A PTS PROFESSIONALISM ROADMAP
FOR ONLINE LEARNING (OLL)
2020-2021

This historic period is a time to reevaluate all our learning and teaching assumptions and explore a paradigm shift in our thinking about the future of learning and teaching at Palmer Trinity School. We have been in training for this change with our Technology team for the last four years. PTS has adopted Google Classroom as our common Learning Management System and faculty have been provided with Microsoft Pro laptops. We have, since March 14, 2020, undertaken numerous trainings, webinars, conferences and readings on OLL. We are prepared for 2020/2021. We are teaching and learning in complete readiness.

As our Head of School says, **"This time it is not a sprint, but a marathon."**

THE FOLLOWING ARE SOME PROFESSIONAL EXPECTATIONS AND RESPONSIBILITIES FOR OLL FOR THE 2020-2021 ACADEMIC YEAR.

Connectivity

» PTS Faculty have access and use of Plus Portals (Grade keeping and attendance). PTS Faculty will also use Gmail, Google Drive, Google Meet, Zoom for their professional use.

» Google Classroom will be used as our Learning Management System (LMS). All course materials, posting of assignments, lessons and assessments will be made via Google Classroom to teach and communicate with students.

» Professional Development has been provided by Tech Zone to the faculty and will continue to be encouraged and required on an ongoing basis.

» Issues with faculty and students' connectivity or computers are to be directed to Tech Zone.

» Tech Tutors as well as Tech Zone will offer support to faculty as requested. This service will be ongoing.

Faculty Availability

» Classes are expected to be conducted synchronously.

» Our Mantra: "Students will be with their teacher every class, every course." This is how we are selling our school. This is what our parents are paying for. This is what our contract holds us to.

» In the On-Campus Model and in the Hybrid Model, we are expected to be physically present with our students, in every class, in every course. In that same way, we are expected to be present with our students in every OLL class, each course for a full 45 minutes.

- In OLL, that means teaching faculty are live, with all present, greetings given, attendance taken, class beginning and being taught or supervised for 45 minutes where each student has access to the teacher. The 45 minutes could include presentation, breakout work, one-on-one tutorial, peer work, etc.
- It means that for the entire 45 minutes, the teacher is present visually and by audio, for the presentation part of the lesson, for the quiet-work part of the lesson, for the read-on-your-own part of the lesson, for the research part of the lesson, answer-the-questions part of the lesson, do-the-next-two-problems part of the lesson, and so on. Students should have video/audio access to the teacher for 45 minutes seeing your face, your smile, your funning, your expression. Students will be capable of asking a clarification or question and count on hearing the voice and seeing the face of the teacher in reply.
  - It is NOT acceptable to be without video/audio contact with students for the 45 minutes. It is NOT acceptable to be available only via email or to give them days off for research or to do their reading.
  - If students report camera, microphone, audio or connectivity issues, please reach out to the parents to help solve the technology problem. Please inform Tech Zone and the appropriate Dean about the concern.

» Emails from students or parents should be answered within 24 hours.

Academic Concerns

» When addressing Academic Concerns, in addition to the student and parent, please cc the student's advisor, and bcc the Learning Resource Specialist, Lead Advisor and Department Chair, if it becomes necessary.

Attendance Concerns

» When addressing Attendance Concerns, in addition to the student and parent, please cc the student's advisor and bcc the Lead Advisor/Dean.

OLL Protocols for All Users

» Follow the current daily rotation schedule. Lesson times will be followed for virtual learning.

» Students will be dressed according to the PTS dress code. Polos will be required for each class. Faculty will ensure students are following the dress code.

» Faculty will dress per Faculty Handbook.

» Faculty will teach their class at a desk or table. Faculty will ensure that students are sitting at a desk or table with a campus provided background.

» At the beginning of each class, faculty will ensure that all students are ready with materials and computers charged.

» At the end of class faculty should remind students what is needed for the next class.

» If a student is displaying behavioral concerns, please talk to the student first, and then inform the parents, cc'ing the Advisor and appropriate Dean or Counselor (if needed).

» Teachers should partner with the Learning Resource Specialist to assist with classroom differentiation to support students.

This Roadmap to Professionalism for OLL is offered to the teaching faculty of Palmer Trinity School with great thanks and appreciation for the steadfast quality of their teaching, their creativity and their commitment to the learning and teaching process and the welfare of their students.

THE ACADEMIC TEAM
2020-2021