



# LONGLEAF SCHOOL OF THE ARTS

322 CHAPANOKE ROAD ♦ RALEIGH, NC 27603 ♦ (919) 896-8164

March 17, 2020

Dear LSA students,

We're excited to get started with our Extended Online Learning on Thursday! We know there will be small adjustments as you access your instruction with your teachers online. This will be a great opportunity for you to experience online learning with much more support than you would receive in a typical online setting in high school or college. It will also be a great opportunity to keep up our momentum in preparation for AP exams, EOCs, etc.

Teachers and staff will be consistent in their use of procedures and online tools to limit questions. However, if there are difficulties, do not worry. We will address them as soon as possible.

We have compiled some important information for you to review in preparation. This is your responsibility and not being prepared or not understanding will not be an excuse for missing class.

1. Be sure your device is charged daily.
2. Check your WiFi access. If you do not have internet access, call Charter Spectrum regarding their 60 day offer to eligible families (844) 488-8395.
3. Prepare a place where you will do your daily classwork that is appropriate and as quiet as possible. Have earbuds or headphones ready for listening.
4. Be ready for class at 8:30 am for the beginning of the day and at the beginning of each class period. Your teacher will take attendance through a Google Classroom Question. After 10 minutes into class, you will be marked tardy. If you do not answer the question, you will be marked absent and a counselor will contact you.
5. **STAY ON SCHEDULE!** This is not a flexible schedule. You will follow the bell schedule for that day, with an extended lunch during Advisory. Teachers will instruct through live lessons, videos and guided independent work. During your scheduled class and during their tutoring hours, they will be available to answer questions when they're not delivering instruction.
6. During your Study Hall, you should be completing homework. You may request a meeting with your grade level counselor or CA teacher during this time and she will send you a meeting link. Do your homework that same day. Staying on schedule will prevent stress.
7. Teachers will use Google Classroom to post lessons and assignments. Some teachers may use Zoom meetings to host live lessons. Should they do so, the link will be provided in Google Classroom. Students do not need to open the App to join a meeting AND do not need a Zoom



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Account in order to join a meeting. All you will need is the link that will be sent through Google classroom for a Zoom session to start.

8. The expectations for your BEHAVIOR online are the same, if not higher, as in the classroom in person. We will follow the Student Handbook. Comments and questions that are verbal or in writing should be limited to the lesson. Anything inappropriate will be referred immediately to Administration. Regarding assignments, you're reminded to follow the Honor Code.
9. Should a teacher choose to host a live lesson in Zoom where students are visible via webcam, students should follow the school dress code, be certain what others can see in the background is not distracting or offensive and keep microphones on mute unless given permission from the teacher otherwise.
10. Be patient and show your maturity. The first day in each class may take some adjustment. For instance, a teacher's WiFi may lag and you will need to show patience in listening to the lesson that day. If difficulties arise, take a few deep breaths, count to ten and if you are still having difficulty following the lesson, follow your teacher's instructions for letting them know.
11. It will be crucial for students to check and respond to email at least once a day (either before school starts, during lunch or at the end of the school day).

The last day of Q3 will now be Wednesday, April 1st.

Our success as a school will rely on mutual respect and good intentions. This is our time to shine as a **Rigorous Community of Creative** individuals generating **Authentic** work.

Thank you,

**Mrs. Brooklyn Winters**

Dean of Students

**Mrs. Johneka Williams**

Head of School