

## **WHS REMOTE LEARNING GUIDELINES AND EXPECTATIONS**

The following is to provide structure if and when we go to remote learning this year. Included are the points and schedule that need to be stressed to our students so they are prepared. Also, please review the slides from our Aug PD session that was noted in the remote learning email. I will make sure parents also understand the following:

### **GRADES:**

Remote learning is regular school. Grades and due dates count as they do normally.

### **ATTENDANCE:**

Students are required to log into google meets the three days it is offered— every period (see below). If there is a reason why a student cannot log in during a scheduled class, he/she is to email the teacher; the student can watch the recorded session and fill out the small questionnaire at the end. If these things are done, the student will be marked **PRESENT**.

If the student is not present during class, and does not inform the teacher of the absence or does not submit the recording survey, the student will be marked **ABSENT UNEXCUSED**.

As normal...If a student is sick and cannot attend class, a parent needs to call the office and/or submit a Dr. excuse to make the absence excused.

### **NON- MEET DAYS:**

On non-meet days, student attendance will be issued based on submitted assignments. If students submit their assignments on time, they will be marked **PRESENT** for the two work days; If a student does not submit work on time, his/her attendance will be marked **TARDY**; if a student does not turn in any work, it will be marked **ABSENT UNEXCUSED**. Your teachers will note late or missing beside the assignment in Infinite Campus if/when this occurs so it matches the attendance. Late work will be graded the same as if we were in person.

If a student is struggling on an assignment, the student needs to contact the teacher via email and the teacher will mark their attendance present because the student is actively trying to complete the assignment. The key to all of this is communication.

As normal, if you are sick, your parent will need to call into the office and a Dr. excuse may be required to make up work.

### **GOOGLE MEET:**

Proper Meet etiquette is expected when meeting on line. Students have been taught the proper protocols for this. Please see our district website for our expectations.

## COMMUNICATION:

Communication is vital to this process. Students must access and utilize their district email accounts daily. Office announcements will go every morning via email.

## SCHEDULE:

### Mondays, Tuesdays, Wednesdays:

Students and teachers will meet at normal times through Google Meets. Instruction will occur on these days. Nonscheduled school days (no school) that fall on these days will be observed.

### Thursdays and Fridays:

These are student assignment work days and the teachers will have office hours throughout the day. Please see the schedule below. This is a time for students to work on their own and contact their teachers if and when questions arise. During office hours, the teacher will be on Meets to assist student needs. If a student needs help when a teacher is not on line, they can email that teacher. Emails are checked throughout the day.

Office Hour Time	Subject
<b>7:55 – 8:30 – (Everyday)</b>	<b>All subjects</b>
8:55-10:55	ENGLISH, SCIENCE, DAVIS, ART
10:55 – 12:55	MATH, SOCIAL STUDIES, SPANISH, BRACE
12:55 – 2:30	BAND, CHOIR, PE, BTW, HEALTH, ROTH, SUCCESS/TRANSITIONS

## PACKET INSTRUCTION:

**\*\*\* For Nov 16-24<sup>th</sup>: All students who do not have internet access, or faulty internet, are expected to come into the building unless they are quarantined.**

For other scheduled times:

This is for our students who do not have reliable internet or none. The grading and attendance for these students will be based on completion of work each week.

Packets will be picked up and dropped off on Mondays. If we do not have school, the packet drop off/pick up will be on the day after the holiday observed. All packet students, or parents of, may come in the office from 8-3 to retrieve/drop off packets.

9-11<sup>th</sup> grade students will get their CORE classes on a flash drive; certain electives may also be on the student's flash drive or the instructor may provide hand held materials to work with. These lessons will mimic what remote students are being exposed to virtually. All teachers will provide an informational sheet of directions per week. Health students will be provided a text

book with assignments per week. If at any time questions or confusion arise, please contact the school.

12<sup>th</sup> grade – Currently, there will be hand held materials provided within the packet.

**VIRTUAL STUDENTS: AT HOME AND IN THE BUILDING:**

Students who use our APEX system are expected to complete classwork as normal. This include those students who are only taking class or two. All our health classes are through APEX.

Those student who are taking Health and do not have reliable internet, will be provided a text book with weekly assignments in their packets.

As always, when questions or concerns arise, please call our office, email our staff, or stop by the office from 8-3