

**Jordan High School**  
**Schoolwide Online Learning Expectations (November 12-24, 2020)**

<b>Expectations of Teachers</b>	<b>Expectations of Students</b>	<b>Expectations of Parents</b>	<b>Expectations of Administration and Counselors</b>
<ul style="list-style-type: none"> <li>● Teachers will provide synchronous instruction for at least 30 minutes at the beginning of every class period. Synchronous instruction will guide students through teacher-directed learning and will have an assignment attached to it. It provides an opportunity for students to receive help, engage with their peers, and receive instruction for the day in each class period.               <ul style="list-style-type: none"> <li>● Examples of synchronous learning may include:                   <ul style="list-style-type: none"> <li>● Direct instruction of new material with students given an assignment or formative assessment as part of their success criteria based on your learning intention.</li> <li>● Review session that is teacher-directed</li> <li>● Teacher directed group work/group or class discussion</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Students will login through their teacher’s Canvas home page to synchronous instruction for every class period each day, Monday through Thursday. They will follow their normal schedule as if they are in-person, but they are receiving their instruction online. <b>Students who do not attend the synchronous learning when scheduled will be marked absent.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Parents will ensure that students attend school virtually for at least 30 minutes during each class period.. Parents will help students create a schedule so they can stay on track.</li> </ul>	<ul style="list-style-type: none"> <li>● Administration will provide support for Canvas and synchronous learning options to both teachers and parents and students..</li> </ul>
<ul style="list-style-type: none"> <li>● Teachers will post Googlemeet or Zoom link for students on their Canvas home page so that students can login and attend classes according to their school schedule.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>If students miss their synchronous class period, they must login to Canvas and watch the recorded segment and complete all assignments tied to that class period.</b> Students will be marked absent but can make-up the work. The assignment for those who miss the synchronous learning opportunity may look different from the assignment completed by students who attend their scheduled session during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>● Parents will contact the Attendance Office if their student is sick and cannot participate in the learning for that day.</li> </ul>	<ul style="list-style-type: none"> <li>● Administration will mediate and address all concerns with online learning.</li> </ul>

<ul style="list-style-type: none"> <li>Office hours will continue on Fridays from 9-11 for all subjects except math. Math Department office hours will be from 12:30-2:30. All office hours will be virtual, and teachers will post Googlemeet or Zoom link for Friday office hours on Canvas home page.</li> </ul>	<ul style="list-style-type: none"> <li>Students should attend office hours via Googlemeet or Zoom on Fridays if they have questions or need additional help from their teachers.</li> </ul>	<ul style="list-style-type: none"> <li>On Fridays, parents will encourage students to attend Googlemeet/Zoom Meeting office hours to receive extra help. They will also have their students go through each Canvas course to ensure that their assignments for the week are all turned in.</li> </ul>	<ul style="list-style-type: none"> <li>Counselors will make phone calls of students who are not attending synchronous learning and not engaging in learning after school hours.</li> </ul>
<ul style="list-style-type: none"> <li>Attendance will be taken each class period. Students who are logged into their class live will receive credit for attending in-person</li> </ul>	<ul style="list-style-type: none"> <li>Students will reach out to a counselor or assistant principal if they do not have a good internet connection at home.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will contact their child's counselor or assistant principal if they need assistance with internet connections to ensure that students can participate in their learning.</li> </ul>	<ul style="list-style-type: none"> <li>Administration will secure additional resources needed to accomplish online learning goals.</li> </ul>
<ul style="list-style-type: none"> <li>Teachers will respond to questions via email or Canvas within 48 hours.</li> </ul>	<ul style="list-style-type: none"> <li>Students can send a message through Canvas to their teachers if they need help.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will help students set up a schedule for their learning to ensure that they do not fall behind while the school pivots to an online learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>Administration will communicate expectations for all stakeholders. e</li> </ul>
<ul style="list-style-type: none"> <li>Teachers will post a module for the week with learning intentions, learning requirements, and assignments. This module will be linked on the Canvas home page for each week.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be held accountable for their learning and will recognize that grading scales will not be altered. The best way to be successful is to participate in their classes each day.</li> </ul>	<ul style="list-style-type: none"> <li>Parents should check Canvas twice a week to track their student's progress.</li> </ul>	<ul style="list-style-type: none"> <li>Administration and counselors will help with students who are struggling with internet access.</li> </ul>
<ul style="list-style-type: none"> <li>For each class period, teachers will provide one hour of instruction total (at least 30 minutes synchronous and the rest with additional lesson materials that students must work through). This is two hours of instruction per week per class.</li> </ul>	<ul style="list-style-type: none"> <li>Students will turn in assignments through Canvas.</li> </ul>	<ul style="list-style-type: none"> <li>Parents should check Skyward after 5:00 p.m. on Friday to ensure students have completed missing work. Parents should also check attendance to see that their students have attended synchronous learning sessions throughout the week.</li> </ul>	<ul style="list-style-type: none"> <li>Administration and counselors will conduct home visits if needed to help students navigate the online learning platform.</li> </ul>
<ul style="list-style-type: none"> <li>Special Education teachers will work with students to ensure minutes and services are being met. Small group work may be arranged in the school to help students with disabilities, language learners, and struggling students..</li> </ul>	<ul style="list-style-type: none"> <li>Students will complete their own work and not present others' work as their own or they risk losing points. Beetdiggers are HONEST.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will ensure that their students complete work on their own to ensure that their students are learning key concepts and can demonstrate proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>Administration will produce an onboarding video for students to watch 5<sup>th</sup> period on Thursday outlining the expectations for online learning.</li> </ul>
<ul style="list-style-type: none"> <li>Teachers will provide Googlemeet/Zoom office hours daily after school from</li> </ul>	<ul style="list-style-type: none"> <li>Students may be required to be on a Googlemeet for the duration of an</li> </ul>	<ul style="list-style-type: none"> <li>Parents will help students find an appropriate place to</li> </ul>	<ul style="list-style-type: none"> <li>Administrators and counselors will identify students who may</li> </ul>

