



**Andrews Academy Online Learning Guide**  
**Student Expectations for Remote Learning**  
(working document – updated 11/13/2020)

Please adhere to the following expectations during our virtual learning period:

- Communication is key to our success in remote learning. If there is an issue, please let us know.
- Please check your emails often. It is important that students are checking emails daily, preferably multiple times per day.
- Students must be appropriately and fully dressed when participating in a synchronous learning session (Zoom meeting, etc.). Students should be in a common area of the home during any synchronous learning session, preferably not in a bedroom or other private home space. **AA uniform is required**
- **We ask that parents email [aaattendance@andrews.edu](mailto:aaattendance@andrews.edu) by 8:00 AM if your child is not feeling well enough to complete his/her assignments that day.** It is imperative that we know who is sick, and we need to communicate to teachers if students need extensions.
- If you are struggling with an assignment or fall behind in a class, please communicate directly with your teacher and your counselor ASAP.
- Most student classwork/homework will be completed asynchronously. That means students will be working at their own pace according to deadlines set by teachers.
- Academic integrity is expected. Students are required to do their own work and to reach out for support if they are having difficulty.
- **Mondays-Fridays are considered to be school days.** There may be synchronous or asynchronous learning on those days. Online classes will meet **Monday - Thursday** at their **regularly scheduled times with synchronous teaching**, meaning the teacher will be in the classroom teaching live to each student via Zoom. **On Fridays there may be some variation** to this approach depending on the class. (Review teachers' expectations and requirements for each class.)

**Attendance (Review the Andrews Academy *Sourcebook* for attendance policy)**

- Teachers will use a variety of technologies for instruction and will assign work accordingly, and some will use video conferencing through Zoom. In those cases, the live (synchronous) lesson will take place during the specified time in the student's schedule. While we highly encourage students to attend all synchronous lessons via video conference, we do understand that internet connectivity issues or other home responsibilities might make that difficult. **If a student is unable to attend a synchronous learning session, he/she is responsible to reach out to the teacher to connect about what he/she missed during class.**
- Students who do not report for a live class will be considered absent from the class.
- Student must display proper user name while using Zoom or any other platform.
- Cameras and mics should be active and functioning during the class (mute your mic unless the teacher requests you to unmute to avoid feedback). Students should be visible on camera at all times during Zoom classes unless other arrangements have been made with the teacher.
- Learning accommodations and modification will be made for students who have learning challenges relating to remote learning and special circumstances.
- **Final Exams/Assessments** will meet at their **regularly scheduled time** as published in the school calendar or as required by teacher.