

# ONLINE TEACHING AND LEARNING PROTOCOLS



NOW THEREFORE GIVE ME THIS MOUNTAIN



## ***VISION STATEMENT***

**“Combining Sound Scholarship with the Dignity of Labour”**

## ***SCHOOL MOTTO***

**“Now Therefore Give Me This Mountain”  
(Joshua 14:12)**

## **CORE VALUES**

*We Value:*

- **Respect for God**
- **Respect for self**
- **Respect for others**
- **Respect for time, truth, justice**
- **The beauty of honesty**
- **Personal Academic Development**
- **The dignity of labour, a clean healthy environment and the spirit of volunteerism**

## ***MISSION STATEMENT***

**We believe that every child has a niche in life. Therefore, this school is committed to providing equal educational opportunities that will:**

- **Enable each student to realize his/her full potential.**
- **Foster the development of Christian values and positive social attitudes.**
- **Provide the necessary skills to make him/her a responsible citizen contributing to the development of the nation.**



# TEACHERS



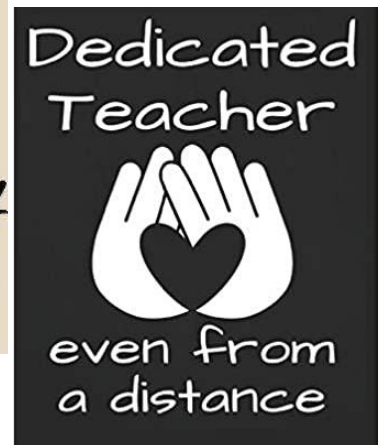
As an educator you are challenged to adapt to the demands of the changing times. As of Monday October 5, 2020, teaching and learning will take place via Google Suite. This online learning environment will present its own unique set of challenges; therefore, you will be required to exhaust your options of creativity, diversity and flexibility. It is very important that teachers make online learning a priority just as we do for face to face instructions.

With this in mind, we urge you to uphold your highest standard of teaching and bear in mind various protocols and safeguarding practices. This will encourage a healthy and desirable teaching and learning process.

With this in mind, we urge you to uphold your highest standard of teaching and bear



A teacher takes  
a *Hand*, opens  
a *Mind* and  
touches a *Heart*





## **E-Policies and Protocols for Teachers**

### **THE FORM TEACHER**

The Form Teacher is a responsible leader. Responsibility is not something that simply comes natural to all human beings but, it is something that is learnt by example.

As a Form Teacher do not accept anything less than the highest standards of obedience, attention and politeness. Above all, do not tolerate impertinence.

### **Duties of the Form Teacher**

**Reminder:** School begins at 7:30a.m.

#### **Orientation**

##### **Form Teachers should:**

1. Give students their class time tables.
2. Help students to peruse the school rules.
3. Collect biographical data for each student: student's full name, date of birth, address, telephone number and email addresses. Also same data including work information must be collected for their parents or guardians.

#### **Registration**

##### **Form Teachers should:**

1. Ensure that students are settled for registration by 7:30a.m.
2. Register students between 7:30a.m. and 7:40a.m.
3. The form teacher should check students' attire
4. Form teachers should notify Grade Supervisors and Vice Principal if they will be late or absent.

## Record Keeping

### Form Teachers should:

1. Record students' daily attendance on the SMS system and in the hard copy register
2. Close students' attendance register at the end of the term/year.
3. It is the responsibility of the form teacher to ensure that **End of Term** and **End of Year** reports are properly and accurately completed.
4. *In preparing the reports, the form teacher should -*
  - Ensure that all marks from subject teachers are on the reports;
  - Include any other necessary information about each student (detention, suspension, clubs/societies);
  - At the end of term/year prepare class list, drop-out list, update register, numbers book etc.
  - Form teachers of Grade 10 should submit recommendations to the prefect advisors of student who are potential prefects.
  - Form teachers must refer students needing special assistance/guidance to the Guidance Department.

### Other Duties of the Form Teacher

1. Teach students the school song
2. Formulate some classroom rules along with students.
3. Display rules in classroom.
4. Plan and conduct form meetings.

### The Form Period

The Form Period is expected to grow into a vital part of the life and organization of the school. The Form Teacher, will have responsibility for the welfare, conduct and discipline of the students of their assigned forms.



## **Purpose of Form Meetings**

1. To ensure that the teacher gets to know all student in the form with a view to providing suitable guidance to each student.
2. To discover and develop particular talents and interests of individual students in the Form.
3. To develop form unity, school pride and loyalty.
4. To foster the schools' programme of work, worship, games and recreational activity.

