

**Horseshoe Bend Middle/High School**  
**Online Learning Expectations/Recommendations**  
**March 30, 2020**

**Uniformity**

- Teacher pages on the district website are the primary starting point for course information.
  - [https://www.hsbschools.org/schools/horseshoe\\_bend\\_middle\\_high\\_school](https://www.hsbschools.org/schools/horseshoe_bend_middle_high_school)
- Google Classroom is our primary Learning Management System (LMS).
- Google Hangouts is our primary live communication application.
- Lumen Gradebook is our exclusive online gradebook.
  - <https://horseshoebend.lumentouchhosts.com/light/lumen/signin>

**STUDENT General Expectations**

- Students will be active in their online classes every day Mon-Thurs. “Active” means logging into Google Classrooms, submitting work, participating in live events, communicating with teachers, etc... and daily student activity will be logged by teachers.
- Students will communicate with their teachers when they are struggling with any aspect of their online learning (a specific assignment, accessing a resource, submitting work, etc...). Report card grades, GPAs, advancement to the next grade, graduation, etc... are still determined by academic performance, whether face-to-face or online.

**STUDENT Recommendations/Tips**

- Be disciplined and organized. Set up a daily school routine and stick with it.
- Fully participate in your online learning; your grade depends on it.
- Check Lumen Gradebook on a regular basis.
- ASK FOR HELP. Communicate with your teachers when you are struggling or have questions. Reach out to your friends and classmates for support and help. We are all in this together, and your academic success is still our priority.

**TEACHER General Expectations**

- Teachers will be active in their classes Mon-Thurs from 9-11am and 1-3pm responding to messages, contacting students, grading assignments, preparing lessons, attending virtual staff meetings, attending virtual professional development, etc...
  - Live office hours will be held weekly.
    - 2 hours per week minimum using Google Hangouts.
    - Live office hours to be posted on teacher page on district website.
- Student activity will be logged on a daily basis. Student activity being defined as logging into Google Classrooms, submitting work, participating in live events, communicating with teachers, etc...
- Pacing guide/activities checklist will be provided to students in each class outlining due dates, number of points assignment/activity is worth, etc....
- Grades will be updated in Lumen Gradebook weekly.

- One live/synchronous activity will be held weekly.
- Feedback to students will be given on assignments/activities whenever possible within 48 hours.
- A class announcement will be made in each Google Classroom at least twice per week.

### **TEACHER Communication Expectations**

- Respond to all messages from students and parents/guardians within 24 hours.
- Contact individual students when there appears to be no activity in a 48-hour period during the week (Mon-Thurs).
- Contact parents/guardians of individual students when there appears to be no activity in any one-week period.
- Keep a communication log of all contacts with students and parents/guardians made due to inactivity.
- Mentors will check-in with Student Mentees weekly via email, Google Hangout, or phone, and a log will be kept of each communication.

### **TEACHER Recommendations/Tips**

- Keep it simple, and don't overwhelm students with too many options, applications, gadgets, websites, etc...
- Be crystal clear on exactly what is expected of your students (due dates, assignment/activity expectations, etc...) as vagueness is going to exacerbate an already stressful time.
- Avoid hard-copy assignments, and DO NOT assign anything students must print-out at home. If a hard-copy assignment is unavoidable, we will send it home with students via school bus when Grab-And-Go meals are delivered.
- Make activities/assignments engaging for students. Suggestions:
  - Record short lectures (use the recording feature on PowerPoint)
  - Encourage student-to-student interaction through live discussions, group work, daily check-ins, etc...
  - Make video class announcements. Showing your face is going to help make this experience more personal for students.
  - Let students use their strengths to get work done and prove learning when possible: Videos, essays, PowerPoint presentations, group work, etc...
- Have high expectations for our students, but be realistic about the amount of work assigned
- Give students more time to finish activities/assignments that you would usually expect from them in a normal face-to-face setting
- Don't forget our HSB Cloud that allows teachers and students to access files saved to our school's system.
  - <https://launchpad.classlink.com/hbsd>
- Don't be afraid to ask administration, fellow teachers, and even students for help and advice on making online learning a valuable experience.