

St. Anne's-Belfield School

NORMS AND EXPECTATIONS FOR ONLINE LEARNING

- **Schedule:** Follow the academic schedule and plan to be present and working during scheduled course times, including advisory. At the start of each class, check-in on the Canvas page for the course to find directions, times for class meetings, and links to Zoom sessions.
- **Environment:** Attend class from an established well-lit workspace that includes access to class materials and supplies.
- **Dress Code:** When school is in-session on-campus, online learners should appear on camera in dress code.
- **Communication:** For academic work and communication, use the inbox feature in Canvas. Through this platform, students can connect with classmates and teachers. They should check their inbox each day and respond to teacher messages promptly. To connect with other school supports or non-academic activities, use your school email account.
- Both on-campus and online, questioning, discussing, listening, and collaborative problem-solving are focal points in our academic program. These activities strengthen our school community and support the development of enduring skills that translate beyond a student's time in middle school. For this reason, teachers will establish expectations around specific features in Zoom, including the chat feature, breakout rooms, and the camera. Just as in our on-campus classrooms, students online are expected to work within the norms established and communicate openly with teachers when they encounter challenges.

TECHNOLOGY NORMS FOR ALL LEARNERS

- Whether learning on campus or online, I will abide by the BYOD guidelines and existing technology use policies in the Student and Family Handbook.
- If I use a virtual background on Zoom, I will select one from the menu my teacher has given me.
- I will have my camera on unless a teacher gives permission otherwise. When technological challenges or conditions at home make using a camera challenging, I will email my teacher.

The following are considered serious honor violations and will be reported to the Dean of Students:

- I will not record, screenshot, re-post, or otherwise capture or share digital content created on the School's platforms.
- I will not add anyone to a School Zoom call or share the link and/or password.

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PARENT SUPPORT OF ONLINE LEARNERS

Online learning creates unique challenges and opportunities for middle schoolers. To prepare students to gain the most from the online experience, parents should establish healthy routines and expectations that support each learner's growing independence and autonomy.

Here are some components that build of a supportive routine:

- Establish and maintain a structure for each day, beginning with a regular wake-up time and bedtime. Setting clear expectations with your child about regular school day hours will help your child maintain a schedule and stay on top of schoolwork.
- Support your child in setting up a workspace in an area that is free from distractions and offers easy access to school supplies and strong internet access.
- Check-in before and after school each day. Key questions to ask: What classes do you have today? When will you be connecting with your teachers? What's coming up this week? How did today go? What went well? What still needs attention?
- Make sure to plan for breaks during the day. Encourage your child to spend breaks away from the screen and encourage physical activity and play.
- Support your child's growing independence as much as possible by allowing them to identify and solve their own problems. Productive struggle is essential to a child's developing sense of agency. If things feel "stuck," support can look like brainstorming possible strategies together, encouraging your child to reach out to a teacher for support, or talking through an upcoming assignment.
- Help your child stay connected to the community and their friends.
- Establish boundaries for screen time. Online learners will be spending time throughout the academic day on a screen. We encourage you to include screen-free hours in your daily routine and create a device-free bedtime routine each evening.

RETURNING TO ON-CAMPUS LEARNING

Students who wish to move from online learning to on-campus learning should contact Hunter Price, Middle School Dean of Students, to schedule an appointment for an orientation to on-campus learning. Please note that these orientations will occur periodically. We appreciate your patience with the scheduling process.