## **Guideline for the Conduct of Form Period**

1. Bring students to order before starting.
2. Be sure to arrange some form of activity for each Form Period.
3. Let students participate in planning what they would like to do at each Form Period and try to ensure maximum participation in each activity.

## **THE SUBJECT TEACHER**

- All virtual/online lessons should follow the regular, daily timetable/schedule of lessons.
- The course outline for each class should be posted in Google Classroom at the start of the term. Create a topic called COURSE OUTLINE and upload the outline to this a MATERIAL.
- All lessons for the week should be posted on Google Classroom.
- If you are sick and you are unable to work, please an administrator by 7:00 a.m. and ensure that work has been posted in Google Classroom for students
- All teachers must begin lessons by first taking a register.





## STUDENTS



As of Monday October 5, 2020, teaching and learning will take place on an E-platform. Teachers will provide support through guidance and instructions that are linked to students' work. They will foster a positive learning environment that will give students an opportunity to engage in their learning. A variety of teaching strategies will be utilized, and all learning styles and levels of abilities will be targeted.



To ensure productivity from this mode of teaching and learning guiding protocols for learning and operating in a virtual space will be provided. Please read through the protocols carefully to ensure that the expectations are understood. It is essential that all protocols are adhered to.

### THINGS OUTSIDE YOUR CONTROL

*COVID-19*

*ADVERSITIES*

*OTHER PEOPLE'S  
ACTIONS*

*OTHER PEOPLE'S  
FEELINGS*

*OTHER PEOPLE'S  
OPINIONS*

*OTHER PEOPLE'S  
MISTAKES*

### THINGS YOU CAN CONTROL

YOUR **ATTITUDE**

YOUR **BEHAVIOUR**

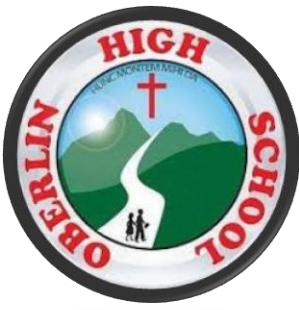
YOUR **ACTION**

YOUR **EFFORT**

YOUR **MINDSET**

YOUR **REACTION**





## E-Policies and Protocols for Students

### Attendance

- Follow your timetable that indicate the time for devotion, registration, class sessions and breaks. For video conferences, you should remain in class at the end of the session until you are dismissed by your teacher.
- Join the class using your full name and class ID (example: John Brown 70)
- Be online and on time for devotion, registration and class sessions
- Follow the instructions given by your teachers to indicate your attendance to classes
- Once you have logged on to the E-platform, your video should be turned on so that you can be identified by your teachers.
- Mute your microphone at all times, except, when you are asked to speak or when you are responding to a question.

### Attire

- All students are required to be properly groomed and appropriately dressed. You should be attired in the Oberlin High School uniform or the PE gear top.

### Respect

- If you are using a computer or tablet for classes, keep your mobile phone on silent/off and away from you while learning.
- We expect you to be good digital citizens. Keep your online chat focused on learning. Ensure that online speech and text/chat is respectful of all participants at all times.



- Teachers and students should be addressed by their correct names at all times
- Refrain from posting inappropriate images, videos or texts. All activities will be monitored.
- You should not encourage any form of behaviour that causes disruption during lessons.
- There is to be no filming, recording or sharing content (you must not take screenshots or record staff members presenting information to you).
- You are to inform all members of your household that you will be joining a video conference and that they can be seen (if your camera is on) and heard (if your mic is on).
- Do not eat during online class sessions
- Raise your hand to talk or to ask the teacher for help

### Commitment

- Be prepared – All your things must be prepared before joining the class
- Complete all online and offline learning tasks
- Log into additional assistance Video Conference sessions if you need help.
- If you have technical issues, contact your teacher to find out how you may access what you have missed at a later date.
- Stay focused on learning while in class

### Community

- Contribute to online discussions
- Offer support and assistance to your peers.
- Remember to be patient with others, they may be feeling anxious too.
- Join in and contribute to group activities
- Be patient with your teachers as online teaching is new to them as well.
- Politely alert your teachers to ways things may be improved.





## **E-Policies and Protocols for Parent**

- Establish routines and expectations for your child/children
- Create a suitable area/atmosphere for learning
- Establish and maintain a relationship with teachers
- Encourage your child/children to ‘own’ their learning
- Monitor time online and on-screen
- Consistently check in with your child/children to assess their progress

