



## Remote Learning



For students participating in the remote learning scenario, a live, digital classroom will be available for them each day. **Please note that this content delivery method is a vast improvement over the less dynamic method used during the fourth quarter of last school year.** Live instruction via Google Meet during the assigned class meeting times will be used for engagement with teachers and classmates. All assignments, notes, project/lab details, and all other instructional content will be delivered through Google Classroom for all grades.

If a student is symptomatic, ill, quarantined, or potentially exposed to COVID-19 but well enough to complete schoolwork, the students will be expected to participate remotely. Policies related to the remote learning experience are listed below.

### ECS/LS Student Guidelines:

- Have access to a computer for daily instruction.
- Have access to reliable and consistent WIFI.
- Have reliable and consistent printing availability.
- Please join each session on time and be in attendance for the duration of the instructional time for each class.
- Please test your microphone on your device to ensure that it is working properly.
- Please test your webcam on your learning device to ensure that it is working properly.
- Please ensure a distraction-free learning environment.
- Download the Google Chrome browser [here](#) if you are not already using it regularly for remote learning.
- Please test the “tiled view” option so that all learners can see each other in our virtual classroom by clicking the 3 dots button in the bottom of the right corner of the meet and changing the layout.
- Access the Grade level Google Classroom.
- Access the classroom meeting link each day as directed by the classroom teacher.
- Students should have adult support available.
- To monitor growth, assessments will be required and communicated by the classroom teacher.
- To ensure a successful online learning experience, designated time slots will be communicated for required classroom material pick-up.

## **MS & US Student Guidelines:**

### **Remote Learner Situations**

Families who have personal/medical concerns about current COVID-19 conditions may request that their children attend Pulaski Academy as remote learners. Remote learning is not intended for any other purposes unrelated to COVID-19. After an official request is made by parents to Mr. Robken, Head of Middle and Upper Schools, students will be placed on the official remote learner list.

If undergoing a required COVID quarantine, students will be allowed to attend as remote learners until their quarantine has been completed and they are cleared for return by Pulaski Academy COVID Response Coordinator, Shana Tedder.

### **Proper Online Behavior**

Students attending classes remotely are expected to follow all of the guidelines in the Upper School Handbook, just as they would if they were on campus. Remote learners are expected to be appropriately dressed, per Middle/Upper School dress code guidelines, and sitting in a well-lit location that is conducive to student productivity and focus. They are required to have their laptop cameras on, with their faces visible, for the duration of each class, unless granted permission by the instructor. Once logged in to a class Google Meet, students should be focused on their learning and should not engage in distracting activities during class time, such as listening to music, using a cellphone, watching TV/videos, playing with pets, interacting with siblings, or talking with others. The student microphone audio should be carefully monitored and should follow the class rules for each instructor, who will share expectations for remote learners when participating in class discussions or asking/answering questions. Additional guidelines will be provided by teachers for assessments, in-class essays, and other special learning situations.

### **Technical Issues**

When experiencing technical issues that prevent the learner from accessing the Google Meet for a class period, remote learners should email their instructor; Mrs. Chrissie Sachar, the Upper School administrative assistant; and/or Mrs. Tammy Elliott, the Middle School administrative assistant. Often, the best troubleshooting technique is restarting the computer. On-campus technical issues such as muted/distorted teacher audio or unclear video should be addressed by communicating directly with the instructor. For more detailed technical issues, families of remote learners should contact Mrs. Diane Lafferty, Director of Technology, at [diane.lafferty@pulaskiacademy.org](mailto:diane.lafferty@pulaskiacademy.org).

### **Attendance Policy**

Remote learners will be treated just as an on-campus student in regard to attendance. If a student arrives late to class within twenty minutes of the scheduled start time, he/she will be marked tardy. Arrival after that time will result in the student being marked absent. Remote learners who are unable to attend the class Google Meet for whatever reason (medical appointment, sickness, or travel plans) should follow the same protocol as on-campus learners: parents should log into the PA parent portal and report using the "Student Absence" link so that your child's absence can be classified as excused or unexcused. School administration will

reach out to parents if their children are accruing a concerning number of tardies or unexcused absences during the remote learning experience.

### **Elective Courses**

Most elective courses will follow the same structure of Google Meet instruction and daily activities for remote learners, but some exceptions exist. Remote learners with a study hall in their schedule will not join a Google Meet for that class period. This time is to be spent completing their schoolwork independently. Teachers of physical education, personal fitness, and yoga will share activities and/or daily workouts via email or Google Classroom. Upper School remote learners will be required to submit proof of activity at certain points in the school year to receive graduation credit for elective courses not using Google Meet. The accountability and assessment measures will be shared with students and families by individual course instructors.

Students in learning services will join their class Google Meet during their designated period to receive structured and individualized guidance from their instructor, Mrs. Henner (Upper School) or Mrs. Schuster (Middle School).

### **In-Person Practices**

Remote learners will be allowed to report to campus for the following class periods, practices, and extracurricular activities if desired: band, baseball, basketball, cross country, football, golf, soccer, and spirit squads. These specific courses/activities are AAA-sanctioned and meet for the purpose of preparing students/players for team competitions or upcoming events. All other courses must be attended remotely as required. Remote learners choosing to participate in-person for these courses/practices must manage their time wisely to ensure that they are online and engaged in their other courses for the entirety of each period. If additional travel time to/from campus poses a problem, remote learners should reach out to their coach/instructor to arrange a travel plan as well as a feasible time for practice arrival and departure. Remote learners choosing not to attend team courses/activities in-person should communicate with their coach/instructor to determine the remote learner expectations.

### **Return to On-Campus Learning**

Families may determine during the school year that their children are ready to return to the in-person model of instruction, whether it be due to improved community/social health conditions or for the students' academic/emotional well-being. Parents who are ready for their children to return to on-campus learning should complete the official [Intent to Return form](#), located on the PA parent portal, at least two days prior to the planned return.

The re-entry date for quarantined students will be established and communicated by the Pulaski Academy COVID Response Coordinator Shana Tedder. The Intent to Return Form is not required for these students.

If at all possible, a remote learner's first day back to on-campus learning should be an A-day. Additionally, the following academic dates should be considered as natural re-entry points:

- Start of Second Quarter: October 12, 2020
- Start of Spring Semester: January 4, 2021
- Start of Fourth Quarter: March 15, 2021
- Start of 2021-2022 School Year: August 2021

Once the Intent to Return form has been submitted, Mr. Robken will then be in communication to discuss the re-entry, a counselor will reach out regarding the on-campus schedule and any re-entry logistics, and teachers will communicate academic expectations for adjusted work due dates upon the student's return if necessary. On his/her first morning back to campus, the student should then check in at the Upper School Counseling Center before going to his/her first class.