

West Brunswick High School - Remote Instruction Due to Emergency Closure

District Responsibilities BEFORE Remote Instruction:

- Brunswick County Schools' district office will communicate/announce the Remote Instruction Day via call system, email, website, and social media to all stakeholders.

West Brunswick High School Responsibilities BEFORE Remote Instruction

- Before the first Remote Instruction Day, Mr. Dalton will overview guidelines with Instructional Staff.
- Before the first Remote Instruction Day, WBHS administration and teachers will communicate (verbally and in writing) Remote Instruction Day expectations and procedures to parents and guardians.
- Before the first Remote Instruction Day, WBHS teachers will communicate (verbally and in writing) Remote Instruction Day expectations and procedures to students.
- WBHS will communicate options for asynchronous paper/pencil or Learning Management System (LMS) work via call system, website, social media, and Google Classroom/Canvas.
- WBHS will share options for communication methods with students and parents either by email or synchronous office hours (if connectivity service is available) via call system, website, social media, and Google Classroom/Canvas.

West Brunswick High School Responsibilities on the day of Remote Instruction

- WBHS teachers will initiate the two-way check-in and record student attendance in PowerSchool. Students who fail to complete the check-in or do not complete assignments will be marked absent.
- During a remote instruction day, WBHS **TEACHERS** will:
 - Complete administrative tasks as assigned by school administration.
 - Complete communication of expectation and attendance tasks.
 - Remind students of the BCS Remote Instruction Attendance Form for High Schools.
 - <https://forms.gle/uLkS5pDSxTNZhTeB9>
 - Monitor and respond to student/parent questions via available platforms.
 - Teachers will be available to provide synchronous feedback for each class period according to the following schedule:
 - 1st period - 8:30 a.m. - 9:00 a.m.
 - 2nd period - 10:00 a.m. - 10:30 a.m.
 - 3rd period - 12:30 p.m. - 1:00 p.m.
 - 4th period - 2:00 p.m. - 2:30 p.m.
 - School Counselors will be available to support students according to the following Office Hours:
 - 9:00 a.m. - 10:00 a.m.
 - 11:00 a.m. - 12:00 p.m.
 - 1:00 p.m. - 2:00 p.m.
 - Students may also make an appointment to meet with their School Counselor at times other than the Office Hours listed above (students can go to the link on the main page of the school website to request a meeting with their assigned counselor).
 - Provide student-friendly Learning Targets aligned to grade-level standards for all activities.
 - For students with accommodations, ensure that lessons include plans to implement as available.

West Brunswick High School STUDENT Responsibilities for Remote Instruction:

- Students will record their attendance via the BCS Remote Attendance Form for High Schools. ■ <https://forms.gle/uLkS5pDSxTNZhTeB9>
 - A student is considered present for the purposes of daily attendance during a remote instruction day if the student completes their assignments and/or has a daily check-in (two-way communication) with the appropriate teacher.
- Students will share with their parents/guardians the work that is expected for the day.
- Students will ask teachers for help if connectivity supports this via email/LMS/office hours.
- Students will participate in dialogue on their experience during Remote Instruction Day upon return to school.
- Students will return work that was assigned for the Remote Instruction Day within 5 school days.

West Brunswick High School Responsibilities After a Remote Instruction Day

- Teachers will have dialogue with students regarding feedback on their learning.

- Teachers will grade and record in PowerSchool all assignments within 5 school days of receipt.
- Teachers will follow directions of the Data Manager and School Administration as it pertains to recording student attendance.
- Complete appropriate work logs as provided by administration.

West Brunswick High School PARENT Responsibilities for Remote Instruction:

- Parents will receive and review communication (call system, website, social media, and LMS).
- Parents will ensure that students follow established attendance protocols.
- Parents will ask their students to share the assignments that are expected for the day.
