



# Remote Learning Guidelines for Students

Last updated 03-10-2020

The possible need for remote learning has presented itself with the spread of COVID-19, also known as the coronavirus in recent weeks. It is feasible that WSA will need to move to remote learning from home for a period to help ensure the safety of our community. However, learning to work effectively on a virtual platform is a skill that you will need in the future. This guide is designed to establish the protocols for participating in a WSA Zoom class.

## Attendance

Students will follow the regular class schedule outlined in their WSA planner each school day. Math, Science, Language, English, and History will meet every scheduled class. For elective courses, the teacher has the discretion of reducing the schedule for remote learning and will communicate the schedule directly to the students affected what days students need to sign in.

**Every scheduled class will start with a minimum ten-minute Zoom meeting check-in for the purpose of taking attendance.** Students will be marked Absent Unexcused if they miss the ten-minute mark. If they email or check-in after ten minutes, they will be marked Tardy Unexcused. If you need to miss a class, please email the teacher ahead of time.

## Using Zoom for Virtual Classes (Synchronous Class Time)

### Environment

- Choose a place that you can sit comfortably for at least 60 minutes without interruption.
- Make sure you are not sitting in front of a window or bright light that shadows your face or makes it hard to look at your video image
- Make sure items in the background are suitable for classmates and teachers to see
- Try to keep pets or other distracting elements out of the room
- Don't plan to multi-task while Zoom conferencing. No cooking, knitting, jumping on the bed, folding laundry, etc.

### Tools You Need

- Computer with your email, Google classroom and preferred browser open
- Power plug for computer
- Books or notebooks for the class
- **Headphones are required!** To preserve the safe space of the classroom and the privacy of your peers, you should always attend a Zoom class with headphones rather than the audio on for all to hear at home
- Pen or pencil for note-taking

### Meeting Habits

- Please join the meeting "using computer audio" and with your video on
- Upon joining, say hello to test that the host can hear you and you can hear the host
- Once that has been confirmed, **turn your audio to mute** using the toolbar in the lower right corner of the Zoom video screen
- **Do not record a Zoom session** unless instructed to do so by the teacher
- Keep the video on unless the teacher tells you to turn it off, or you need to do something that you prefer people don't see like blow your nose, etc.
- If the teacher plans to record part of the session, he or she will instruct you to turn your video off
- If you have a question, you can unmute yourself as an indicator and wait to be acknowledged by the teacher or you can type a chat message to the group or just to one participant
- Don't leave the meeting until the teacher has dismissed you or ended the session for all

## Seatwork, Projects & Assessments (Asynchronous Time)

### Seatwork

The nature of remote learning is that independent seatwork is assigned more than if you were in the classroom together. The teacher may host a 40-minute Zoom class and then assign seatwork instead of doing the class in Zoom for the full 100 minutes. The teacher will require seatwork to be submitted to Google classroom by a specific time. If the due date and time are not the end of the current class period it was assigned in, then you can do the work asynchronously, which means you don't have to do it at the same time as the class period. However, turning your work in on time is very important, so set reminders on your phone to help you remember when you need to get things completed. Seatwork might look like homework or might be in addition to homework.

### Projects

Project assignments that are already in process will be modified so that they are completed remotely. Your teachers will give you specifics on what those changes will be. New projects that are assigned during remote learning will be more structured and streamlined since you have to do much of the work without the teacher being as readily accessible. However, using email to ask questions is essential to making sure you don't get stuck.

### Assessments

Tests and quizzes will look a little different than they do when given in class. The teachers have several ways that they might administer a test remotely. Parents might be asked to proctor a test. You might be asked to sign a statement of academic honesty, indicating that you completed the test without additional resources that were not allowed. Or tests might be given open note. Your teachers will provide clear instructions on what is required for quizzes and tests. **Academic honesty remains at the core of our teaching and learning at WSA. Students are bound by the policy** that they signed at the start of the year.

### Wellness

The reasons behind moving to remote learning are important and the learning will still be effective, but it will not be as engaging or collaborative as it is when we have school on site. The novelty of remote learning will wear off quickly. Communicate to teachers when you are struggling or completing your work very quickly with too much downtime. They can make adjustments but will need your feedback to know what changes are needed.

Remote learning due to wide-spread illness requires that you also maintain **social distancing** - meaning you should not go out to public events, museums, movies or similar environments. Staying home a lot generates boredom, and the feeling of being antsy and caged. Exercise, take walks, garden, get outside every day. Limit your fun screen time even more because you will have more school screen time. Eat well and, of course, wash your hands even at home!