

Bailey Remote Learning - Staff Expectations

1. Sign-in online by 8:45 am daily.
2. Present yourself professionally on virtual platforms.
*Physical appearance, awareness of location, and appropriate verbal communication
3. Dress according to our existing on campus dress code
*Only exception will be shorts/jeans are permitted daily while remote.
4. Lesson plans and prep work in Canvas completed at least a week in advance.
5. Remain on virtual platform for duration of every class period
*During Synchronous and Asynchronous time
6. Utilize break-out rooms to work with small groups during asynchronous time
7. Follow up daily with students who are not attending or engaging.
*Private student conference and/or parent conference
8. When taking a day off, prepare lessons in Canvas that students can do all asynchronously.
9. Complete ongoing training for improving efficiency and effectiveness with Canvas.
10. **Be positive, encouraging, motivating, and helpful.**

Bailey Remote Learning - Student Expectations

1. Complete all student trainings to ensure a full understanding of how to access CANVAS and other instructional materials.
2. Be ready for school each day - Physical appearance, behavior, and appropriate learning location.
3. Attend all classes daily and complete all assignments on-time.
*Grading policy will apply for assignments, tests, projects, and attendance!
4. Sign into CANVAS Courses **every day** in **every block**.
5. Active in virtual meetings...sign in with your real name, show your face, and share your thoughts.
6. Ask questions when you need help...virtually in class or through email.
7. Check school email at a minimum of twice daily. One time prior to your starting assignments, and another time before you sign off for the day.
8. Homework will only be work not completed during their daily instructional block so students should pace themselves and stay on track with assignments during class time to avoid getting behind and finishing work after school.
9. Follow Digital Citizenship, Honor Code, and CMS Code of Conduct guidelines.
10. Communicate with your teacher when absent from the whole day or even 1 block.
*Parents should also use normal absent procedures by contacting the school to document an excused absence.

Bailey Remote Learning - Parent Expectations

1. Ensure that your student is ready to sign into their first class before 9:00 am daily.
2. Enroll as a "Parent observer" in CANVAS to monitor student's progress on all class assignments.
3. Complete CANVAS parent training as needed to get better acclimated with the school's virtual learning platform.
4. Check your student's PowerSchool gradebook multiple times per week.
5. Encourage your student to complete all assignments and retest as needed.
6. Register student absences through the Bailey website (Attendance link) when student will not be attending daily classes due to illness, out of town, etc.
7. Read the Bronco Times weekly for school updates and news.
8. Frequently reference the Bailey Middle School and CMS websites for updates.
9. Review student expectations with student.
10. Communication
 - a. Know your students teachers and communicate academic concerns.
 - b. Know your students school counselor and communicate any social, emotional, behavioral concerns.
 - c. Know your students grade level administrator and communicate concerns or questions as needed.