REMOTE LEARNING EXPECTATIONS

Student Handbook Addendum

This addendum was created to address the classroom setting in a remote learning platform. It is expected that students and parents read the handbook found on the [W.B. Saul High School Website](#)

Key Administrative Contacts

Ms. Dunn - Principal adunn@philasd.org	Mr. Tuffs - Assistant Tuffs gtuffs@philasd.org
Mr. Peterson- Roster Chair jdpeterson@philasd.org	Ms. Adams - Counselor sadams@philasd.org
Ms. Turner Secretary pturner@philasd.org	Ms. Basmajian Nurse bbasmajian@philasd.org
Ms. Anger - Technology Questions tamaasanger@philasd.org	Mr. Thompson - Attendance Coordinator methompson@philasd.org
Ms. Romano - Special Education kromano@philasd.org	Ms. Creighton - Athletic Coordinator mcreighton@philasd.org

W. B. Saul High School of Agricultural Sciences Mission

At W.B. Saul High School, our mission is to promote student leadership that makes a difference in our world. Through diverse, hands-on opportunities rooted in an urban setting, Saul students apply their knowledge and skills to address modern environmental and agricultural challenges. To enhance post-secondary and career success, Saul students drive the future by learning to do, doing to learn, and learning to serve.

Virtual Learning Bell Schedule

This will be the bell schedule for while we are in the remote learning phase. As the School District of Philadelphia transitions to hybrid or fully in-person instruction, this schedule will be modified based on transportation directives from the School District of Philadelphia (ie. Start times may change)

Monday - Thursday		Friday	
8:30 - 9:54	Block 1	8:30-9:22	Block 1
9:54-9:57	Transition	9:22-9:25	Transition
9:57-11:21	Block 2	9:25-10:12	Block 2
11:21-11:24	Transition	10:12-10:15	Transition
11:24-11:54	Lunch	10:15-10:45	Lunch
11:54-11:57	Transition	10:45-10:48	Transition
11:57-1:21	Block 3	10:48-11:35	Block 3
1:21-1:24	Transition	11:35-11:38	Transition
1:24-1:54	Advisory	11:38-12:25	Block 4
1:54-2:07	Office Hours	12:25-12:39	Office Hours
2:07-2:10	Transition	12:39-3:34	Independent Work Time (assignments online)
2:10-3:34	Block 4		

Learning Tools

School District Chromebook- By September 2, 2020, all students should all have access to a Chromebook and the Internet. The following School District of Philadelphia website is available if you need assistance obtaining a chromebook or internet access: https://www.philasd.org/coronavirus/chromebooks/ You can also find pick-up locations and times.

Supplies- Students will need a variety of items to help them focus and engage in lessons. Recommended materials include:
- Graphing calculator- TI-84, Ti'Nspire or a Ti-83+ are all acceptable
- Notebook and writing utensil- while students have chromebooks, it will help with organization if a notebook/copybook and writing utensils are handy.
- Headset- to help limited distractions in the home we recommend a headset. This type of headphone has a built-in microphone for students to listen and communicate effectively in virtual classes.
- School supplied items- the school may supply books, and necessary materials for classes such as art. Further instruction will be given regarding retrieval of items.
- Individual classroom items- Teachers may ask for classroom specific supplies.

Learning Environment

All students will participate in class via Google Classroom. Student rosters are available in Infinite Campus and links will be available for specific classroom meetings.

The School District is utilizing new descriptions to describe your learning experiences - synchronous and asynchronous learning. Below you will find definitions and examples so you can familiarize yourself with remote learning activities.

What is Synchronous Learning at W.B. Saul High School?
Synchronous learning is remote learning where everyone from a given group is online at the same time using tools such as Zoom and/or Google Meet. It is "real time" learning. Synchronous learning will take place for 50-60 minutes for each block period.

Examples include:
- Checking in regarding your social emotional wellness, building community, and establishing personal connections activities
- Providing direct instruction
- Engaging in discussions to ensure understanding of information
- Previewing or explaining assignments or expectations of learning tasks
- Answering questions about one of the recorded lessons
- Conducting small group instruction
- Modeling or sharing examples of final products

What is Asynchronous learning at W.B. Saul High School?
Asynchronous learning is remote learning where students access pre-recorded lessons or independent learning tasks at any time during the day. It is not "real time" learning activities. However, there will be due dates and deadlines for these activities. Asynchronous learning during block periods will take place for 24-34 minutes.

