

Expectations for Teachers, Students & Parents

Online Learning During COVID-19 Shutdown

Teacher Responsibilities for Online Learning

1. Online-learning days COUNT towards 180 required days of attendance.
 2. If you teach a class of students or provide one-on-one or small group services, you will conduct online learning.
 3. All normal-operating instructional requirements remain (lesson planning and submission, delivery, grading, recording).
 4. Communication with students via STVM email or via [Google Meet](#) is required. Teachers must be available for students and parents during student contact time (8:30-11:30 AM & 1:00-3 PM).
 5. Begin posts & emails with a warm and friendly introduction (video greetings or flipped video lessons are encouraged). Loss of face to face contact for an extended period can be an issue for some students.
 6. Use of Google Classroom is mandatory for all teachers.
 - a. Student expectations for online learning should be posted in your Google Classroom
 - b. Mrs. Gorr and Mrs. Widders must be added as teachers to your classroom
 - c. Lessons and activities must be posted by 8:30 AM every day (rotational schedule applies for office hours). If using live/synchronous learning, post by 8:30 AM the time that students must log in. Remember to record and post those lessons to the Classroom for students that are unavailable during the live session.
 7. All assignments should be due by 11:59pm on the due date. Do not assign things to be completed by a specific time. Students should be given at least 24 hours to complete an assignment.
 8. Be flexible, responsive and positive. Students will be affected by the closure in different ways. Expect to receive late submissions or responses at times.
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Student Responsibilities for Online Learning

1. It is expected that students will complete assignments for ALL classes during this online-learning experience.
2. Students will be held accountable for work during this time - content addressed as part of distance-learning is applied to unit competencies upon returning to regular schedule
3. Students should log in each day to view assignments, and complete them in a timely fashion.
4. Students (and/or parents) should contact the teacher via email or Google Meet with questions or concerns regarding assignments. Teachers will remain available via email throughout the school day.
 - a. Log in by 8:30 AM to view assignments
 - b. Complete assignments in a timely fashion
 - c. Contact teacher through Classroom, Email, or Meet for questions
 - d. Must demonstrate participation in order to earn credit

Office Hours by Department

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10am	Math	Social Studies	Math	Social Studies	Math
10-11 am	Science	Theology	Science	Theology	Science
12-1pm	English	Electives (Art, Business, PE, Comp Sci, Music)	English	Electives (Art, Business, PE, Comp Sci, Music)	English
1-2pm	World Languages	Intervention	World Languages	Intervention	World Languages

*During the above hours, teachers will be available in “real time” for Google Meet participation or to answer emails.

Parent Responsibilities for Online Learning

Who: All students, all subjects

Why: To ensure that the school and families are prepared for the transition to online learning

Where: Students can work anywhere (except school) with internet access

When: Learning activities will be posted by 8:30 AM Monday - Friday

Students and parents use Google Classroom and/or email to contact their teachers with questions. Teachers will be available to students online between the hours of 8:30 - 11:30 am and 1-3pm; this can be continuous or split into segments.

Learning is authentic and can occur online or offline (e.g. reading, exercise, drawing, constructing, writing, and etc. are perfectly acceptable virtual school day tasks that can be photographed, videoed or turned in upon return to school).

What: Teachers plan activities that relate as closely as possible to current class content or skills. The activity will reinforce existing understanding or introduce new content that will be continued to be covered in class. If your child does not complete the learning activities it will impact their learning and assessment.

Parents should not be placed in the role of teaching; students should be able to independently carry out the tasks assigned by teachers including access to the material. Teachers will continue to offer a rigorous program of learning and assessment by:

- Providing a high level of detail for all learning experiences;
- Specifying formative and summative assessments submission procedures (practice only, no submission; submission to Google Classroom);
- Continuing to assess via projects and exams (exams will be posted at a specific time with the expectation to complete within a certain time period).

Where possible we encourage and will offer online group conversations (e.g. Google Meet, Zoom).

How: Students will access their content via Google Classroom

Help: Here is a helpful video for [Google Classroom](#) to assist you. Please have your child show you that they are able to access their Google Classroom and contact your child's teacher if they need assistance.

[Parent's Guide to Google Classroom](#) (also available as a pdf on the <https://www.stvm.com/covid19> page)