MILL SPRINGS ACADEMY

EXPECTATIONS FOR STUDENTS WORKING REMOTELY

These expectations are established to support students who have self-selected to work remotely. Hopefully, these guidelines will help prevent a feeling of isolation and to help eLearning students remain socially and emotionally connected to their Communities.

Mill Springs Academy recognizes the irreplaceable value of the relationship between faculty members and students, much of which stems from the sustained, in-person contact that occurs on a daily basis. As such, virtual learning/eLearning cannot fully replace or replicate that and requires different tools and a different mindset on the part of the instructor as well as the student. In addition to offering a practical guide to the requirements of shifting from in-person schooling to virtual learning, this information is presented to help students manage eLearning.

Our goal is to recreate, within the hybrid learning model, the familiar student experience of a regular academic day. The hybrid learning model requires students to think differently about how they learn and the work required of them. While this can understandably feel overwhelming at first, it is also an opportunity to practice new and varied study techniques as teachers will likely ask you to participate in and produce new ways of demonstrating learning.

Moving to virtual eLearning produces some unique challenges regarding how to successfully learn remotely while in-class instruction is being presented. Here are the expectations for students who have self-selected to learn in this hybrid environment; students will either be on-campus or will be eLearning from home. The goal of these guidelines is to establish, for those working from home, a sense of normalcy, structure, and routine, even in relatively abnormal circumstances

I. BASIC EXPECTATIONS – The Three C's – Courteous, Considerate and Cooperative

While it may look and feel different, keep in mind that school is still in session and that you are in class. We realize that many of you already use video conferencing apps such as Google Hangouts, Snapchat, Instagram, etc., for social purposes. Even though it is online, don't confuse social and academic purposes. The virtual communication you do for school should look very different than your online social interactions. The purpose of being online, in this case, is not social, it's academic, and your behavior should reflect that. **To be clear, compliance with the Level System/Community Structure and the Parent/Student handbook continues to be an expectation, especially around in-class behavior.**

Communication and Technology: **Outlook email, GSuite apps*, Zoom, and FACTS (formerly RenWeb)** will be the primary methods of communication between teacher and student. Assignments, homework, links to Zoom meetings, etc. will be posted in Google Classroom and integrate with various GSuite apps. Grades and weekly comments/Friday notes will continue to be posted in FACTS (formerly RenWeb). Our technology department can be reached at **technology@millsprings.org** if and when you need additional technology support.

GSuite Apps is the term for all the Google apps such as Gmail, Classroom, Calendar, Sheets, Docs, etc.

Attendance—Student attendance is taken each class period and posted in FACTS. For absences, please contact Chelsea Michelson (Communication Arts community) via email cmichelson@millsprings.org; Nina King nking@millsprings.org (PreUpper community), or Lisa Imsand limsand@millsprings.org (Upper community). Teachers will take attendance during the class opening Zoom meeting. Teachers will mark students absent if they have not checked in within the first 10 minutes of class. Calls will be made to parents of absent students. **Students who are eLearning are required to remain on-camera/on screen at all times unless given teacher permission.**

School Attire— Uniforms are not required; however, **students are expected to dress in a way that promotes positive student morale and upholds the high personal standards that we expect from each student**. (No Pajamas or Undergarments). We realize it might feel different to conduct class remotely, but appropriate student dress is required.

Class Structure - For optimum student learning, having structure and routine is important and will decrease the amount of confusion and stress, while increasing the effectiveness of virtual instruction. Make sure you understand how each of your classes are structured, so you are where you need to be at the right time. Your teacher will outline the class structure for you and answer any questions you may have.

Please note that these are the class times that we will be following on campus. Starting and ending class times were determined by the probable amount of time it would require to take temperatures and sanitize as the school day progresses. Your teacher will work with you regarding when you need to be present in class.

CLASS/BLOCK SCHEDULE	
Morning Advisory	7:45 – 8:15am
1st or 4th period, break (Break assigned by teacher)	8:20-10:25am
2nd or 5th period	10:30am-12:10pm
Mid-day Advisory, first lunch/break	12:10-12:40pm
Mid-day Advisory, second lunch/break	12:40-1:10pm
3rd or 6th period (no breaks outside after 2:30pm)	1:20-2:55pm
Afternoon advisory/dismissal	3:00-3:15pm Bus – 3:10pm; Carpool – 3:15pm
Teacher contact time – zoom or email	3:00pm – 4:00pm

FRIDAY SCHEDULE (No in-class breaks on Friday due to shorter class time.)