Examples include:
- Viewing recorded instructional videos of lessons in a content area
- Engaging in online discussion by reading and posting responses
- Listening to speech, viewing a video on the same topic and creating a Venn Diagram or comparing/contrasting chart
- Reading posted literary selections and responding in writing
- Recording a performance piece for submission
- Completing independent learning tasks and assignments
- Engaging with online intervention programs

Remote Learning Expectations and Guidelines

The following expectations/guidelines will ensure all participants are engaged and benefitting from the online program:

- It is suggested and highly recommended that cameras should be live and ON your face during all classes. Appropriate virtual backgrounds are acceptable.
- Make sure you are dressed appropriately prior to signing on.
- To the best of your ability, find a space where you can concentrate, free of distractions. If you are in your bedroom, do not lie on your bed. You need to be seated and ready to learn.
- When you enter the meeting space, MUTE your microphone.
- When you have a question or something to add to the conversation, use the "chat box" or "raise hand" feature to let the teacher/teaching assistant know. Only one voice at a time.
- While in breakout groups, stay on topic.
- Always use school-appropriate language.
- Pay attention to your classmates and the teacher when they are speaking.
- Students should use their official first and last name on virtual meetings so that the teachers know who is present for attendance purposes.

Attendance- the school day will run from 8:30-3:34pm Monday-Friday. Students will be on time to all classes and attend all classes. In case of absences, parents/guardians will need to email our Secretary, Ms. Turner, at pturner@philasd.org, within 3 days of the absence.

Parents will need to explain the reason for the absence so that it can be coded appropriately. Attendance policies for make-up work can be found in the student handbook. Attendance will be taken for every period on a student's roster. Our teachers, climate support team, and advisors will be following up with parents/guardians regarding lateness to class and attendance issues.

Participation- in remote learning it is expected and an important part of the learning process. It is suggested and highly recommended that students are visible in virtual school to demonstrate you are attentive and ready to participate. If a student needs to leave the class for personal reasons for a few minutes, the student will notify the teacher in a direct message and turn off her video to signal to the teacher they will be back in a few minutes. Excessive breaks from class may be detrimental to your participation grade.

Work Completion- every student is expected and responsible for checking class assignments and adhering to due dates posted on Google Classroom. There is no excuse for not knowing your assignments and deadlines.

Learning Space- students will do their best to create a space in their home that is conducive to learning. For example, students will utilize a desk or kitchen table as a consistent location to engage in remote learning on a daily basis. It is suggested that your background is a clear wall where the other parts of your home can not be seen or create a virtual background as noted above.

Chat Room- the group chat and individual chats should be for questions and responses related to the daily lesson. Group chat communications should be positive and supportive of individual learning and group learning activities. Remote learning should be a safe environment for all students. Students should report any bullying/teasing/inappropriate incidents to their teacher and/or our Assistant Principal, Mr. Tuffs. As a Saul student, your words represent you, so remember to present yourself well, use academic language and be respectful. Through your interactions in the remote classroom you build trust with peers and your teacher. Being positive, engaging and supportive of your peers and teacher will open doors for recommendations for colleges, internships and careers.

Break Out Rooms- Small Groups- teachers will provide opportunities for student pairs and small group work through break out rooms in Zoom and/or Google Meets. In some cases teachers will not be present to observe student interactions. Student behavior during these break outs should be focused on the teacher directions and assignments. Staff will monitor interactions for positive behavior and focused engagement and check for understanding.

Office Hours- Office hours are a time where teachers are available to answer questions and provide additional support. The teachers will provide details as to how their particular office hours will work.

Internet Safety and Etiquette- the School District of Philadelphia *Acceptable Use of the Internet, Technology and Network Resources* will be adhered. **It is strictly forbidden to take screenshots, videos, or photos of any online classes.** At no time will bullying of any type be tolerated. Please be mindful of how you communicate and the pictures you post on social media.

Communication- students will communicate with teachers, counselor, and administrators through their School District of Philadelphia issued email (Student ID @philasd.org) and google classroom accounts. There will be no communication via personal email and/or personal phone numbers. When communicating via email please use the following format:
- Proper greeting (Good morning Mr. Tuffs, ...)
- Clear explanation/question/concern
- Proper sign-off (Have a good day, John Adams, 9th grade)

Some teachers may utilize the Remind App or another approved district application to communicate important class information.

W.B Saul High School parents/guardians are encouraged to log-in through the *Parent Portal* and check student grades and attendance. **Here is the link** for accessing the Parent Portal through the FACE website. Teacher emails can be found on our website if parents have questions for teachers. Teachers will respond within 24 hours of receipt of a parent email.

Monitoring of Instruction and Learning- the Principal, Assistant Principal and other school staff will monitor all interactions within the virtual school and your course work. We will regularly check in on our students to make sure you are engaged in a rigorous remote learning experience.

Classroom Norms

While we have schoolwide expectations and guidelines, each teacher will create in collaboration with students, classroom norms. Norms may include the following but may change according to classroom discussions.

1. "Showing respect" at all times to peers and teachers as if you were in your normal classroom setting is a fundamental norm for a successful remote learning environment.
2. ALL students must be on "mute" unless your teacher asks for your participation.
3. If a student wants to participate, they should type "HAND" in the google chat box. This would signal they are raising their hand. When a teacher calls on a student, only then should a student unmute their microphone.
4. Students will "private message" the teacher if they need to leave class for any reason.