



LEARNING REMOTELY: A GUIDE FOR STUDENTS, FAMILIES AND FACULTY

What you can expect from EPS:

- Classes will begin on time.
- Teachers will be prepared and ready to engage students for the full hour.
- Teachers will manage their courses on Canvas and may use OneNote as an integral component in their instruction.
- All classes will meet on Microsoft Teams.
- Teachers will return graded work within 7 school days from the date of submission.
- All assignments for the coming week will be posted on Canvas on Friday afternoons at 4pm.
- Teachers will be accessible online during office hours; they will tell you when they're available, will encourage you to visit them with questions or concerns.
- Three counselors, Ms. Lorne, Ms. Boismenu, and Ms. Sanchez are here for you—contact them if you have worries or concerns—or just to say, “Hello.”
 - mlorne@eastsideprep.org
 - lboismenu@eastsideprep.org
 - asanchez@eastsideprep.org
- Everyone who would be available for you on campus is still available—so reach out if there's anything you need!
- The Tech Department will continue to repair computers and provide loaners as needed.
 - tech@eastsideprep.org

What EPS expects from you:

- Establish a workspace appropriate to being engaged with teachers and other students.
- Wherever you've established your workspace, blur or use a custom background on Teams whenever possible.
- Ask yourself—before you submit an assignment—is all of this MY work? Have I taken language from the internet or any other source and copied it into my assignment without citing the source? Have I maintained academic integrity throughout the creation of the paper, project, assignment? If you answer “no” to any one of those—start over and do it right.
- Dress for school—as though you were going to school (because you are). Get out of bed at least 20 minutes before classes begin.
- Classes start promptly; you should be ready 5 minutes before start time. Meals should be eaten before or after class.
- Your camera should be on at all times during class. Your microphone should be muted if you are not speaking.
- Use the 30-minute passing periods between classes—at least part of the 30 minutes—to stand up and move around, get some air, grab a snack. The purpose of those long passing periods is to limit screen time as much as we can.
- Take advantage of every opportunity to spend time with friends socially in clubs and activities. It's all online—but you can still be connected to friends while being involved in activities—enjoyment of which you share.
- Take initiative to contact teachers, advisors, counselors—any of us—if you don't understand something, if you're worried about anything, if you're falling behind with any of your assignments—whatever it might be. Take advantage of our availability as educators who support students.