

*Wyoming Valley Seventh-day Adventist Elementary School*  
*476 Third Street*  
*Mountain Top, PA 18707*  
*570-868-5958*

July 28, 2020

Dear Parents, Students, and Board Members:

I was notified last Friday that our School Board has voted to use an online instruction/learning format due to issues relating to COVID 19.

We all agree that face-to-face classroom instruction is the best, so WVSDAE will be using an online instructional/learning format that as closely as possible mirrors face-to-face instruction. Students will meet for virtual face-to-face classes on a regular schedule each school day. Students will meet in groups, small groups, and one-to-one with the teacher depending on the class and student need. Between classes students will remain online with the class unless given permission by the teacher to leave the online session for a period of time.

During direct instruction, the student is to remain on camera with the teacher and his/her classmates. Visual connection is important to proper communication and maintaining the classroom environment. Visual connection also promotes engagement, questions, discussion, and participation in the learning process. All students are to remain present and engaged throughout instructional periods.

It is our goal to maintain student privacy and confidentiality. Specific grades and personal information will not be discussed in group settings, but will be addressed privately with the specific student and/or his or her parent. As in the regular classroom, sometimes a guest or another student may see or hear something that pertains to another child. It is not the place of that person to form opinions of others or speak about another student or individual, or to share comments or observations about a student or staff member. We should never be party to spreading gossip, either true or false, about others.

Daily instruction will take place as closely as possible to that presented in the regular classroom. Students should login about ten (10) minutes before the official start of Worship to reduce disruption. Student attendance and tardies will be recorded at the start of each school day and monitored throughout the day for class attendance and participation.

Assignments will be given and are to be submitted no later than the next scheduled meeting of the specific class for which they are given unless the teacher indicates another due date. Some multi-step projects have separate due dates for each section, in which case section due dates should be honored. Late papers may result in a grade penalty. All assignments will be submitted via email to the teacher unless other instructions are given. For example, the teacher may request that the student have the assignment ready to discuss and grade during class or in the case of a project the teacher may request that the project be submitted in person to the teacher on a scheduled visit to the school.

The teacher will be available during set times or by appointment to assist students with assignments or give specific one-to-one support before and after regular instructional hours and throughout the school day as needed or requested by the student or his/her parent.

Weekly Reports and missing or pending work lists will be sent to parents weekly via email. Parents are encouraged to acknowledge receipt of these reports, ask questions, and talk with the teacher about any concerns or observations. Communication between parents and teacher is vital to student success in school.

More information regarding the opening of the school year and registration will follow. If you have not already completed the Registration Form (or for new student the Application and Registration Form), please do so immediately and mail it Kathy Baksa, School Board Chair, 64 Colony Drive, Hazleton, PA 18202 or scan and email to [mebaker@paconference.org](mailto:mebaker@paconference.org) or [baksa70@hotmail.com](mailto:baksa70@hotmail.com) so that we can effectively develop your child's instructional plan. The form and other pertinent information is on our website <https://www.wvsdae.com>. If you have questions or need further assistance please contact Mrs. Baksa at 570-861-0776 or me at 814-655-6209.

I am looking forward to a successful and rewarding school year. We will hold our standards high and do all to the glory of God in whatever circumstances face us.

Your servant in Christ,

*Marian E. Baker*

Principal