

2020-2021 SHGS Virtual Learning Policies and Agreement

The goal of the SHGS virtual learning option is to provide students and families with the opportunity to participate fully in the SHGS curriculum and community during the COVID-19 pandemic. Students who participate in the SHGS virtual learning will be held to the same academic standards as those in the building.

Platform

- Teachers will use Google Classroom to post class assignments.
- All class meetings will be held through Google Meet or Zoom. Individual teachers will share meeting information with virtual learning students/families.
- Students will need all required textbooks and will be able to pick these up the afternoon of Tuesday, September 8 (1:00-4:00) prior to the first day of virtual learning which will be Thursday, September 10.

Daily schedule

- Students will follow a normal SHGS schedule based on their grade level and should plan to meet with their teacher/classroom during the live remote instructional sessions. This includes specials classes.
- Students will be held to the same academic expectations, assignments, and standards.

Instruction

- To ensure students are receiving as close to normal instruction as possible teachers will stream their class live.
- Students opting for virtual instruction will wear their school uniform during live sessions as they would at school and should choose a quiet learning spot removed from distractions.
- If a situation arises and a student cannot attend the live session, it is the parent's responsibility to communicate directly with the classroom teacher when a recorded session is needed. This communication must be at least 24 hours in advance.
- Live classroom sessions are only recorded when requested by a parent due to an extenuating circumstance that would prevent a student from tuning into the live instruction.
- Requested recorded classes will be posted in Google Classroom.

Assignments

- Assignments will be assigned during class instruction.
- Students will submit their assignments to Google Classroom unless otherwise directed by the teacher.
- If the assignment needs to be submitted to the instructor (i.e. a project) arrangements will be made with a designated SHGS staff member for a drop off.
- Quizzes and tests will be proctored virtually depending on the preference of the teacher.
- Tests will be scheduled during the class period.

Attendance policy

- All virtual classes are mandatory.
- Students must be present with video on and muted (unless otherwise directed by the teacher).
- Correct name displayed on the window.
- Students are expected to enter the virtual classroom during the 5 minutes before the class is scheduled to start.
- If a student is sick, has internet issues or an appointment, the parent will need to contact Mrs. Thomas prior to the class or absence.
- Excessive absenteeism will be reviewed by administration.

Return to in person learning

- A student may return to in person learning only at the start of a new quarter/semester.
- If a family chooses to return to in person instruction they will need to communicate that choice with school administration 2 weeks prior to the end of the quarter/semester.

Missing work/Make Up work

- Virtual students will follow the same missing work/make up work policies as those students who are attending class in person.

Technology rentals for families

- Families with device needs may contact the school

Grading

- We will use our normal grading scale.

Parent Accountability

- Regularly check their student's Google Classroom
- Communicate with teacher and SHGS office when issues arise with technology, sickness, and appointments.
- Update their information in RenWeb to make sure that administrators and teachers can contact them as issues arise.

Teacher Accountability

- Teachers will receive training on the use of Google Classroom and how to plan and implement classes virtually.
- Teachers will regularly update grades.
- Teachers will provide live instruction during their scheduled times.
- Teachers will provide a variety of assignments for students to show their mastery of knowledge.
- Teachers will regularly communicate with parents and students about their progress.

Student Accountability

- Students will show up to classes prepared and ready to participate appropriately.
- Students will turn in their assignments on time.
- Students will ask for help when they need it.

Administrator Accountability

- Administrators will monitor participation in live instruction.
- Administrators will facilitate and streamline effective communication between teachers and students/parents when necessary.
- Administrators will perform regular check-ins with all stakeholders (teachers, parents, students) to see if adjustments need to be made.
- Administrators will work with parents and teachers to troubleshoot technology issues and to monitor student use of technology.

To participate in the SHGS Virtual Option this agreement must be signed and returned (scanned/emailed) to the SHGS office by **Monday, August 31**.

I agree to the above stated SHGS Virtual Learning policies.

Parent signature

Date

Student signature

Date

For office use only:
Received by

Susan Malinoski-Principal

Date