



Elementary Program Distance Learning Protocol for 2020-21

TMA is committed to providing a quality Montessori Elementary program whether the learning environment is on the TMA campus or at a remote learning location, such as home. As with the classroom changes for in-person learning, we believe it's important to replicate, where possible, the TMA elementary experience and provide opportunities for student connection within the classroom and with the teacher.

We are also committed to continuous improvement by incorporating "lessons learned" and parent feedback from the eight weeks of online learning that occurred at the end of the 2019-20 school year. Teachers will be leading their online classrooms during the school day and providing all instruction. Parents are asked to help their children access their online classrooms daily and assist with the process of electronically submitting completed assignments to the teacher as requested.

Key Principles

- Develop the Whole Child and Follow each Child – cognitive, physical, social, and emotional development will be nurtured and personalized as needed; opportunities for strengthening independence and interdependence will be provided.
- Preserve TMA Elementary program routines and practices where possible and modify as necessary.
- Shift responsibility from parents as facilitators of learning to teachers as instructional leaders.
- Create and follow Grace & Courtesy Guidelines in an online environment.
- Provide materials, as needed, for student use in the home environment.

General Description

Transition Period

For the first two weeks of a whole class/program/school shutdown (unless we can transition sooner to the Full Distance Learning Period detailed below), distance learning will consist of daily work in language, reading comprehension, and math to strengthen and solidify existing skills, cultural work choices for independent work, twice weekly class Zoom meetings, and weekly enrichment classes that are able to be done online (for example, FE, Latin, Spanish).

Note: If an individual elementary student is required to quarantine at home (not part of a whole class/program/school shutdown), the classroom teacher will attempt to individualize the student's distance learning as much as possible for the period of the quarantine. Given staffing constraints, lessons may be given to that student by a teacher other than the student's assigned classroom teacher.

Full Distance Learning Period

After the first two weeks of a whole class/program/school shutdown (unless we can transition sooner), distance learning will include teachers providing personalized workplans with required work for each student each week, as well as individual and small group lessons and assignments. Teachers will be available online from 8:30-11:00 am and 12:30-3:00 pm. During the morning work cycle from 8:30-11:00 am, teachers will present individual and small group lessons as well as be available for students who need individual assistance. After the morning work cycle, the student will take a break for lunch, outside time, and reading time. From 12:30-3:00 pm, teachers will continue to facilitate learning during the afternoon work cycle, which will include individual and small group work in cultural areas, as well as virtual enrichment classes. Teachers will hold a minimum of twice weekly virtual class meetings for community time, announcements, sharing, etc. Elementary students are expected to complete their assignments, send to the teacher for review (or upload to Microsoft Teams, as directed), and then make corrections as needed. Certain lessons will require hands-on materials, and these materials will be provided for the student to use at home.

Expectations

Transition Period

When an Elementary class is in the "Transition Period" outlined in the previous section, teachers will hold twice weekly class Zoom meetings and be available during the school day to assist students with daily work.

Full Distance Learning Period

When an Elementary class in the "Full Distance Learning Period" outlined in the previous section:

Teachers will:

- Provide students with weekly workplan-type document by 8:30 am on Mondays.
- Be continuously online with students, during the morning work cycle from 8:30-11:00 am and afternoon work cycle from 12:30-3:00 pm, presenting individual and small group lessons and providing individual student assistance, as needed.
- Provide materials for students to work with at home, as needed.

Lower Elementary Students will:

- Follow the daily schedule:
 - Attend morning lessons with their teachers and complete independent work in math, language, cultural, and creative writing.
 - Take a break for lunch, read silently for 30 minutes, and engage in movement activities.
 - Spend the afternoon work cycle (12:30 – 3:00 pm) continuing or completing cultural follow-up work & projects and participating in enrichment classes; request teacher assistance, as needed.
- Complete required weekly assignments on workplan, including:
 - Online daily "maintenance" work in Cursive, Daily Math Practice, Building Spelling Skills, and Daily Reading Comprehension.

- Follow-up assignment choices from individual and small group lessons (Grammar, Mechanics, Word Study, Reading Analysis, Geometry, Time and Money, and Cultural subjects).
- Book reports and projects (leveled options).
- Participate in scheduled classroom community Zoom meetings.
- Follow Distance Learning Guidelines from the TMA [Computer and Internet Acceptable Use Policy](#)

Upper Elementary Students will:

- Follow the daily schedule:
 - Spend the morning attending online lessons with their teacher and completing independent work in Math, Language, Creative Writing, and online learning programs (IXL, Newsela).
 - Take a break for lunch, read silently for 30 minutes, and engage in movement activities.
 - Spend the afternoon continuing or completing independent and small group work in cultural subjects (Geography, Biology, Zoology & History), and participating in enrichment classes.
- Complete weekly assignments on workplan and upload finished work to class channel in Microsoft Teams. Assignments include:
 - Daily online work in IXL Language and Math to solidify existing skills
 - Daily online work in Newsela to solidify existing reading comprehension and Creative Writing skills
 - Individual and/or group lessons that the student would be receiving that week from the teacher, with required follow up work
 - Individual or group longer term cultural research projects and assignments
 - Individual Book of the Month required readings, book reports, and projects
- Participate in scheduled classroom community Zoom meetings.
- Follow Distance Learning Guidelines from the TMA [Computer and Internet Acceptable Use Policy](#)

TMA Computer and Internet Acceptable Use Policy: Distance Learning Guidelines

As we begin our first week of distance learning, we ask parents to review parent responsibilities concerning the [Computer and Internet Acceptable Use Policy](#) that was signed at registration.

We fully expect all students and parents to adhere to the [Computer and Internet Acceptable Use Policy](#) at all times. This policy is in effect not only at school, but even if done outside of school premises (such as at home) on his/her own devices or using other devices not owned or controlled by the school.

Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to abuse, harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or lewd material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff, or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of Head of School.
- Create any site, post any photo(s), image, or video of another except with express permission of that individual and the Head of School.
- Harm the goodwill and reputation of TMA in the community.
- Violations of the above may warrant the immediate suspension of your child's school-related accounts (TEAMS, IXL, Newsela, etc.) while distance learning, as well as additional consequences once we return to school, such as academic consequences, a loss of computer privileges, and/or school suspension.

Consequences

Disciplinary action for violations of any of the above guidelines will be at the discretion of TMA, and may result in academic consequences, a loss of computer privileges, and/or school suspension.