Morning (AM) Advisory	7:45 – 8:20am
Levels	8:30-9:55am
Break, 1st or 4th period	10:00 -11:30am (Break assigned by teacher)
2nd or 5th period, lunch in class	11:35am – 1:45pm Lunch/break 1:00 -1:45pm Breaks in assigned areas
3rd or 6th period	1:50 – 2:55pm
Afternoon (PM) Advisory and dismissal	3:00-3:15pm Bus – 3:10pm; Carpool – 3:15pm

II. LEARNING IN A VIRTUAL ENVIRONMENT AND CODE OF CONDUCT EXPECTATIONS

Teachers have been working tirelessly to prepare meaningful lessons. We appreciate the significant and thoughtful effort they have put into virtual learning. However, this process will not be without some glitches, technological or otherwise. Not every lesson will be as time-tested or well-refined as what students experience in the typical MSA classroom, but we have the best faculty doing their best to make this work. It is expected that students will work with their teachers to make this a positive and productive time. Be flexible and patient. Don't get frustrated; ask for help. Now is the time to be a self-advocate as well as flexible and creative.

Here are some additional behavioral expectations and reminders for your virtual learning environment.

1. Respect the privacy of the class, just as you would on campus. Students are not allowed to video or audio record classes, nor are they allowed to take a screenshot of the teacher or a classmate.

2. Be aware that you are on camera during the entire class. Your teacher and classmates on campus can see your facial expressions and behavior. Make sure those represent respect and attentive scholarship. **Students who are eLearning are required to remain on-camera/on screen at all times unless given teacher permission.**

3. Practice good social etiquette. Don't interrupt. Make "eye contact" with the person speaking on the screen. Practice active listening. Remember, anything you say in a remote classroom can be heard by everyone, same as being in the on-campus class.

4. Know that our expectations regarding academic honesty are still in full force. Be aware of the additional challenges and temptations that conducting work remotely produces in this area. When in doubt regarding using a resource or working with a partner, ask your teacher for guidance.

III. HELPFUL HINTS STARTING OFF

1. Virtual organization looks different. We would encourage you to make folders in your Outlook inbox, your laptop desktop or Google Drive for each class as a place to store and sort materials, work, etc. for each class.

2. Because we are on a different schedule than you are used to, it would be a good idea to post it in prominent places in your room and around your house. You might consider putting your class schedule on your Outlook calendar or into a calendar on your phone, so you are not late to class.

3. When you connect to a virtual class, consider your environment. Are you in place that has limited distractions? Is the space one that reflects your respect for your teacher and classmates? Do you have a clear work area established? Create your own "office". Make it your own by being comfortable and conducive to serious scholarship.

4. Participate. Now more than ever participate and engage in a lesson. This is your primary way to demonstrate learning and for teachers to check for understanding.

- Remember that you have teachers who care very much about your well-being and want to help you learn, especially in a virtual environment. Do not hesitate to contact the teacher in a class where you are struggling. Don't wait until you feel overwhelmed.

- Don't neglect your relationships with peers and your friendships. It is very important to stay connected with social interactions. Zoom lunches are a great way to stay in touch with peers. Talk to your Advisor or Director to help organize opportunities for you to get together with your friends.

IV. FOR PARENTS

Experts tell us that is important to strike a balance of routine and unstructured time. Our students require consistency so it's really important for them to know what is going to happen next and have a predictable routine. Parents and students also need to be aware of their feelings. Recognize the stressfulness of this and be flexible and respectful of their own feelings and your feelings as well.

Helpful websites:

- This website is helpful for when students are feeling lonely and isolated. https://www.covidwithkids.org/

- A good guide with tips for the entire family's mental health. https://www.nctsn.org/resources/parent-caregiver-guide-to-helping-families-cope-with-the-coronavirus-disease-2019

- For professional help, seek out those resources here: Information on parental coping with stress and how to access help - from the Centers for Disease Control and Prevention

V. TEACHERS WILL DO THIS FOR YOU!!

Teachers will prepare and develop content unit plans and present well-organized, balanced, complete lessons on a daily basis with a variety of engaging activities and assignments. These assignments will reflect:

- Asynchronous assignments – These assignments can be completed by students at any time anywhere, individually. Students do not need to work with other students for synchronous activities, so they're able to complete all assignments alone.
- Synchronous activities – These assignments allow students to interact with each other in the digital world. Interactive learning can be done with something as simple as a Google Doc. Teachers can move into a higher level of interactivity with the use of videoconferencing opportunities.

Teachers will be available from 8:00am -4:00pm by Zoom or email to answer questions and offer assistance. Please do not wait until 5:00pm to ask a question, as you may not receive an answer until the following day.

Teachers will make sure due dates and expectations are clearly expressed in Google Classroom. Assignments, homework, links to Zoom meetings, etc. will be posted in Google Classroom and integrate with various GSuite apps. **Outlook email, GSuite apps, Zoom, and FACTS (formerly known as RenWeb)** will be the primary methods of communication between teacher and student.

Teachers will require you to remain on camera/video during the complete class time unless permission is given to leave.

Teacher will post Grades daily and weekly comments/Friday notes in FACTS every other week.

Our technology department is providing tremendous support and can be reached at **technology@millsprings.org** if and when you need additional technology support.

We know eLearning takes you again into unchartered, uncomfortable and unfamiliar territory. We also know that if you could, you would rather be on campus with your teachers and friends. However, MSA is confident that as a community, we will do our best and that we will do it together until that time when we can we all gather together on campus.