



# Lee's Summit West High School

## Virtual Learning Expectations For Students



### Instructional Expectations

- Students will have either live instruction or video-based recorded instruction from each teacher a minimum of two times per week during the block schedule for virtual learning.
- Wednesdays will serve as a day for students to complete online assignments with opportunities for either voluntary or required check-ins with teachers.

### Student Attendance

- We expect students to be online at their defined time.
- If students are not checking in to class, teachers have been instructed to notify the attendance office.
- The attendance office personnel will follow up with parents if students are not engaging in virtual learning.

### Assignments

- Read all directions and examples.
- Pay attention to due dates and complete assignments on time.
- Teachers will post assignments before the end of their morning prep time.
- Follow virtual class schedules for 'A' and 'B' days.

### Late Work Policies

- Teachers will utilize the same late work procedures they would utilize in an in-person setting.
- Be sure that you are aware of each teacher's late work policy.

## **Classroom Meetings**

- Will be held through Google meets with a teacher-provided link or Schoology conferences.
- All meetings will have teacher supervision.
- Respect class start and end times and leave after you are dismissed by your teacher.
- Enter meetings with your microphone muted.
- Keep yourself muted while others are talking.
- Follow the teacher's direction on how to "raise your hand."
- Use the chat features appropriately.
- Be an active participant.
- Be a good digital citizen.
- If Schoology or Google Meets experiences technical difficulties, your teacher will communicate a new plan for the class meeting.

## **Communication**

- Utilize Schoology Messaging and Schoology discussion boards
- Check your email frequently.
- Teachers may not be able to return emails immediately, but you should typically receive a response within 24 hours.
- Recheck all written directions prior to emailing questions.
- Be detailed, professional, and as clear as possible in your requests.

## **Organization**

- Keep track of assignments using a method that works best for you (i.e. planner or calendar).
- Reference Schoology calendar for due dates.
- Organize your Google Drive files.

## **Environment**

- Be aware of what is in the background during live class meetings and recordings.
- Attempt to find a quiet place to work, especially during class meetings.
- Wear appropriate clothing during live meetings and video recordings out of respect for your classmates and teacher.
- School rules regarding general student behavior still apply.

## Weekly Schedule for Virtual Instruction

During the period of time where virtual learning occurs, we will move to a block schedule. The block schedule will allow students and teachers to focus on fewer class periods each day and will also provide additional time for teacher preparation and office hours.

A Day Schedule		Wednesday		B Day Schedule	
Teacher Prep/Office Hours	7:10am - 8:00am	Teacher Prep/Planning/Collab	7:10am - 10:00am	Teacher Prep/Office Hours	7:10am - 9:00am
1st Hour	8:00am - 9:25am	Open Tutoring Time	10:00am - 12:00pm	2nd Hour	9:00am - 10:25am
3rd Hour	9:30am - 10:55am	Lunch	12:30pm - 1:00pm	4th Hour	10:30am - 11:55am
Lunch	10:55am - 11:25am	Specific Student Check Ins	1:00pm - 3:00pm	Lunch	11:55am - 12:25pm
5th Hour	11:30am - 12:55pm			6th Hour	12:30pm - 1:55pm
7th Hour	1:00pm - 2:25pm			Teacher Prep/Office Hours	2:00pm - 3:00pm
Teacher Prep/Office Hours	2:25pm - 3:00pm				

## Weekly Schedule for Hybrid Instruction

When we move back to the hybrid in-person model, we will resume our regular daily schedule on Monday, Tuesday, Thursday, and Friday.

Monday and Tuesday	Wednesday		Thursday and Friday
Regular In-Person Instruction for students in hybrid group 1 (Last names A-K).	Teacher Prep/Planning/Collab	7:10am - 10:00am	Regular In-Person Instruction for students in hybrid group 2 (Last names L-Z).  Distance Learning for students in hybrid group 1 (Last names A-K)
Distance Learning for students in hybrid group 2 (Last names L-Z)	Open Tutoring Time	10:00am - 12:00pm	
	Lunch	12:30pm - 1:00pm	

	Specific Student Check Ins	1:00pm - 3:00pm	
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