NORMS AND EXPECTATIONS FOR ONLINE LEARNING
St. Anne's-Belfield Lower School

Our core purpose: To inspire and prepare the next generation of exemplary citizens and visionary leaders.
Our core values: Integrity, Curiosity, Diversity, Creativity, Agency, Impact

The online learning program for Lower School students at St. Anne's-Belfield is designed to deliver academic instruction and community-building opportunities from a distance. We believe that students need to experience online school with as much opportunity for growth in agency, creativity, curiosity, and perseverance as possible. We recognize the challenges that arise due to the need for young children to be supported by an adult in their presence while also learning to navigate the classroom experience independently.

EXPECTATIONS OF STUDENTS
Schedule:
- Students should follow the grade level schedule and be present for synchronous instruction and class time, Morning Meeting, Chapel, and other community moments. Following the schedule will require adult support, particularly for students in kindergarten- second grade.
- Students and families should refer to their grade's online learner document and online learner parent letter for information about Zoom links.
- Students, with support from families, should use Canvas to access class materials.
- Students should attend classes from an established, well-lit workspace that includes access to class materials and supplies.

Dress Code:
- When school is in-session on-campus, online learners should appear on camera in uniform.

Communication:
- For academic work and communication, students and/or families should email teachers.
- Students engage in class by questioning, discussing, listening, and collaborative problem-solving. These are focal points in our academic program. These behaviors support the development of enduring skills that translate beyond a student's growth in Lower School. Teachers will establish expectations around specific features in Zoom, including the chat feature, breakout rooms, and the camera. Just as in our on-campus classrooms, students who are online are expected to work within the norms established and communicate with teachers when they encounter challenges.
- Students attend morning and afternoon check-ins with the grade level online learning support teacher.

Academic work and assessments:
- Students complete assignments as independently as possible.
- Students complete assessments independently.

TECHNOLOGY NORMS FOR ON CAMPUS AND ONLINE STUDENTS
- Whether learning on campus or online, students will abide by the guidelines and existing technology use policies in the Student and Family Handbook.
- Students will use the school-owned device for school work only.
- Students will only use virtual backgrounds on Zoom approved by teachers.
- Student device cameras will be on unless a teacher gives permission otherwise.
- Students will abide by all Zoom norms for their grade.
- Students will not record, screenshot, re-post, or otherwise capture or share digital content created on the School's platforms.
- Students will not add anyone to a School Zoom call or share the link and/or password.

PARENT SUPPORT OF ONLINE LEARNERS
Online learning creates unique challenges and opportunities for lower schoolers. To prepare students to gain the most from the online experience, parents should establish healthy routines and expectations that support their child's growth and needs. At times adult support and supervision will be necessary for a successful online experience. Parents are also encouraged to allow for as much independent learning as possible. It is important that your child experience online school independently so as to mirror the in-class experience as closely as possible and maximize opportunities for growth in agency, curiosity, and creativity. The School will work with families to support a healthy and developmentally appropriate balance.

The following components will help families support student's online learning experience:
- Establish and maintain a structure for each school day, including a regular wake-up time and bedtime. Set clear expectations with your child about the school day hours. We encourage families to help students learn the schedule, consult a clock, and set timers as needed.
- Students attend classes. Parents and guardians support from a distance.
- Students participate in classes. Parent questions and comments should be shared with teachers offline.
- Consult Canvas with your child before the start of each day to support students familiarizing themselves with the plan.
- Teachers will make every effort to update, adjust, and publish plans for the following day by 9 pm the evening before. It is important that families understand that lesson plans may shift and be tweaked in order to respond to the needs identified in prior lessons.
- Make an advance plan for how and when your child can ask for help from teachers, including the grade level online support teacher, and you. Having a plan will support students' necessary growth as independent learners.
- Set up a workspace for your child in an area that is free from distractions and offers easy access to school supplies and internet access.

- Make sure to plan for breaks during the day. Encourage your child to spend recess times away from the screen, and encourage physical activity and play during PE time and at the end of the day.
- Parents do not assist students with assessments.
- Help your child stay connected to the community and friends.
- Establish boundaries for screen time. Online learners will be spending time throughout the academic day on a screen. Plan for screen-free hours in your family's daily routine and to create a device-free bedtime routine each evening.
- Enforce the expectation that your child's school-owned device is to be used solely for school work.
- For academic work and communication, please email teachers or support your child emailing teachers.
- Parents may also email the grade level online contact teacher with questions or requests for support for their children. Daily morning and afternoon check in meetings are for students.
- For technology challenges families should email teachers and the help desk (helpdesk@stab.org) to inform them. Please be aware that responding to tech issues takes time.

Please note that recording, screenshots, re-posting, or otherwise capturing or sharing digital content created on the School's platforms is not permitted without prior consent from the division head. Adding others to the School Zoom call and sharing links and passwords beyond our school is not permitted.

RETURNING TO ON-CAMPUS LEARNING
Families who wish to move their student from online learning to on-campus learning should contact Lisa Keeler, Interim Head of the Lower School, and Stacey Gearhart, Assistant Head of the Lower School for Student Life. Please note that preparing to return needs to be scheduled and will include training about safety procedures. We appreciate your patience with the scheduling process.