

# ESSMY Protocols for Student Absences During COVID

As we face the increased possibility of more frequent and prolonged student absences this year, we have created a system to help mitigate the impact of these absences, on both staff and students. We encourage parents and students to exercise responsibility by following the protocols to self-isolate when necessary, and we aim to facilitate this in the following ways.

- Teachers will keep a Google Meet open during their classes. This will allow students to listen to the class. Some teachers have pre-recorded lessons on Google Classroom which may be preferable for students to listen to.
  - Students will login to their Google Meet for each designated class (the link is located on the top left hand corner in each Google Classroom) and this will be the link that will remain open for the duration of the class (at the teacher's discretion).
  - Students will be responsible for submitting their work through Google Classroom and can communicate with their teachers via email or through Google Classroom.
  - Teachers will keep their Google Meet camera facing the front of the classroom, so in-person students are not visible on the screen to those participating from home. Teachers will refrain from using last names of students in an effort to maintain their privacy. At the end of a class, teachers will close the Google Meet.
  - Teachers may periodically turn their Google Meet audio/microphone or visual/camera off and redirect students who are participating to work on their own and then return at a later time during the class to work with those online.
- Students will be able to ask questions at appropriate times using the chat function or raising their hand (using Google Nod), hear what the teacher is saying, and follow along with work that is assigned to them on Google Classroom.
- **Students will have access to their teachers during their usual scheduled time in class - and must respect this schedule.** Teachers will not be able to attend Google Meets at random times, as they are teaching other classes.
- Students must follow our **Responsible Use Agreement**. This has been signed by all parents as a part of our registration package. All ESSMY students have reviewed this in their Religion class and have agreed to the terms.
  - **Students may not at any times record a lesson. This includes screenshots or videos recorded by a third party device.**
- In the event that a student is experiencing severe health symptoms and is physically unable to participate in class, teachers will make accommodations upon the student's return.
- **This is not an alternative to Online Schooling.** Absences that extend beyond two weeks will be re-evaluated to see if Online Learning Pathways is a better option for that particular family.

**Google Meets are an extension of the classroom and are under the supervision and guidance of the classroom teacher. This is intended for students registered in that class only. If parents want to communicate with a teacher, it is to be done through the regular channels of e-mail or by phone. Parents may not communicate with teachers through the Google Classroom platform.**