Remote Teaching and Learning: for Bosque Middle School Students

Note: If Middle School students need their school-issued Chromebook, please email Division Head Leslie O’Hanlon who will help coordinate these requests.

Core Expectations:

1. Teachers
   By 9:00 am each Monday, students should receive communication from all of their teachers, by school email or Google Classroom, regarding the learning plan for the week in each class. Teachers may create optional additional learning opportunities for students who would like to explore subjects further.

2. Advisors
   Advisors should 1) email their advisory groups each week to check in and offer support AND 2) provide live chat opportunities during their scheduled Advisory times. This could be a text chat in Classroom or video conferencing through Google Meet, Zoom, etc. Advisors will create invitations for their students to engage in such conferences.

3. Students
   Each student should complete and submit their own assignments by the end of Friday each week, at the latest. Some teachers may assign earlier deadlines for some work but will attempt to provide the most lenient deadlines possible for work. Students should communicate with their teachers about questions related to assignments and about their grades via email and available ‘chat’ times. Students who encounter significant difficulties in completing assignments or are struggling in other ways should reach out to their teachers, advisor, grade-level dean, the school counselor, or division head to discuss challenges and figure out solutions. Students need to check Google Classroom and their email every day.

4. Parents/Guardians
   Please see your child’s individual teachers as the experts on their progress in each class, and communicate directly with them. Please work with your student to make sure they are regularly checking email and Google Classroom. For more holistic concerns, please contact your student’s Grade Level Dean(s) and/or the Division Head.

Guidelines for Live Conferencing (video, text, and voice):

1. Synchronous conferencing is when teachers meet online with their students at the same time using an app, such as Google Meet or Zoom. This allows students and teachers to see one another. At this point, synchronous, live conferencing is not required for students. Teachers should post in Google Classroom and/or email assignments by 9 am Monday morning, and expect that those assignments are accomplishable without any live check-ins throughout the week.

2. Though synchronous conferencing is not required for students, teachers will offer times to students who want to participate. Synchronous conferencing works particularly well as a method for students to check-in with their teacher and ask questions. Accordingly, teachers will make themselves available for live conferencing at least once a week. Teachers will send out a schedule soon to students letting them
know when those check-ins will be, and they email invitations through Google Meet or Zoom. Again, you don’t HAVE to attend these live check-in times. But if you want to, that would be great!

3. As with any in-class activity, it is expected that everyone conducts themselves appropriately, and it is the teacher’s decision to choose platforms for conferencing and monitor class interactions on them.
   a. All participants will be very mindful that any interactions must follow current expectations about student-student and teacher-student interactions in person as members of the Bosque community. Bosque’s Student and Family Handbook provides guidance on expectations for appropriate in-person and remote/online behavior.
   b. Should something concerning or inappropriate arise in the context of live remote/online interactions, teachers will follow up with their relevant Deans and Division Heads, according to current procedures.

**Attendance during remote learning.**
Teachers will not take attendance for their classes since everyone will be working at their own pace. Our primary way of knowing that students are engaged in school is through work submitted in Classroom each week by Friday. It is crucial that students who are not completing work be in email communication with their teachers and advisors. Beyond just knowing that students are turning in work, we want to know that students are okay!