



## Our Approach to Virtual Learning

The Lab School of Washington is guided by a set of principles about the work of teaching. These principles apply equally to both a virtual and in-person learning environment.

- Student experience and hands-on learning are our primary driver
- Arts-centered learning is a pathway for students across all academic subjects
- Positive psychology is a critical mindset
- Technology provides transformative tools for mastery
- Expert teachers and specialists serve as the translators for students finding pathways for success

### Our Goals as Teachers:

- Create virtual learning spaces that foster student engagement. We want to design virtual environments that maximize learning by helping our students understand what they need in order to be successful in the virtual classroom.
- Connect with our students. We want to develop good relationships with our students so that they will become risk takers in terms of their learning - we want them to try things that are challenging for them to do, and this requires us to build and maintain good relationships.
- Communicate with students and parents. We will have conversations with our students and parents to get their input about virtual learning and what they need to be successful in this setting. We will communicate in a timely and effective manner to ensure our students are engaged in their learning.
- Use technology as a tool for learning. Our teachers will thoughtfully plan and execute virtual lessons using technology designed to enhance learning engagement for our students.
- Teachers will work to optimize learning for our students. Our School recognizes and celebrates differences in teaching styles. We will support our teachers in their growth in the virtual teaching environment.
- Our teachers will help troubleshoot challenges and will offer suggestions for solutions. We expect our students and families to work collaboratively with teachers in implementing those solutions.



The Parent/Student Handbook serves as a helpful resource in providing specific guidance that is applicable to both in-person and virtual learning environments. All students are expected to be familiar with and abide by these expectations. We ask that parents and students review these expectations together, and that parents work in partnership with the School to help students meet these expectations.

#### Student Behavior:

Students have a responsibility to show up for their classes ready to engage in the learning process. The following expectations are provided to ensure that the learning environment is positive and productive for all.

- Dress Code: In the virtual learning environment (just as in the on-campus environment), students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Handbook.
- Cyberbullying and Online Conduct: In the virtual learning environment (just as in the on-campus environment), students are expected to maintain and model the highest standards of conduct, respect, and integrity, including refraining from any activity that might constitute or contribute to cyberbullying or other inappropriate or prohibited interpersonal conduct.
- One-on-One Interactions: School faculty, advisors, related service clinicians, and administrators will provide virtual one-on-one meetings with students as appropriate and as needed. The School will limit one-on-one interactions to those necessary to support the academic and social well-being of students and families.
- Recording: Virtual learning sessions and communications should not be considered confidential and may be recorded for assessment, progress monitoring, and other school-related purposes. Students are prohibited from (a) recording any part of any online or virtual learning program, unless specifically directed by their teacher; and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, fellow students, or anyone else in relation to the School's virtual learning programs.
- Safety: All members of the School community are responsible for maintaining a safe online and virtual learning environment. The School will strive to support and ensure students' safety in the virtual learning environment. Students and their families are also expected to employ appropriate safeguards and manage technology-related risks appropriately.



### Responsible Technology Use:

Technology at The Lab School supports and enhances the work of students in furthering the mission of the school. Students are expected to use all technologies, equipment, Lab School systems, computers and communication devices in an ethical, responsible and legal manner – consistent with the Lab School Community Standards. Technology users at Lab School are responsible for handling and operating all computer and communications equipment with care.

### Students must:

- Transport the device with care at all times
- Take full responsibility for the device and keep and store the device safely at all times
- Report any problems, damage or theft immediately to the Lab Technology Department
- Return the device and charger to the Lab Technology Department when requested and before a student's agreed upon last day of enrollment
- Bring a charged device to campus each day during in-person learning
- Use their School-issued device for all Lab School work, unless given permission to use another device by a teacher or administrator

### **Virtual Learning Program-Specific Expectations**

While individual teachers will provide specific guidance and direction to students to ensure that they can be actively engaged in the learning process in each classroom, there are some general guidelines that all students are expected to follow.

Students will be active and engaged participants in virtual lessons on Zoom. Students will demonstrate active participation by:

- Participating in virtual learning in a place that is free of distractions and appropriate for completing schoolwork
- Not eating during classes unless given explicit permission by the teacher
- Being responsible for their own learning by following the guidance and direction of teachers regarding the use of help from family members or others
- Attending lessons without the participation of family members or pets
- Gathering materials needed before class starts so that they are ready to be used during class.
- Joining class on time, or notifying their teacher ahead of time if they are going to be late or miss class.



- Joining class using their charged, school-issued device. Students must receive permission from their teacher to use a device other than their school-issued device.
- Waiting in the “Waiting Room” until they are admitted to the lesson by their teacher
- Entering the room silently with their video on, and their real name on the screen.
- Using virtual backgrounds only with explicit teacher permission. Virtual backgrounds must be appropriate to a school-setting, and not distracting to the learning environment.
- Keeping their video on during the lesson. While we recognize that there may be individual circumstances that warrant an accommodation regarding video, students are expected to ask for permission to turn off their camera or leave the lesson.
- Ensuring that the virtual learning environment has sufficient lighting for teachers and peers to see the student
- Muting their audio while teachers or other students are talking, or when directed by a teacher
- Following teacher instructions while participating in a lesson, including using the chat, raise hand, and share screen tools
- Being respectful of all participants, including using school-appropriate language and listening to other students without interrupting

Students in the Elementary and Intermediate divisions will use Google Classroom to manage their distance learning schedule and assignments. In the Junior High and High School, teachers will use MyLAB. Students will use these tools to:

- Locate their class schedule and Zoom links for classes.
- Check for assignments posted by their teacher.
- Submit completed assignments.
- Review assignments returned by the teacher, and resubmit assignments requiring additional work.
- Access digital resources posted by the teacher.
- Students and parents may access our [Dragon Tech Help](#), a real-time technology help line, for assistance with technology during the school day (8:30am - 3:00pm). A link to the tech help line is available on the website ([www.labschool.org/dragontechhelp](http://www.labschool.org/dragontechhelp)) and provides the option of a phone call, a Zoom room, or an e-mail.