepage
- » Follow their schedule every day for live ZOOM sessions
- » Clearly communicate weekly learning and performance expectations through Canvas
- » Provide engaging learning opportunities for all students
- » Communicate with the Learning Coach on student progress
- » Provide opportunities for family feedback regarding learning needs and emotional state during set office hours

Virtual Learning Classroom Norms:

- V** Value the teacher's time by being punctual and prepared.
- I** Identify and remove any barriers that might distract or prevent learning.
- R** Reduce the noise in your background such as other individuals talking, TV or music.
- T** Test your microphone, audio and lighting settings prior to class.
- U** Use good manners such as waiting for the appropriate time to speak.
- A** Aim to dress appropriately at all times.
- L** Leave class at the appropriate time. If you must leave early, email the teacher and the office.

Attendance:

Attendance is mandatory and will be determined by a variety of measures including ZOOM attendance and participation, log-in data, and assignment completion. Attendance will be taken once in the AM and once in the PM. Students must login to each Zoom session and attend for the entire session to be counted as present. If they are not logged on for the entire session, they will be marked as absent.

Just like a normal school day, if you are sick or need assistance and are unable to log in for the day, please call the front office: 616-243-6221 by 8:30am.

Stay Connected!

NBCA website: newbranches.org • **NBCA Facebook page:** facebook.com/newbranches

Contact Sheet:

Classroom Teacher	Office Staff	Canvas Support	Tech Support	Child Care & Food Service
Via Canvas Communication or Email	616-243-6221 Ext. 7 ginyaho@choiceschools.com haileymaycroft@choiceschools.com	877-567-0174 616-243-6221 ext. 6 nbvahelp@newbranches.org	616-243-6221 Ext. 5 techsupport@newbranches.org	Child Care: 616-243-6221 Ext. 4 reneegood@choiceschools.com Food Service: 616-243-6221 Ext. 2 stevensallese@choiceschools.com
Student's Progress Classroom Assignments Class Procedures Daily Scheduling Grading Student progress Student behavior	Absence Calls Enrollment School-wide questions	Canvas login How-to questions Canvas glitches Mobile App issues	Device hardware issues Device login	Billing questions Registration Services offered Food service questions

Academic Program:

- » All teachers will be teaching English Language Arts (ELA) and Math through Zoom calls each day.
- » Science and Social Studies will either be taught through pre-recorded videos or live, based on teacher preference.
- » Specials will be available through Canvas and students may choose to do activities during independent time.
- » Teachers will communicate the daily schedule to parents and all work, announcements, etc. will be made through Canvas.

Supporting Resources:

Food Service Program:

Food service will be distributed to families two times per week on Monday and Wednesday from 10:00-12:45 in a grab-and-go style. Please take advantage of this program! We offer free breakfast and lunch for all children 18 and under, even if they are not an NBCA student.

Food will be prepared, wrapped, and packaged to meet necessary food handling processes. Parents must pre-order the meals one week in advance so we know how many to prepare by completing and submitting the Meal Order Form located on our website or by clicking this link [Meal Order Form](#). Parents will let us know which day food will be picked-up, how many days of food needed, and total number of children under the age of 18.

Breakfast and lunch meals for up to 7 days can be picked up during the designated pick-up times above.

This information will be posted on our website, Facebook page, and through School Messenger to all families.

NBVA Child Care for TK-8th Grade:

Child Care services **may** be available pending the need expressed by parents and available staffing. A Child Care Survey of Need will be sent out via email to see how many parents would be interested in child care during virtual learning. If licensed Child Care is able to be offered, parents must register and follow all Child Care policies and procedures. Students will be expected to attend school virtually during this time while in Child Care.

Space is limited based on Child Care Licensing regulations. LARA guidelines will be followed during licensed programming-including ratios, cleaning schedules, and student/staff screenings.

The process for opening Child Care services will be as follows:

1. Survey of Need sent out to all parents on 11/17/20. Parents interested should fill out the on-line survey <https://form.jotform.com/203166552136148>
2. If a need is there and we have the staffing to provide Child Care, we will send out a Child Care Request Form to all parents by Monday, November 30.
3. If need for child care is there AND we have the staffing to provide, a new Child Care contract will be sent out to parents to complete and Child Care may begin Monday, December 7 (tentative).

Child Care Details:

Hours of Child Care: 6:30am-6:00pm

Cost: \$25.00 per day per child

Food Service: Breakfast, lunch, snack provided

Registration: All children must be pre-registered. Parents will be responsible for the \$25.00 daily charge for all days registered, even if absent from Child Care. New registrations require a \$45.00 deposit to start the program

Payment: Check, credit card, DHHS

If we are able to provide child care services, spots will be allocated first to parents of students who are currently enrolled in child care, then on a first-come, first-served basis based on completed registration forms.

More information on the program will be provided based on the request forms received by parents.

GSRP Preschool

Students in our GSRP program will continue with in-person instruction hybrid plan currently in place. Contact the teachers with any questions you may have.

Tess Carne - tesscarne@choiceschools.com

Lauren Besaw-Warner - laurenbesawwarner@choiceschools.com

NBCA Website Information:

Visit our website, www.newbranches.org, for more information under the "School and COVID-19 Updates" tab.