

REMOTE INSTRUCTION GUIDELINES AND NOTES

The purpose of Scranton Prep's Remote Instruction Plan is to continue the momentum of academic learning from home when needed. ***Individual students will only be allowed to participate in classes via Zoom with pre-approval by the school.*** For any occasion of approved remote instruction, students should expect to be present for class and submit work for the courses that would normally meet on that day.

Remote instruction can take many forms depending on grade level and subject area. These experiences may look and feel very different than a student's typical in-class experience—learning experiences will vary in ways that are developmentally appropriate and instructionally feasible. In most other cases, students will meet virtually in real time in order to continue the in-class, group-learning experience. In all cases, faculty will clearly communicate expectations to these students, all of whom are responsible for daily work. In some cases students might learn asynchronously.

APPROVAL FOR REMOTE LEARNING

- Students will only be allowed to participate in classes via Zoom *with pre-approval by the school*. This approval should be seen as exceptional and will usually be based on the need to be out of the school for an *extended period of time required by our School Health Plan*. Documentation may be required for school approval to participate in classes via Zoom.
 - Only those students on the "Approved to Zoom List" will be allowed to participate in class via Zoom.
 - A student who is not on this list will not be able to join a class remotely.
- Teachers may grant entry to their class via use of the waiting room, by Zoom invitation, or by use of a passcode.
- For a short-term absence, it is assumed a student is home because they are too sick to attend class, and should use the time home to rest and recover. Students should check Moodle, as well as email their teachers to find out about missed material and assignments.

ATTENDANCE REQUIREMENTS

- When students are approved to attend class virtually, they should ***attend every remote class*** as per the instructions of the teacher.
- When students have difficulty connecting to the Zoom class, they should email the teacher and continue attempting to connect.
- Sometimes your teachers will require students to log into Zoom and live stream in real time; other times, your teacher may expect students to work independently on an assignment that is posted on Moodle or on another app such as, Showbie, which would be due at the end of the period. ***It is up to the student to check with the teacher to be certain of the teacher's expectations for the lesson of the day.***
- Faculty will take attendance whenever they expect you to be logged into Zoom. In addition, a failure to submit work that is due will be treated the same as it would be for an in-person scenario.
- Teachers will inform the Dean of Students or the student's Academic Dean when the student shows a pattern of two or more times of not "coming to class" or not turning in work for the class.

CLASSWORK AND HOMEWORK ASSIGNMENTS

- All teachers maintain a Moodle course page. While other apps and resources may be used for instruction and assessment, the teacher's weekly and daily plans will be found on Moodle and students will be redirected as needed to those supplemental apps.
- Students should ***check their Prep email frequently*** for any communications from their teachers.
- Students should always communicate with teachers when having difficulty with assignments and/or deadlines.

ZOOM SESSIONS

- Students must create a Zoom account with their Prep email accounts to be able to be a part of the Prep Zoom "umbrella account." This is the way that Prep can guarantee the security of its Zoom classrooms.
- When Zoom Personal Meeting Identification codes or Zoom invitations and passcodes are shared, they are for the use of the intended recipient. Anyone who shares these codes will be liable for a school suspension.
- Students may use a smartphone, tablet, laptop to Zoom.

- Faculty and students who are “Zooming” into class from home, need not be in regular dress code, but should be in at least the approved and appropriate dress down code. Just as in school, political or inappropriate posters and backgrounds are not allowed.
- The student camera should be adjusted so that the student is well-framed (approximately shoulders-up) and distractions behind the student are limited.
- Faculty and students will be in an appropriate space during a Zoom session, preferably a common area within the home when possible.
- Faculty members may record all Zoom sessions, but sessions will not automatically be posted online or distributed. Recordings can be reviewed by the administration in the event of inappropriate conduct.
- The microphone should be muted as the student enters a Zoom session. This is also recommended when streaming from home.
- Screenshots, pictures, snapchats, or any other means of capturing images of teachers or fellow students is strictly prohibited. No recordings can be made. These behaviors violate Prep’s handbook and will result in serious disciplinary action including, but not limited to suspension.
- FOCUS AND ENGAGE!
 - It is easy to get distracted at a computer. Remember: this is class. You are responsible for the material presented in class. The Zoom meeting should be the only browser tab that is open; do not navigate to other tabs unless directed by the teacher.
 - The teacher should be the main screen within the Zoom session. If needed, the teacher can be pinned as the main focal point to ensure that other students do not become a source of distraction.
 - If you have a question, use the “Raise My Hand” feature on the Zoom screen and then wait for the teacher to respond. Students should not interrupt while someone else is speaking. Teachers might alternatively prefer that the student type in a question directly to the chat feature.
- Do not interfere with other students’ learning.
- You are responsible for your own learning just as one would be if we were all present in the classroom.
- If you have difficulty connecting to the class, email your teacher and continue attempting to connect.

ASSESSMENTS

- Student in-person assessments ***must be made up in-person at Prep*** upon return to Prep for in-person instruction.
- Since Zoom allows one to stay up to date with the material covered in classes, students are expected to prepare for assessments in real time and be ***prepared to take any assessment upon the first day of return to Prep***. A sensible schedule will be coordinated by the student’s Dean of Academics and/or school counselor, but may require a student to take multiple assessments in any one day to catch up.

SUGGESTIONS AND NOTES FOR STUDENTS WHEN LEARNING REMOTELY

- Treat remote instruction classes as regular classes. Be sure to wake up, get dressed for class, and eat breakfast before the school day begins.
- As much as possible, have a dedicated space to be during the school day to complete work. Try to get settled as soon as possible, use your earbuds, and stay focused on the class and close all other apps. Please try to use a desk or a table in a quiet space.
- Use your planner or the Outlook calendar to organize your day.
- Be sure to check your Scranton Prep email regularly throughout the day.
- Prep recognizes that families have different resources available at home. If a student is required to attend school remotely, Prep is happy to work with students and families individually to ensure that all learning opportunities are available for all students in class. If a student has specific concerns about his or her family’s resources (computers, internet access, etc.), please reach out to Ms. Cupillari, your Academic Dean, or your School Counselor.