



North East Carolina Preparatory School

Tarboro, NC | William Etheridge, *Executive Director*

Remote Learning Procedures 2020-2021

For the 2020-2021 school year while we are in the midst of the global pandemic surrounding COVID-19, our remote learning procedures will be as follows:

- Students will be required to log in to Google Classroom and use the Google Meet link in the top, left-hand corner to access the live instruction. Once they click on that link, on the next page they must click “Join Now” to actually view the instruction from the teacher.
- If students are not logging in in a timely manner, then this will impact their attendance through either a tardy or an absence being counted in the gradebook.
- We will be asking students to complete assignments online.
- If a parent requests a hard copy of the assignments that are online, we will work to accommodate that request for the purpose of students completing the work, but students will still need to submit the assignments online. Students will be allowed to take a picture of their hard copy assignment and upload it via Google Classroom if they choose to do so. However, we will not be collecting hard copy assignments from students for remote instruction. Those assignments must be submitted online. We are trying to limit how many times our staff members have to interact with items that come from outside of the school building.
- In order to assist parents/guardians in tracking what time students should be online, a remote learning schedule for the Elementary & Middle School Building is provided below:

First Block	8:00 am – 8:50 am
Second Block	9:00 am – 9:50 am
Third Block	10:00 am – 10:50 am
Fourth Block	11:00 am – 11:50 am
Lunch	11:50 am – 1:00 pm
Electives	1:00 pm – 3:30 pm
These are the times that live instruction will take place. The live instruction will happen Monday through Thursday. On Friday, students will be working on independent practice, but teachers will still be available for questions during these same times. Teachers may choose to offer a mini-lesson on Fridays, as well, if there is content that they feel needs to be reviewed based on how the students are performing.	

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- Students should plan to take a lunch break during the gap in the middle of the day from 11:50 am – 1:00 pm.
- Teachers will be available to meet with parents virtually during the following times, if needed:
 - 12:30 pm – 3:30 pm (Core teachers)
 - 8:00 am – 11:30 am (Electives teachers)
- * We ask that parents remember that teachers may also have professional development planned on certain days, or other meetings already scheduled. If you would like to schedule a virtual meeting with a teacher, please reach out to them via email to do so. The teacher can then communicate the days and times that s/he is available.*
- There may be times when the class does not last the entire class period. In those cases, students should follow the directions of their teachers regarding an appropriate time to exit the virtual classroom. **The start times for class, however, are vitally important.** Students should be logging on to their classes in a timely manner. Teachers will provide students with a reasonable amount of time to allow for internet connectivity issues, but students should not miss a large portion of the class and expect to be counted present.
- During virtual classes, students will not be required to be in uniform. Students should, however, be appropriately attired. If students are not clothed appropriately, the teacher will remove them from the virtual classroom. Parent contact will also be made when a student has to be removed from a virtual classroom for any reason.
- During virtual classes, students will be allowed to use the bathroom as needed. They will not need to ask permission before stepping away from their computer to do so.
- Students will **not** be required to have their cameras on during virtual instruction as to protect any privacy scenarios that may need to be considered. However, students will be required to participate in the virtual learning by answering questions either through audio (if available) or through the “chat” section in the virtual classroom. If students are not participating in the virtual instruction as they should be, parent contact will be made by the teacher.

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