



LEC Support – Remote Instruction

We understand that remote learning presents some challenges for students and families. We plan to support students as they strive for success in their classes. Students will still have the opportunity to plan meetings with LEC specialists through their study hall periods, before and after school, and during the lunch period.

- All students will be invited to the Learning Enrichment Center Support team on Microsoft Teams, which has all the information they need to work with specialists.
- Students will be able to sign up for meeting times with specialists on Microsoft Teams through the content “channels,” or by directly messaging the specialists. It is the student’s responsibility to adhere to the agreed upon meeting time.
- To get in touch directly with one of the specialists, you are also welcome to email them at the following addresses:
 - Caroline Becker (Caroline.Becker@sths.org), LEC Director
 - Laura Speck (Laura.Speck@sths.org), Writing/ELA Specialist and Accommodations Coordinator
 - Steven Fuchs (Steven.Fuchs@sths.org), Math Specialist
 - Dr. Andrea Spiering (Andrea.Spiering@sths.org), Science Specialist
 - Joanie Shelley (Joanie.Shelley@sths.org), History Specialist
 - Fr. Mitch Dowalgo (Mitch.Dowalgo@sths.org), World Language Specialist
- Specialists will then conduct meetings with students through Teams either by directly video-calling the individual student or by opening up a meeting which allows small groups of students to meet. Video meetings in Teams have several useful features, including a shared white board on which both students and specialists can write, a shareable calculator, and the ability for specialists and students to share their screens with each other. The shared screen feature allows the specialist to display instructional materials and the student to display his work or questions.
- If the student neglected to sign up and needs help, he should either video-call the specialist directly on Microsoft Teams or check the appropriate specialist’s Teams channel and join an ongoing meeting. A meeting visible to him is like an open door in the LEC.
- If the student requires a private, one-on-one discussion with a content-area specialist, he should contact her or him by email to arrange it. Meetings with Ms. Becker will continue to be one-on-one discussions.
- This platform is new to all of us, and we appreciate the learning process it requires. Students should try it all out, and they should contact Ms. Becker or their teachers for help if anything fails to work as expected.
- The specialists keep a log of student meetings that is accessible to faculty, which allows for collaboration and transparency among all faculty supporting your son.

Accommodations Support

- Students will be able to utilize all of their accommodations, many of which are automatically in place with remote learning.
- In order to utilize the extended time accommodation, **upperclassmen** will request extended time with their teachers via email at least two school days prior to an exam. Upperclassmen will also be required to complete a Google form two school days prior to the exam indicating all pertinent testing information. This form will be available on each teacher’s Bulletin Board on the STH Portal.



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- Teachers will automatically set up extended time for **freshmen**. Freshmen will complete the extended time portion of their test during their study hall period.
- For **all students** utilizing the extended time accommodation, tests will be divided into two sections. Students will take the majority of the test during their class period, and will take the other portion of the test at another point that day. The accommodation remains the same; students will have an additional 50% of the time they had during class to complete the second portion of the test (typically 15-20 minutes). Time limits will be set for each portion of the test.
- To address any individual concerns, please contact Ms. Becker or Ms. Speck.