



Remote Learning Guidelines for Students

Last updated 03-17-2020 Blue text represents changes since the last version.

The need for remote learning has presented itself with the spread of COVID-19, also known as the coronavirus in recent weeks. WSA is moving to remote learning from home for students 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 **new daily class schedule and course schedule emailed, attached to this document and posted to the Hawk's Nest on our website**. This class schedule has changed when some of your classes meet in order to support balance while learning at home. Some elective classes have been suspended and will not meet or have been condensed into one period. You should plan to attend class even if you are sick as long as you are not incapacitated. A good measure is that if you are well enough to watch TV, you are well enough to attend class.

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 Excused**. 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, there is a "raise your hand" feature on Zoom that your teacher will show you
- 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 [Zoom class meeting](#) 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 or computer 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.

Communication

Students will need to check email, [FACTS Homework page](#) and [Google Classroom](#) daily. **Teachers will not send any email communications or change anything on [FACTS](#) or [Google Classroom](#) after 5 pm that affects the next day's class.** Teachers will try to streamline information by using [Google Classroom](#) to communicate class information and email for individual information. Check your email and [Google Classrooms](#) daily in case something unexpected comes up and the teacher needs to adjust the day's plan. **Teachers will respond to questions between 8 am and 5 pm. Do not expect teachers to respond to email after 5 pm.**

Less is More

Having consulted with teachers and schools who have moved to remote learning before WSA, we have learned a few tips. Teachers will start your remote learning experience with a "less is more " approach and then adjust from there. We know we have to remote learn for at least six weeks, perhaps longer, so we don't want to burn students out right from the get go. As we find our rhythm, we will have a new routine that becomes our new normal and still prepares you for next year. We have modified our schedule in order to support student endurance as well.

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 Daily Schedule

Use this schedule to know what time each period meets. There are some adjustments to the start time for some periods.

Online Block Schedule Every week is the same

Monday		Tuesday		Wednesday	Thursday		Friday	
8:30 - 10:00	Per 1	8:30 - 10:00	Per 4	No Classes Time for teacher prep and student out of class work	8:30 - 10:00	Per 1	8:30 - 10:00	Per 4
10:05 - 11:45	Per 2	10:05 - 11:45	Per 5		10:05 - 11:45	Per 2	10:05 - 11:45	Per 5
11:45-12:30	Lunch	11:45-12:30	Lunch		11:45-12:30	Lunch	11:45-12:30	Lunch
12:30 - 2:00	Per 3	12:30 - 2:00	Per 6		12:30 - 2:00	Per 3	12:30 - 2:00	Per 6
2:05-3:10	Per 7	2:05-3:10	Per 7		2:05-3:10	Per 7	2:05-3:10	Per 7

Remote Learning Course Schedule

Use this schedule to know what period your classes meet in and when you have no classes scheduled.

Please note that several classes have changed to different periods.

	6-7	8	9	10	11	12
Period 1	No Class	Exp Design	Trigonometry	Physics	IB Lang & Lit	IB Lang & Lit
Period 2	PE, Art, Theatre	English	Physics	Trigonometry	IB Visual Art IB Theatre	IB History 12th Only
Period 3	MS Geom	History	Spanish I	History	IB Bio	IB Math SL
Period 4	No Class	Visual Art	History	English	IB Math App SL-HL	No Class
Period 5	Humanities	Algebra I	English	Spanish II French II	IB History - 11th Only	IB Bio
Period 6	Humanities	S: Intro to Sp	No Class	Visual Art	TOK	Math Extra Help IB Theatre
Period 7	Marine Bio	No Class			IB Spanish IB French	

Courses are color coded by teacher

Georgia	Miss Sara	Ben	Jen	Ms. Garvin
Jessica	Miss Karen	Anna	Gretchen	Eric
Ms. Freeman				