

# Guidelines for Remote Learning

## Attendance:

- All students are expected to attend virtual school every school day – all students will check in to each of their classes via Google Hangout at the beginning of each period. We will be following the same class schedule as if school were in session.
- Parents, if your student is unable to attend virtual school, please email [receptionist@woodlandsacademy.org](mailto:receptionist@woodlandsacademy.org) and [cgrasenick@woodlandsacademy.org](mailto:cgrasenick@woodlandsacademy.org) by 8:30 a.m.
- Attendance will be taken every period.

## Tools:

- Google Hangout
- Outlook (communication, questions, schedules, etc.)
- Power School (assignments, handouts, etc.)
- MyBackPack (grades)
- Other tools & websites (Albert.io, AP Classroom, etc.)

## Student, Teacher, and Parent Expectations:

- To be engaged with each class during the regular school bell schedule – each class will be synchronous – at least for attendance and check-in. Teachers then may assign work or activities to be turned in later, but students should check-in at the beginning of every class via Google Hangout.
- Students will have their usual breaks (visit the restroom, have a snack, and stretch).
- Teachers will track student progress and be in touch with parents if we notice students falling behind. Parents, please communicate with us if you see your child struggling.
- Advisors will also be checking in with students.

## Contacting Teachers:

- Teachers will be on Google Hangout at the start of each class period.
- Use Outlook to email teachers before and after school hours.

- Please also note, teachers will be in regularly scheduled faculty meetings when not in class and email response time outside of school hours will be typical to regular school days.
- Communication with teachers should only occur through Google Hangouts or Woodlands email. Do not text/call teachers or use a personal email.

### **Student Habits:**

- Check Outlook and Power School every day.
- Create a workspace that allows for comfort and productivity.
- Complete all assignments and activities.
- “Show up” to every class through Google Hangout – teachers will take attendance for each class and the school will contact home if students are not present and/or haven’t been completing work.
- Ask questions!
- Designate a specified place to work inside of your home, ideally in a public space such as a living or dining room.

### **Rules:**

- Students are responsible for completing the work and “showing up” up for class.
- Be engaged! We know this is not only great for learning but will also allow us all to feel more connected while we are physically separated.
- All the work counts toward your grades, just as they would during in-person school. Don’t put off doing the work because you are expected to complete it all!
- Communication with teachers should only occur through Google Hangouts or Woodlands email. Do not text/call teachers or use a personal email.
  - Academic integrity rules apply.
- Uniforms will not be necessary in a remote learning environment, but please dress in appropriate attire for video conferencing.

### **If you have questions:**

- Stress, management, life: reach out to your teachers, advisor, or Dr. Kincaid at [mkincaid@woodlandsacademy.org](mailto:mkincaid@woodlandsacademy.org).
- Tech questions: email Mr. Coffey at [ecoffey@woodlandsacademy.org](mailto:ecoffey@woodlandsacademy.org).

- About specific assignments: First, check email and Power School to make sure you've tried to answer your own question. Then, check-in with your classmates. If those strategies don't work, check in with your teacher for clarification.
- Communication in general – check with teachers, then advisors, then administration.

**Emotional support and mental health:**

- Dr. Kincaid, our school counselor, will be available by appointment (scheduled via email) for consultation and referrals to mental health resources as needed. Meetings will take place on Google Hangout during regular school hours and drop-ins will not be available. Parents/guardians may request meetings at any time during the school day. While Dr. Kincaid will strive to maintain your privacy, confidentiality cannot be guaranteed through remote means such as email, phone and/or video conferencing. By participating in a remote meeting with Dr. Kincaid, you are indicating that you understand these limits to confidentiality.