



OLSM Hybrid Instruction Plan

OLSM will provide in-person, on-campus instruction Monday-Thursday, and remote learning each Friday. This hybrid learning plan was developed in conjunction with the AOD *Unleash the Learning* document, and with collaboration of administration, teachers, and parents.

Faculty expectations for hybrid Friday online instruction

The purpose of virtual Fridays is to use educational technology platforms for teaching and learning. These Fridays will allow staff and students to become familiar with digital instruction, should we need to transition into virtual learning five days a week at any point during the school year.

Students and staff will follow the daily class schedule in a fully remote format featuring abbreviated 25 minute classes with 5 minutes between each class. Teachers will start each subsequent class at the appropriate time. Attendance will be taken by the teacher each hour, followed by remote instruction through the Microsoft meetings platform. Teachers will provide a lesson (either live or recorded) available at the beginning of each class period. Once teachers have completed the daily instruction, they can post an assignment or classwork.

The seminar hour will still be observed so that students and staff can have breaks embedded in their day.

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| 1st hour | 7:30 |
| 2nd hour | 8:00 |
| 3rd hour | 8:30 |
| 4th hour | 9:00 |
| 5th hour | 9:30 |
| 6th hour | 10:00 |
| 7th hour | 10:30 |
| 8th hour | 11:00 |

Student expectations for hybrid Friday online instruction

Students will log in to Blackbaud to access their Microsoft Office account Friday morning by 7:30 AM.

They should have all materials and supplies ready to go.

While some teachers will ask that the class keep their video cameras and microphones off during instruction, students should be prepared to turn their cameras and microphones on when asked.

Students do not have to wear uniforms, but will dress respectfully, sit in a workspace free from distractions, and be ready to engage and respond to teacher questions.

If a student needs technological assistance, they will contact Mr. Bone rbone@stmarysprep.com and their classroom teacher in a timely manner. If such issues are not communicated on time, work can be considered late.

Students should communicate often with their instructors, especially with any questions.

The code of conduct/honor code is in effect both virtually and in our physical classrooms. Any plagiarism, sharing answers with peers, consulting materials while testing, or submitting work inauthentically is a violation of the honor code. This will result in a zero on the assignment or assessment as well as potential disciplinary consequences.