

# Middle School Virtual School Overview

Spring 2020

## Purpose

Natural disasters, contagious epidemics and other emergencies can and do happen, with or without warning, and may force a school closure. Emergency closures can happen with or without warning and may range from one day to several weeks.



## Teachers

- Will not be expected to be at school during the duration of the closure; the school building may or may not be open
  - Online face to face communication with students is not expected
  - The day is asynchronous - teachers can not require students to be online during their regularly scheduled class time
  - Students should submit required work by 8:00 p.m.
  - Office hours are 8:30-9:00 a.m. and 2:30-3:30 p.m. and one other hour during the day
  - During office hours, teachers need to be online available to answer student questions either through email or synchronous communication tools (Zoom or Google Hangouts Meet)
  - Only post for classes that you teach on that day. Try to keep 6-day rotating schedule, if possible
- Will post their first message to students at 8:30 a.m.
  - No prior communication with students (front loading expectations) should happen before 7:00 a.m.
  - First myHB post includes instructions for the class and their office hours
  - This message can be a text post or a video introduction
- Will plan learning activities that:
  - May or may not involve technology
  - If using technology, use apps and other programs that are routinely used at school (ie. Notability, iMovie, Google Docs, Book Creator, etc)
  - Communicate the intended learning and clear directions for activities

*Continued*

## Teachers, continued

- Require some form of evidence of student learning from the activity (such as: a written reflection, post, image, video, etc.)
- Will be flexible. Each student has different home/life circumstances that may affect what they are able to do or not do, and who might be available
- If you are sick, follow the same procedure as a typical sick day (contact Carol and Sharon)
  - Additionally, post plans directly to myHB or send to Carol and Sharon

## Students

- Should “attend” advisory from 9-9:15 every morning via Zoom or Google Hangouts Meet. If this poses a hardship, please reach out to advisor
- There are no students allowed on campus
- The library, gym, and other facilities are not open to students
- No after-school activities, etc.
- Will need to log in to myHB for all assigned activities
- Will have a space to work at home
- Will complete school work to the best of their ability before 8:00 p.m.
- Will understand that teachers may or may not be available online after 3:30 p.m.
- May contact [helpdesk@hb.edu](mailto:helpdesk@hb.edu) if they have any technology issues
  - Include a phone number in case we need to contact you

## Parents

- Will have clear expectations from the classroom teacher about the activities for the day
- Will check teacher expectations and office hours posted on the teacher's myHB page
- Will have clear expectations for their child
- Will have their child work in a public space (not a bedroom)
- Will support their child to complete all learning tasks for this day prior to 8:00 p.m.
- Students cannot be on campus as the campus is closed to students
- May contact [helpdesk@hb.edu](mailto:helpdesk@hb.edu) if they have any technology issues
  - Include a phone number in case we need to contact you

