



A.E.E.

Academy of Educational Excellence

REMOTE LEARNING GUIDELINES AND EXPECTATIONS (K-6)

A Parent's Guide to Supporting Remote Learning

The **Academy of Educational Excellence** is ready to start its new school year. As TPS and other Toledo school districts will begin year virtually, AEE's plan is to also initiate our school year with a **REMOTE LEARNING PLAN**, with the possibility of all students returning to in-presence learning at our school building when COVID situation eases in our County. Due to this, the new school year comes with a long list of learning experiences and a set of new school rules for students at AEE.

Teachers will be reporting to school on August 10th, 2020. Students will start school **REMOTE LEARNING** gradually, as follows.

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| ○ August 31 st , 2020 | Virtual Learning—4 th -5 th -and-6 th grades (ONLY) |
| ○ September 1 st , 2020 | Virtual Learning—3 rd -4 th -5 th -and-6 th grades (ONLY) |
| ○ September 2 nd , 2020 | Virtual Learning—2 nd -3 rd -4 th -5 th -and-6 th grades (ONLY) |
| ○ September 3 rd , 2020 | Virtual Learning—1 st -2 nd -3 rd -4 th -5 th -and-6 th grades (ONLY) |
| ○ September 4 th , 2020 | Virtual Learning—1 st -2 nd -3 rd -4 th -5 th -and-6 th grades (ONLY) |
| ○ September 7 th , 2020 | NO SCHOOL—Labor Day Holiday |
| ○ September 8 th , 2020 | Virtual Learning—Kindergarten--1 st -2 nd -3 rd -4 th -5 th -and-6 th grades |

AEE WILL BE PROVIDING CHROMEBOOKS TO ALL ITS STUDENTS, AS NEEDED.

As we transition to remote learning at AEE, we need to be mindful of appropriate behavior when using video conferencing and two-way communication applications such as Google Meet. Our positive school climate must extend into our new reality with remote learning. Please help your child maintain this climate by adhering to the following:

Be respectful and school-appropriate at all times

- * Please monitor your children as they access the online learning environment.
- * Be mindful that live lessons are prepared following a specific time set, so students need to refrain from disrespectful or disruptive behavior in the virtual classroom.
- * Teachers reserve the right to mute students whose behavior interrupts the learning environment.

Be present and mindful of others

Please prepare your children to be engaged in the virtual learning classroom prior to each live lesson. It may be helpful for students to have a good breakfast or snack prior to morning lessons and a good lunch or snack prior to afternoon lessons. Encourage your children to use the bathroom prior to logging in to each lesson to avoid unnecessary interruptions.

Practice active listening

Active participation in a virtual learning environment can be tricky as only one voice can come through at a time. Students who are able to write may use the chat feature to type questions or comments during a live lesson. Please help your children get used to this feature and to the virtual learning environment by either talking with your child about how it works or hosting your own Google Meet with your child(ren) from different rooms in your house. Teach children how to mute themselves, use the chat feature, and how to enter into conversations by waiting for a pause in the discussions.

Be punctual

Because live lessons are planned following school schedule, please make sure to log in a few minutes prior to the start time of the lesson. This will allow lessons to start on time and give students the best learning experience possible. If your child is unable to attend a lesson, please email his/her teacher so the teacher is not concerned about your child's lack of attendance. Teachers will be recording their lessons and sharing them with their classroom families. Of course, it is best for students to participate in the live lessons in most cases, but we do understand that this will not always be possible.

Daily Attendance to Remote Learning Sessions

ALL STUDENTS need to connect on a daily basis to their remote learning lessons. Attendance is automatically registered through our Google Meet program. Follow-up to un-attending students will be made by school office.

Be aware of your surroundings

Find a place in your residence that is free from distractions where you can also be comfortable and focus on connecting with your class. Be mindful of your surroundings and what may be seen while you are on video and remove noisy distractions like pets, TV,, and music. Help your child learn to mute his/her microphone when not speaking.

Speak clearly

Help your child practice speaking clearly in the virtual classroom setting. This may take some practice as younger students don't always have an understanding of how their voice sounds through a mic. Have some fun practicing this with your child and getting them used to hearing themselves speak into a mic prior to joining a virtual classroom.

Respect privacy

As you support your child's remote learning, please be mindful of the privacy of other students in the class. Younger students will require time to adjust to this environment and may forget they are on camera and do or say something silly. Please encourage your children to be especially patient and empathetic to others as they learn and grow as remote learners.

Recording of class activities by anyone other than the teacher on Google Meet is prohibited.

Neither the student nor parent may record, share, or alter the content of live class-related activities. Students may not record any live activity with other students when that activity is for the purpose of school-related work unless express permission is provided by a school official. In cases where a teacher does record a class lesson, he or she will make that recording available only to the students in the class. This posting will happen through secure means. Any sharing of that recording by anyone other than a school official is prohibited.

Dress appropriately

Though we understand that remaining in your homes encourages a more relaxed dress code than the school environment, please follow the dress code guidelines in order to create a learning environment free of distractions. If your child would not wear something to school, he/she should not wear that item during a live lesson.

If you have questions about these guidelines and expectations, please contact Principal, Mrs. Sonya Loggins. Email: sloggins@aeetoledo.org or at school office phone: 419-382-2280