

BMHS Parent & Student Guide: Principles for Remote Learning

Remote Learning and Instruction will be consistent, ongoing, and intentional in each course.

A. Daily Expectations

**A/B course will maintain expectations on alternating academic days*

Teachers will post daily course work to Schoology by 8:00 a.m. each day along with an attendance check that students will respond to in order to verify that they have read the plan for that day. Students will have until 10:00 am each day to review the plan and complete the attendance check in all of their classes. Students will “Like” an Attendance check each day for each class that each teacher will post as an “Update” in Schoology. Students must complete daily course work within a 24-hour period.

B. Recording and Reporting Attendance

Teachers will submit attendance on FAWeb for all classes by 11:00 a.m. The Discipline & Attendance Office will contact the parents of students who have not checked in each day.

C. Coursework

Teachers will create daily assignments or activities that should take no longer than 1 hour to complete, and assignments will include some form of delivered instruction either by an assessment, student collaboration, recorded lecture, forum post, lecture notes, or other Schoology, Google Doc, turnitin.com, or MyMathLab activity.

Teachers will use online methods to collect or verify that work has been completed by 8:00 a.m. the following academic day.

D. Varied Instruction

Instruction will include, but is not limited to, the following: Schoology application (discussion forum, uploaded assignments, notes, or handouts, Schoology Conference, etc.), Google Docs, turnitin.com, MyMathLab, etc.

**Virtual Lecture → Teachers will schedule a Schoology Conference at least once per week in each course that students can participate in live or watch on demand.*

E. Assessments

A truly secure environment that proves that work produced is student-driven is not possible. Teachers will use professional judgement and adjust testing methods to ensure to the degree possible that students are demonstrating their learning.

Grades will be posted on NetClassroom every Friday by 4:00 p.m., and Academic status reports will be run each week. Students who appear to be struggling will be contacted by the appropriate school personnel.

F. Availability & Communication

Faculty and staff will be available for electronic communication Monday - Friday from 8:00 a.m. to 4:00 p.m. Faculty and staff will check Schoology and their Brother Martin email regularly throughout the day and will respond to electronic communication as soon as possible and within a period no longer than 24 hours.