



# Guidelines & Procedures

## for Parents/Guardians • 2020-21 Academic Year

### Canvas Observer

#### Parents/Guardians as Canvas Observers

*Optional - Done through the Parent App*

- Work with your student to decide if this is right for your family
  - Student can share a pairing code with you from their account

#### Role of a Canvas Observer

- Check in on student's academic progress in each of their classes
- Use as a tool to help facilitate academic conversations
- Help your student develop organizational or time management strategies

#### NOT the Role of a Canvas Observer

Observers should be focusing on student progress and not analyzing the teacher or their class materials

*Please note: teachers are working under the expectations that they will update their grades and missing assignments at a minimum of every two weeks. Since this is a new practice and Canvas is our new learning management system, there is a learning curve. Please give teachers some grace as they are still learning this system and adapting their practice.*

### Communication

#### Communication Do's and Don'ts

##### Do:

- Communicate with a teacher/advisor, using the faculty member's Northwest email

##### Don't:

- Send a teacher a communication through Canvas if you are a parent/guardian
- Use personal cell numbers for phone calls or text communication with Northwest faculty

#### Email Replies

Allow 48 hours to receive email replies from faculty during the work week.

➤ *This timeframe does not apply to weekends*

#### Line of Communication

- If your student is struggling in most classes, please initially reach out to the advisor to discuss and create a plan.
- If your student is struggling in 1-2 classes, we encourage you or your child to first connect with that teacher to develop some strategies and cc their advisor.
- If beneficial to the situation, you or your student can also loop in additional supports within the school such as the School Counselors or Learning Resources.

### Asynchronous Workload

#### Guidelines

*Created with an awareness of a range of student's across different abilities*

- **6th and 7th Grade**  
Max of 4 hrs of independent work weekly (30 minutes per class, per week)
- **8th Grade**  
Max of 5 hrs of independent work weekly (38 minutes per class, per week)
- **9th and 10th Grade**  
Max of 6 hrs of independent work weekly (45 minutes per class, per week)
- **11th and 12th Grade**  
Max of 8hrs of independent work weekly (60 minutes per class, per week)

#### Considerations

- Teachers will use synchronous classtime for independent work
- Teachers will focus on quality (digging deeper) rather than quantity, with the understanding that we are covering as much material as possible in the midst of managing the pandemic.
- Teachers will keep in mind students who have extended time and help monitor their workload to try to keep it within the above asynchronous workload guidelines.
- Teachers will work with those students who need more challenge to provide enrichment activities.