Remote Learning Days at Woodside

All weather-related school cancelations will be
Remote Learning Days this school year unless communicated otherwise.

Remote Learning Day Expectations
On Remote Learning days, teachers will be expected to have an open Zoom session where they:

(1) take attendance for all students,
(2) review the agenda and lesson expectations for the period,
(3) be present in the Zoom in the event students have questions and/or need assistance, and
(4) provide a brief closure to the lesson.

Direct instruction and other learning activities occurring within the session will be at teacher discretion and a function of the lesson design and learning objectives. All teachers will facilitate this Zoom session each period following the schedules below. **Students are expected to remain in the Zoom session for its entirety unless otherwise released by the teacher. In addition, students should expect to have asynchronous work to complete beyond the instruction and work included in the synchronous Zoom session.**

As is our protocol, teachers will have lessons posted to Canvas by 9:00am. Students will follow their class schedule and be expected to log-in to their Zoom session at the beginning of the period. Absence and tardy policies will apply, just as if the students were in the traditional classroom.

RED/WHITE Days

BLOCK	TIME
R/W 1	9:30 – 10:10 a.m.
R/W 2	10:15 – 10:55 a.m.
R/W 3	11:00 – 11:40 a.m.
R/W 4	11:45 – 12:30 p.m.

Teachers will be available for Canvas messaging support from 1 – 2:30 p.m.

PINK Days

BLOCK	TIME
R1	9:30 – 9:50 a.m.
W1	9:55 – 10:15 a.m.
R2	10:20 – 10:40 a.m.
W2	10:45 – 11:05 a.m.
R3	11:10 – 11:30 a.m.
W3	11:35 – 11:55 a.m.
R4	12:00 – 12:20 p.m.
W4	12:25 – 12:45 p.m.

Teachers will be available for Canvas messaging support from 1:15 – 2:30 p.m.

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Attendance Procedures:
If students do not participate in the Remote Learning Day, they will be marked absent. Parents are expected to call the school attendance line if a student is not going to be participating in Zoom sessions due to illness or other reason. Please call (260) 431-2705 by 9:00AM to report any absence. On a related note, it is recommended that parents monitor the general daily attendance of their child in PowerSchool.

Assignments:
All assignments should be completed by students on the Remote Learning Day if possible. Students will have 2 days to complete all assignments and turn in for grading/credit. (Example: If we are out on a Monday, students have until the start of the day on Thursday to turn everything in for full credit. Another example: if we are out on Tuesday and Wednesday, then students have until Friday for the Tuesday assignments and until Monday for the Wednesday assignments to receive full credit.)

Daily Schedule:
On Red or White Days students will have four Zoom sessions (i.e. R1, R2, R3, R4). On Pink Days, students will have eight Zoom sessions (R1, W1, R2, W2, R3, W3, R4, W4).

Canvas and Zoom:
Students will find links to their Zoom sessions on each teacher's Canvas Agenda. Woodside teachers use similar templates to post their agenda and assignments on their course calendars in Canvas on Sundays. Students will log-in to Canvas and click on their course name from the Sunday calendar.

Daily Zoom Procedures:
Students are expected to follow the Zoom procedures below.

- Students must log in to all Zoom sessions on time, early when possible.
- Student's full name must appear on the screen to be admitted into the session.
- Students must name themselves in Zoom, LAST NAME, FIRST NAME.
- Students should choose a distraction free environment, be dressed appropriately for school, and sit upright for class.
- Students must be present during the Zoom session while the teacher takes attendance and reviews the agenda and instructions for the lesson. Teachers will "dismiss" students from the Zoom thereafter and be available for student contact in the open Zoom session for the duration of the period.
- Device cameras must be on and student's whole face visible to the teacher.
- Background Zoom screens may not have moving images.
- Zoom mute should always be on unless otherwise directed by teacher.
- Students are expected to participate in all discussions and be prepared to answer when called to do so.
- During class discussion, students are focused and do not distract other students or teacher.

Announcements:
Daily morning announcements for students will be sent to students via Canvas Message each morning and posted to the school website.

Technology Support:
If a student is experiencing a technology issue, they should first restart their iPad. Next, the student should alert the classroom teacher for troubleshooting. If the teacher and the student are unable to solve the issue, then the student may send a Canvas Message to Woodside's Computer Specialist, Mr. Hippensteel. Students/parents may also call the school at 431-2701 for assistance.