



# Pleasant Lea Middle School

## LSR7 Online Expectations for Students

PLMS students enrolled in the R-7 online academy will be receiving an email communication regarding class meeting schedules. Online academy students will not meet with their instructors hour by hour. PLMS teachers will work with students throughout the first week of school to establish schedules and expectations.

### **Instructional Expectations**

- ✓ Online courses are not designed to be synchronous courses. This means that students may not have a designated time of day where the online course meets. PLMS teachers will work to create a calendar of learning.
- ✓ Teachers will create opportunities for students to receive instruction, get questions answered, and to provide students an opportunity to check in with the teacher.
- ✓ Students will have either live instruction or video-based recorded instruction from each teacher during online instruction.
- ✓ The courses are designed to have a balance of self-paced and real-time learning activities for the entire class, small groups, and/or individual students.
- ✓ Teachers have hours in their workday designated as their online course instructional time. Teachers will be available during this time to work with students to deliver instruction, provide feedback, and check in on student progress.

### **Student Attendance**

- ✓ There is no class period schedule for online coursework.
- ✓ Teachers will provide video-based or in-person instruction each week, but those lessons will not always happen in conjunction with a set class schedule.
- ✓ Teachers will keep up with student progress and submission of assignments on a regular basis and communicate with students and parents if students are not keeping up with their coursework.

### **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.

### **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.

## Online Classes

- ✓ Online classes will typically be offered through pre-recorded instruction.
- ✓ Teachers will communicate times of the day where they are scheduled to be available for online instruction.
- ✓ On occasion, teachers may create live meeting opportunities with the entire class or select students. The following will apply to those situations.
  - Will be held through Google meets with a teacher-provided link or Schoology conferences.
  - All meetings will have teacher supervision.
  - 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.
- ✓ Email- check your email frequently.
- ✓ Email- teachers may not be able to return emails immediately.
- ✓ Email- recheck all written directions prior to emailing questions.
- ✓ Email- 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.

## **General Supply Recommendations**

Here is a general list of items that students may find helpful to have as they are working on their school work. Teachers or subjects may ask for more specific items as it pertains to their class, but that will be communicated directly from the teacher once class starts.

- ✓ Pens
- ✓ Pencils
- ✓ Colored pencils
- ✓ Highlighter
- ✓ Notebook paper
- ✓ Scissors
- ✓ Glue stick
- ✓ 3 ring binder
- ✓ Folders
- ✓ Calculator
- ✓ Ruler
- ✓ Sticky notes