

Expectations for Remote Learning

Gilford High School

4/7/20

Big Picture: Until at least May 4th, all schools in the State of New Hampshire have transitioned to remote learning. It's important that we set some expectations that will assist our learners, staff, and families through this time. It's crucial that learners continue to be engaged in this process in order to be successful during these challenging times.

As our remote learning environment has evolved, consideration must be given to the amount of screen time we are all enduring and our expectations around student commitment (instruction and work) time.

Guidelines for student commitment:

- Grades 5-12: 30 minutes of student commitment per core content area for a maximum of three hours per day.

These guidelines are just that, guidelines, for our teachers and parents/guardians to use moving forward in our remote learning environment. We all must understand that this is a fluid and evolving process that will need periodic revisiting and adjustments.

Teacher weekly “must-dos”

- Post work/assignments to learners each day by 9:00am in Google Classroom (unless there's an ongoing assignment, then the work is ongoing)
- Respond within 24 hours to email/phone communication M-F
- If sick, follow regular process in MLP and post an away message in email (uncheck substitute teacher required box)
- Hold and post, in Google Classroom, at least 4 office hours each day M,T,Th,F (this is when teachers are committed to being available to answer questions very quickly)
- Offer 2 office hours on Wednesday by appointment only (learner should contact teacher ahead of time to schedule)
- Continue to use our current grading system to report learner progress
- If holding a Google Meet, try to schedule live Google Meets during regularly scheduled block (as if we were following regular schedule) OR a time when convenient for all learners

Learner weekly “must-dos”

- Develop a schedule for each day ([sample schedules](#))
- Complete **ALL** work/assignments by established due date
- Respond within 24 hours to email/phone communication M-F
- Attend all group chats on time
- If sick, communicate with your teacher
- Attend office hours to seek clarity on questions you have M,T,Th,F (this is when teachers are committed to being “live” to answer questions very quickly)
- Email teacher ([staff contacts](#)) to schedule an appointment on Wednesday if it's an urgent question
- Conduct yourself with integrity when you complete assignments. Please complete your OWN work and do not plagiarize.

Communication: Communicating with learners and staff via email, Google Meet, or Google Classroom is essential during this time. With that said, it can take up enormous amounts of time. Assign yourself office hours to send and respond to emails or meet with learners. Teachers may choose to meet with their classes

either in small groups or as a whole class via Google Meet. If calling a learner or parents, please use *67 so your phone number is blocked.

Wednesdays (Flex Day): Wednesdays will be dedicated as flex days for learners, families and teachers. On this flex day learners and families will work independently to catch up on school work, read, support siblings and engage in family fun. There will be no new school assignments posted for Wednesdays. This will be a day for teachers to catch up on their assignments, work on giving learners feedback, work on planning and preparation, meet as departments, or attend to other needs as they arise in our new remote learning environment. Teachers will offer limited office hours (2 hours) by appointment on Wednesdays. **Please contact your teacher ahead of time to schedule.**

Office Hours: Teachers will hold and post at least 4 office hours each day M,T,Th,F. This should be a time that learners can contact you and receive an answer very quickly. If you would prefer to conduct telephone calls, that is okay, but we suggest using *67 to block your phone number.

Special Ed/504: Learners will continue to get assistance from their case manager, paraprofessional, and therapist. Paras will reach out and assist learners directly. Case managers will communicate with parents, learners, and teachers frequently. Annual IEP meetings will still occur through either teleconferencing or video conferencing. Case managers will reach out directly to those staff members being requested to participate. If you have questions, please reach out to the case manager.

School Counseling: The School Counseling Office continues to support you during what can be a difficult time. It's tough not being able to be in school to see friends to connect with. You can email or set up a Google Meet with anyone in the School Counseling Office to gain support with academics, reduce anxiety and stress, express concern for others, or just need someone to talk to. Please call 524-7146 and leave a message and we will respond to you.

If I haven't heard from a learner, what should I do? The first two levels of the intervention require that the teacher first reach out to learners and their parent(s) in an email, and if that fails to render a positive change, the teacher should contact the parent directly on the phone (for your own purposes, please keep a record of your communications with parents). If after these steps have been taken, you find that the learner continues to exhibit concerning behaviors, please make their school counselor and corresponding administrator (see link) aware of your concerns. [Please click here for next steps.](#)

Let us know what you need: As you get into a routine, please let us know what you need. We will try to accommodate as best we can. If you have suggestions for improvements, let us know. Much of this plan comes directly from your feedback.

Professionalism: Be aware of your surroundings while video conferencing with staff members. Take note of the background and your attire because everything should be school appropriate. Keep it professional!

Technology Issues: Please contact Jenny Wyatt at jwyatt@sau73.org or Corey Nazer at cnazer@sau73.org if you have any issues including Chromebook repairs or any technological question in general.

Additional Resources

- ❑ [Gilford High School Updates](#)
- ❑ [Video/Audio Recording Release form](#)

We are hoping that through remote learning, all learners are **innovative, collaborative, self-directed, and critical thinkers.** We will do this together!

Gilford High School

(603) 524-7146

All phone messages are routed to the appropriate person

