

# Pinewood

PREPARATORY SCHOOL

## Lower School Instructional Expectations for Virtual Learning

PK3-Grade 3 will use the platform Seesaw and grades 4 and 5 will use the platform Google Classroom for virtual learning. Both platforms allow students to see daily assignments and submit work in one place.

Families will use the *Seesaw Parent & Family* app, and the students in PK3-Grade 3 will have home learning codes for Seesaw assigned by the classroom teacher.

Fourth and fifth grade students will join Google Classroom with a school-assigned Gmail account.

On the first day of virtual learning, teachers will share via email their grade level schedule with parents and students, and assignments will be posted on Seesaw (PK3-Grade 3) and Google Classroom (Grades 4 and 5) by the Sunday prior to each week of virtual learning.

Communication with parents will be through email, Seesaw and/or Google Classroom, Zoom, or Google Hangouts Meet.

### Who to Contact

All Pinewood Preparatory School faculty, staff, and administrators will be available during periods of virtual learning. Parents can contact anyone with questions via email.

Questions about a particular assignment	Your child's teacher
Login issues with FACTS or Google Classroom	Email <a href="#">Aimee Soyka</a> or <a href="#">Marisa Patton</a>
Additional support for your child	<a href="#">Anna Bright</a> - Guidance Counselor <a href="#">Brendan Diffley</a> - Director of Guidance and College Counselor <a href="#">Rhett Frampton</a> - Head of Lower School

## **Current Technologies**

Below are the current technologies our faculty will be using.

FACTS - <https://pw-sc.client.renweb.com/pwr/>

Seesaw - <https://web.seesaw.me/parents>

Google Classroom - <https://classroom.google.com/h>

Google Hangouts Meet - [https://meet.google.com/\\_meet](https://meet.google.com/_meet)

**Please continue to the following page for information about Middle and High School virtual learning expectations.**



## **Middle School and High School Instructional Expectations for Virtual Learning**

### **Students are expected to attend all Virtual Class Meetings and Advisement.**

Teachers will post a weekly plan on FACTS (for parents) and Google Classroom (for students). Plans will be updated and new plans posted weekly on Fridays.

Teachers will notify students of the virtual meeting time for each of their classes. Teachers will take attendance at the beginning of each class. The attendance policy in the Middle and High School Handbook applies to both virtual and in-person classes. Parents will need to document absences to virtual classes in Panther Tracks (using the same process as when we are on campus).

It is important for students to fully participate during virtual learning. Students are expected to have their camera on at all times during virtual class meetings unless they have permission from their teacher to have their camera off.

Students are expected to be appropriately dressed for virtual class meetings. Students do not need to wear their school uniform, but we expect students to use good judgment and dress respectfully.

Students are expected to abide by the Pinewood Honor Code. Academic cheating will be reported to administrators (see Honor Code policy).

Teachers will primarily use email and Google Hangouts Meet to contact parents and students as needed.

Students are expected to check their school email and Google Classroom daily.

Each week students will be required to watch all recorded video instructional lessons for every class they take. Teachers will record a minimum of 2 lectures per week. Students will sign in to Google Classroom for all assignments and recorded lectures.

Students are expected to submit assigned work when it is due. Late and missing work will be graded according to outlined expectations for each class (i.e. students may receive a zero for work that is not submitted according to due dates). All rules and guidelines regarding academic work are outlined in the Middle and High School Student Handbook that is posted in FACTS Family Portal.

## Who to Contact

All Pinewood Preparatory School faculty, staff, and administrators will be available during extended school closures. Parents and students can contact anyone with questions via email.

Questions about a particular assignment or class	Your child's teacher
If your child is sick and unable to complete assignments	<b>Prior to due dates for assignments</b> Fill out Panther Tracks Email <a href="#">Angie Ringley</a> for Middle School Students Email <a href="#">Babette Hamilton</a> for High School Students
Login issues with FACTS or Google Classroom	Email <a href="#">Aimee Soyka</a> or <a href="#">Marisa Patton</a>
Additional support for your child	<a href="#">Anna Bright</a> - Guidance Counselor <a href="#">Brendan Diffley</a> - Director of Guidance and College Counselor

## Current Technologies

Below are the current technologies our faculty will be using.

FACTS - <https://pw-sc.client.renweb.com/pwr/>

Google Classroom - <https://classroom.google.com/h>

Google Hangouts Meet - [https://meet.google.com/\\_meet](https://meet.google.com/_meet)