<p>2:30-3:00 p.m. and on Mondays and Wednesdays from 7:05-7:40 a.m.</p>	<p>assessment. (Thus, a synchronous learning session may from time to time last longer than 30 minutes, particularly for math instruction.)</p>	<p>complete their work and login synchronously for online learning.</p>	<p>benefit from small group in-person instruction and work with parents and teachers to provide these services as needed.</p>
<ul style="list-style-type: none"> <li>• Teachers will follow these Canvas expectations. <ul style="list-style-type: none"> <li>• Home Page: <ul style="list-style-type: none"> <li>• Teacher Contact Information</li> <li>• Googlemeet link for class period</li> <li>• Googlemeet link for Friday office hours</li> <li>• Link to module for the week</li> </ul> </li> <li>• Modules: <ul style="list-style-type: none"> <li>• One module per week organized by date with clear due dates.</li> <li>• Learning activities that will be graded</li> <li>• Assignments that will be graded</li> </ul> </li> <li>• Grading: <ul style="list-style-type: none"> <li>• Work will be graded in Canvas.</li> <li>• Teacher will provide feedback in Canvas.</li> <li>• Teachers will passback grades from Canvas to Skyward on Friday.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students will be dressed as they would for school to participate in a Googlemeet with their class and teachers. Students will have their cameras turned on during the Googlemeet unless there are extenuating circumstances that they have communicated with the teachers. Students will follow the Beetdigger norms for appropriate interaction in an online forum.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will contact coaches and advisors if they have questions about athletics or performing arts classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrators will provide direction to parents as to where to find school breakfast and lunch for families who want it.</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers will show onboarding video to 5<sup>th</sup> period students on Thursday.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will reach out to coaches if they have athletic periods for individualized conditioning schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents should contact teachers, counselors, or administrators if their student is struggling and needs additional help with in-person supports in a small group setting.</li> </ul>	
<ul style="list-style-type: none"> <li>• Teachers of athletic periods will coordinate with student athletes and provide individualized conditioning schedules if synchronous learning is not appropriate for that class.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are struggling can contact teachers and make arrangements to receive supports in-person by making an appointment.</li> </ul>		

