



# REMOTE LEARNING GUIDELINES

## MARCH 2020

During this transition to a Remote Learning platform, Servite High School's team of educators plan to continue to provide quality instructional and learning opportunities for students. Students should expect to engage in academic work on a regular basis during this time. While remote learning will look differently from teacher to teacher and subject to subject, our goal is to maintain the momentum of academic learning throughout this process.

This document provides an overview of how teachers will deliver information to students and how students will access this information. While we know that learning in an online platform will look very different than in a brick and mortar classroom, our teachers are committed to assisting students every step of the way. Teachers also understand that each student learns differently and that there will be a learning curve for all students to become comfortable with an online learning environment.

If students are unwell or unable to complete work, please take good care of yourself and prioritize your health. Please let your teachers know if this is the case. They will understand and work with you.

### **Distance Learning Guideline for Students:**

- Teachers will be providing information and instruction via Google Classroom.
  - Students are expected to check Google Classroom sites each day for any updates and/or other information about assignments and deadlines for each course.
  - A Remote Learning Student Site has been created for students to assist with tips and strategies to help while working in a remote learning setting. Students will be sent a link to access this site.
  - A weekly agenda along with daily assignments will be posted by each teacher.
  - Teachers will offer optional virtual office hours to assist students with questions or other clarification needed.
  - Teachers will monitor students' online engagement with the course content, therefore it is vital that students keep current with all work.
  - Teachers will continue to grade assignments and post in Aeries within 2 academic days.

- Students should communicate any technical difficulties to teachers prior to any deadlines.
- All standards of student conduct, including academic integrity, remain in full effect during this time of remote learning. Our Academic Policy can be found in the Parent/Student Handbook posted on the Servite website.
- IT support is available to students while operating on a remote learning platform.
  - Please contact the IT Department at: [support@servitehs.org](mailto:support@servitehs.org)
  - The IT Department can also schedule appointments if computers need servicing of any kind.
- School counselors will be available and will have individual meetings by appointment if necessary. They will continue to provide services to their students throughout the time we are away from the physical campus.

Please remember that school is still in session - just in a different space. Plan to set aside 3-4 hours each day to work on your online learning requirements.

### **Remote Learning Guidelines for Parents/Guardians:**

- Servite High School's Remote Learning Plan is to continue to provide quality instructional and learning opportunities for students. We realize that an online learning environment will look differently than in-person courses. Our teachers are prepared to prioritize delivering high-quality meaningful learning opportunities for our students over quantity.
- Teachers will be using Google Classroom to communicate regularly with your sons. Information about assignments and due dates will be posted here. Only students can access Google Classroom; please ask your sons to log in so you, too, can view information posted from teachers.
- Teachers will post a weekly agenda outlining any announcements, daily assignments, and deadlines for the week.
- Teachers will offer (optional) virtual office hours for students. Information about how to engage with teachers during office hours will be posted on each teacher's weekly agenda.
- If your son has any technical difficulties or questions, please contact our IT Department at: [support@servitehs.org](mailto:support@servitehs.org)
- All standards of student conduct, including academic integrity, remain in full effect during this time of remote learning.
- Student workload may include: reading/watching/listening, engaging with peers via discussion boards and virtual live classroom settings., attending class office hours, assignments/learning tasks, etc. Advanced Placement courses may assign additional work or practice tests as needed.

- School counselors will be available and will have individual meetings by appointment if necessary. They will continue to provide services to their students throughout the time we are away from the physical campus.
- If you or your son has a course question, please contact teachers directly.

## **How to be Successful with Online Learning** **Tips for Parents and Students**

### **BE PREPARED**

You will need the following set up and ready to go:

1. Student laptop in working order (including charger)
2. Gmail password
3. Google classroom access for all classrooms
4. Online textbook credentials (username/password) Email your teachers if you have questions about access.
5. Set up a workspace that will set you up for success. Your comfy bed is not the best option for working on schoolwork during this time.

### **SET UP A ROUTINE**

1. Provide structure for your day. Take breaks or intersperse activity as you need it, but try to work during times you would normally be working.
2. Set up times for all of the following (remotely): work/learning, family, chores, activity/exercise, hobbies, decompression, and self care.
3. Stay committed to self care: hygiene, plenty of rest, hydration, and nutrition will build a solid foundation for you to be successful.

### **BE COMMUNICATIVE**

Just because you're remote, doesn't mean you're alone!

1. Take advantage of the teacher's office hours online. Make your brain formulate a question or two when you're reviewing notes, and follow up during office hours. Be sure to communicate via email, google docs, or other communication methods available by your teachers.
2. Set up a remote peer study group: If there's a group of students you are comfortable with, set up time to connect and collaborate on any questions or feedback you may have.

REMEMBER: We are all in this together. This is new territory for everyone. Reach out for help and contribute to an environment of compassion. We will modify our online learning guidelines as necessary in the best interest of our students.