

EXPECTATIONS FOR REMOTE LEARNING

All expectations for learning will be available on Google Classroom, our Learning Management System. A variety of digital or traditional tools may be used for student learning, but all information about the learning students will be doing each day will be available on Google Classroom.

Students must produce evidence of their learning each day to verify their attendance on a Remote Learning Day. This evidence of learning needs to be submitted by 3:30 p.m. on each day. Information about lessons will be available in Google Classroom by 8:00 a.m. including an announcement each day that clarifies what students need to do for that day as well as links to resources/activities. If students need support for Google Classroom, connect with teachers first.

Teachers will be holding office hours that can be seen below. Office hours are times when teachers will be available on email or GoogleHangout. Teachers will also be monitoring student work throughout the day and may also choose to set up specific times for live conferencing that students will sign up on through a GoogleDocs. When this happens, teachers will communicate that information to students via GoogleClassroom.

MIDDLE SCHOOL TEACHER EMAIL LIST

Name	Email Address
Mr. Chilinski	achilinski@stjohn23rd.school
Ms. Blank	ablank@stjohn23rd.school
Ms. Herbst	cherbst@stjohn23rd.school
Mrs. Lippe	mlippe@stjohn23rd.school
Ms. Schauer	eschauer@stjohn23rd.school

- You can find contact information on the [SchoolSpeak](#) or [School Website](#).
- Verification of attendance on SchoolSpeak indicates that students have completed required work for the day in each class.

Reminder:

**The Acceptable Use Policy (AUP) Damage and Lost/Stolen Device Policies will be enforced during Remote Learning Days. Please treat district devices appropriately

**Students, please maintain a healthy work/life balance. Keep lines of communication open with your teachers and connect with your teacher if you are having difficulty.

✓	STUDENT REMOTE LEARNING DAILY CHECKLIST
	I have logged into Google Classroom and checked the daily announcements and assignments for each course.
	<p>I have created a learning plan for the day. This plan includes:</p> <ul style="list-style-type: none"> • list of what is due for each class each day • office hours for each teacher that day • outline of when I will work on each class <p>Click here for a daily planner that you can copy and use each day.</p>
	I have completed the required work for each course and submitted it as a record of my attendance.

REMOTE LEARNING FREQUENTLY ASKED QUESTIONS

When will lessons be available on Google Classroom?

- All lessons will be available by 8:00 am.

What devices will students be using?

- All students have school-issued Chromebooks and can use those to access their work. Students will need to be able to connect to wi-fi.

How will attendance be recorded?

- Attendance will be documented by the completion of the work required for that day.
- Work will need to be submitted each day by 3:30 p.m. so that attendance can be verified.
- What time do students have to complete their work by each day?
- Student submission of work counts as their attendance for that day, students should complete some evidence of learning by 3:30 p.m. each day.
- If students have technical difficulty and are unable to submit work, they need to communicate with their teachers.

What if students have trouble completing a lesson?

- Students should email their teachers with questions about the lesson. For immediate contact with teachers, students should email and/or use Google Hangout during that teacher's office hours. The office hours are set times, however please feel free to email teachers anytime throughout the school day with questions or concerns.

TEACHER'S OFFICE HOURS

Mrs. Lippe's Office Hours:	9:30-10:30 am Daily Office Hours 10:30-12:00 am Conferencing with Students one-on-one <i>(required sign-up sheet-15 minute conferences/ 6 time slots daily with students on Google Classroom)</i>
Mr. Chilinski's Office Hours:	12:00- 1:00 pm Daily Office Hours 1:00 pm- 2:30 pm Conferencing with Students <i>(One-on-one (required sign-up sheet-15 minute conferences/6 time slots daily with students)</i>
Ms. Blank's Office Hours:	10:00- 11:00 am 2:00- 3:00 pm
Ms. Herbst's Office Hours:	10:00 am - 12:30 pm <i>(required sign-up sheet-15 minute conferences/6 time slots daily with students)</i>
Ms. Schauer's Office Hours	9:45-10:15 Open Office Hours 10:15-11:30 am Conferencing with Students One-on-one <i>(required sign-up sheet-15 minute conferences/5 time slots daily with students)</i> 11:30-12:30 pm Open Office Hours

**If students have technical difficulty which prevents them from completing a lesson, they should communicate with the teacher. Students should contact teachers first, who can determine the level of support students need.*

WHAT CAN A REMOTE LEARNING EXPERIENCE LOOK LIKE?

1. Check in and Expectations

The learning day will begin by your student logging in to their email. Then you will receive a daily agenda from each class similar to the way that class would start on a normal day with a clarification of the learning targets and expectations for the day.

Make sure you have notifications set for Google Classroom so that you receive notifications from your announcements.

2. Instruction

Teachers may provide a mini-lesson using a video, a live video conference, an interactive tool such as Google Classroom, or written text that would need to be read or digitally written.

3. Check for Understanding

Teachers will ask students to submit some evidence of learning to make sure they understand the lesson being taught as well as answer any questions they might have about the learning content (possible exit slip, video, or photo of journal entry).

4. Application of learning

If students are working on a project, paper, or preparation for a summative assessment, they may be asked to apply what they have learned to that task.

5. Closure

Students may be asked to reflect on their learning at the end of the lesson or be given an opportunity to check in with their teacher with an exit slip.