

St. Margaret's School Best Practices for Students Learning Remotely  
Updated December 2020

**Expectations of the School**

**St. Margaret's administration, faculty, and staff will support students learning remotely by...**

- providing clear information on expectations, scheduling, and on campus contacts for students and families.
- intentionally planning for ways to include students learning remotely in all classes and required events.
- obtaining necessary technology to allow students to learn remotely and engage in “real time” learning with peers.
- providing faculty with tools, training, and support to use tools including the Meeting OwlPro, Zoom, and other interactive programming.
- monitoring attendance and academic performance to ensure students are able to not only access content, but strive for mastery in their learning.

**Expectations of the Student**

**A St. Margaret's Scottie who is learning remotely will...**

- be punctual and attend at all scheduled classes and required events.
- wear a white button-down shirt or white polo shirt for all classes and required events. (With navy blue sweater or other approved SMS wardrobe, as desired.)

NOTE: Students logging into class or any SMS activity out of wardrobe will be asked to change and be marked as an “unexcused tardy” until the situation is rectified. Exceptions will be made only in instances of direct communication regarding dress code between the parent/guardian and Ms. Bethea or Ms. MacPherson.

- turn on camera for all scheduled classes and required events. Occasional exceptions to the expectation may be made at the discretion of Ms. Sgroi (School Counselor) or Ms. MacPherson.
- report any broken camera and/or microphone to Ms. Bethea and all teachers, then arrange for it to be repaired within 48 hours.
- be seated in a designated workspace *in their own home or parent/guardian's workplace* during all classes and required events. Designated workspaces include a table or desk with an internet accessible device, ready access to all learning materials including

textbooks and notebooks, and proximity to necessary learning supplies like paper and pens. Designated workspaces should be free from backgrounds that may be distracting to classmates and/or contrary to the mission of St. Margaret's School.

NOTE: Students logging in from public areas, cars, etc. will be marked as "absent unexcused" from classes or required events. Students learning remotely must be at their designated workspace unless prior arrangements have been made with Ms. Bethea and/or Ms. MacPherson for an excused absence.

- participate in all learning activities and submit work in "real time" with other classmates.
- maintain passing grades in all classes.
- promptly communicate with Dr. nance regarding accessibility issues that may impede attendance or academic performance.
- promptly communicate with Ms. Bethea regarding anticipated absences and seek excused absence designation in the same method as students learning on campus.
- promptly communicate with Ms. MacPherson regarding any academic questions or concerns that cannot be addressed by the teacher or adviser.
- promptly communicate with Ms. Sgroi regarding any additional desired emotional and social support.

### **Expectations of the Family**

#### **The family of a St. Margaret's student learning remotely will...**

- review the schedule for hybrid learning together.
- designate a workspace within the home or office for the student.
- ensure the student is under the supervision of the custodial parent or guardian while learning remotely (this includes eliminating all recreational travel during academic days.)
- purchase all needed learning materials including textbooks and school supplies.
- obtain and/or maintain working internet so that the student is able to participate in remote learning on a daily basis.
- promptly communicate with Dr. nance regarding any accessibility issues that may impede attendance or academic performance.

- promptly communicate with Ms. Bethea regarding anticipated absences and seek excused absence designation in the same method as students learning on campus.
- promptly communicate with Ms. Bethea and the student's teachers any incidents of a broken camera and/or microphone, then repair within 48 hours of reporting.
- promptly communicate any academic or social emotional concerns with the adviser, Ms. Sgroi, and Ms. MacPherson as appropriate.

### **Schedule**

Students should continue to consult the SMS Google Calendar on the Intranet for day-to-day special events and activities.

### **After School Activities**

The Athletic Department has purchased an interactive program called PLT4M for all students learning remotely. This will provide guidance for the 4 days / weekly of physical activity. Many athletic teams on campus will be supplementing their workouts with this program as well. The program allows for Coach Walker and Ms. Howard to monitor and interact with the students learning remotely and set goals for their physical activity each week.

### **Optional Activities**

Students learning remotely are always welcome to participate in optional activities on campus. The student is asked to notify: the event organizer, a student leader, or the adviser ahead of time to ensure necessary equipment is in place to include the student learning remotely.

### **Support Resources for the Student and Family**

Dr. Alicia Nance, Director of Equity and Inclusion

Ms. Cameron Sgroi, School Counselor

Cheryl MacPherson, Assistant Head of School for Internal Affairs