

Remote Learning Handbook

Grace-St. Luke's will always ensure that student learning is our top priority. If remote learning is necessary, the school is committed to ensuring that the highest standards of education are maintained, regardless of the educational platform. The partnership between the school, the student and the parents becomes all the more critical during remote learning. To that end, please keep in mind the following requirements/expectations, which are essential for the success of remote learning classes.

During remote learning, electronic communications will be the primary source of information from the school and teachers. **It is imperative that students check their GSL email daily.**

Goals:

1. Provide a set of expectations for students
2. Provide guidelines for faculty so that there is consistency for students
3. Provide a go-to document for parents for remote learning policies

Attendance

- When in remote learning, students are still expected to learn synchronously with their classmates.
- When assigned to small group work independent of the teacher, all students in the group are expected to participate, attend Meets/Facetime as needed with classmates, and complete work as necessary.
- The attendance policy in our Student Handbook will still apply to all students when remote learning.
- Parents will be contacted when students miss or show up late for class. It is our hope that parents will partner with teachers to communicate any issues and to help us hold students accountable for their attendance.
- Parents should notify the teacher if the student will be absent, and students should follow up with the teacher afterward to see what needs to be done to make up for the absence.

Homework

- Homework will be posted on the Portal every Sunday by 5:00 pm. A grade level document will also be sent out by advisors each Sunday evening to students and parents that contains:
 - Homework Assignments
 - This document is a starter document for the week and subject to change. Students should check this document daily for any updates.
- All homework is due at 8 am on the day of your next class.
- Late Grades
 - The late grade policy is as outlined in the student handbook
 - Short Term Assignment (Homework)
 - 1 day late = 75% credit
 - 2 days late = 50% credit
 - Assignments cannot be turned in for credit after two days.
 - If there are issues about returning/submitting homework, students should contact teachers directly.

Google Meet Requirements/Etiquette

- When a teacher sends a Google Meet invite, students should accept it. Doing so indicates that the student is aware of when and how the class will be conducted.
- Dress code - GSL uniform tops are required.
- It is recommended that students have a work space in which they film themselves that is void of distractions for them and their classmates.
- Students should have all materials and assignments for class beside them, just as required in the classroom. Paper, writing instruments and any other required materials should be easily accessible.
- While students are in their home environment, they are also in a school environment while on a Google Meet. Please refrain from eating meals and having side conversations while in class.
- Students should have the camera turned on and their face should be visible for the teacher to see.
- There should be no electronic devices in the vicinity of the student or in use other than their computer. **No cellphones**, TVs, stereos, etc. should be used while attending classes.
- Having a pair of headphones/earbuds is highly recommended while participating in a Google Meet.
- Students may not record their class Google Meets or reproduce them in any way. This could lead to serious disciplinary consequences.

Communication with Parents

- GSL communicates primarily through email.
- Advisors will send a weekly email that contains the roadmap for the week. Both students and parents will be copied.
- Parents may be added to a Google Classroom by request in order to facilitate the student's work at home. Please contact the specific teacher of the needed class for this.

Getting Extra Help

- For Middle School, Ms. Fo is available for extra help for remote learners after school. Please email her for details. (lforsyth@gslschool.org)
- Ms. Fo's schedule:
 - 5th Grade (M-F) 3:30 P.M. Click [here](#) for meet link.
 - 6th Grade (M-F) 4:30 P.M. Click [here](#) for meet link.
 - 7th Grade (M-F) 6:00 P.M. Click [here](#) for meet link.
 - 8th Grade (M-F) 7:00 P.M. Click [here](#) for meet link.

Honor Code Statement

- While learning remotely, the GSL honor code still applies. All work should be your own and students suspected of cheating or plagiarizing will still be subject to an Honor Council meeting.
- If a student is unsure about what might be allowed on an assignment, paper, quiz, or test when in remote learning, the teacher should be asked and nothing assumed.

Discipline Statement

- Remote learning does not remove a student from the expectations that we hold for students while on this campus.
- Students should conduct themselves in a professional and respectful manner in emails, forums, virtual classroom meetings, and social media.
- Social media posts that are brought to our attention that contain material that are unbecoming of a Grace-St. Luke's student (including, but not limited to, racist messages, bullying, sexual harassment, or messages that condone or show the use of alcohol or illegal drug use) may still lead to disciplinary action.

