

# C.T. Janet Virtual Learning Expectations

Teacher	Student	Parents
<ul style="list-style-type: none"> <li>● Make contact with all students/parents on your virtual roster prior to the first day of school.</li> <li>● Assist with the distribution of Chromebooks (if applicable), books, and workbooks to virtual learning students/parents.</li> <li>● Teacher will provide a video introduction/greeting prior to school to introduce themselves to the students and parents.</li> <li>● Set up your class on Class Dojo.</li> <li>● Report to school at 7:15am. Dismissal at 2:45pm. Duty to be announced.</li> <li>● You will teach a class of students and/or provide one-on-one small group instruction through an online virtual format.</li> <li>● All normal operating instructional requirements remain. (Lesson planning/assessment creation and submission, delivery, grading, and recording)</li> <li>● Communication with students/parents via Class Dojo, email, phone, or Google Meet is required.</li> <li>● Teacher must be available for students and parents during student contact time (7:45am - 2:45pm).</li> <li>● Open virtual sessions each morning by 7:45am and begin teaching at 8:00am.</li> <li>● Use of Google Classroom/Meet is mandatory.</li> <li>● Share student and parent expectations.</li> </ul>	<ul style="list-style-type: none"> <li>● Create a space for virtual learning time at home.</li> <li>● Ensure equipment needed for virtual learning is available, working, and charged.</li> <li>● Take proper care of school issued Chromebook (if applicable), books, and workbooks.</li> <li>● Join Google Classroom for virtual learning by 7:45am each morning. Classes will end at 2:35pm. See the attached schedule for your grade level.</li> <li>● Attend classes daily. Teachers will record attendance through a Google Form. You must check-in, using your teacher's Google Form, before class. You must check-out using your teacher's Google Form, after class.</li> <li>● Engage in class during designated times/schedule with your video on during lessons.</li> <li>● Interact and participate with the teacher and classmates during lessons.</li> <li>● Utilize online resources through Clever: Lexia, iReady, Zearn, AR.</li> <li>● Demonstrate learning with the completion and submission of assignments daily.</li> <li>● Assignments will be submitted through Google Classroom using Sheets, Slides, Forms, PDF/Kami, or uploaded photo submissions.</li> <li>● Remind your parents to set up an account for Class Dojo.</li> </ul>	<ul style="list-style-type: none"> <li>● Make arrangements to pick up school issued Chromebook (if applicable), books, and workbooks.</li> <li>● Create a quiet, distraction-free space for your child to work.</li> <li>● Ensure equipment needed for virtual learning is available, working, and charged.</li> <li>● Ensure that your child takes proper care of school issued Chromebook (if applicable), books, and workbooks.</li> <li>● Assist your child in joining Google Classroom for virtual learning by 7:45 am each morning. See the attached schedule for your grade level.</li> <li>● Assist your child in the operation of Google until they are familiar with the features and functions. Be available to assist your child with technology throughout the day.</li> <li>● Ensure that your child completes their teacher's check-in and check-out Attendance Google Form every day.</li> <li>● If your child will not attend class, please notify the teacher via Class Dojo or email.</li> <li>● Encourage your child to interact and participate with the teacher and classmates during lessons.</li> <li>● Ensure that your child attends classes daily and follows the schedule set forth for their grade level. Attendance will be recorded.</li> <li>● Check to see that your child has</li> </ul>

- Lessons will be taught live daily and recorded for later use by students and parents.
- Lessons and activities must be posted by 7:45am ready to utilize for the daily lessons.
- Tier I curriculum and resources will be utilized. District pacing must be followed.
- Establish a regular schedule for when you will be logging in to the sessions and communicate this to students.
- Take attendance at the beginning and end of each session using your attendance Google Forms. Ensure students are checking-in when they arrive and checking out at the end of class. If a student logs out prior to the end of a lesson or without checking-out, be sure to document.
- Communicate to your students in advance when you will grade and return all assignments and assessments.
- All assignments will be due during each class session as indicated by the teacher. Feedback provided within 24 hours of submission.
- Assignments will be submitted through Google Classroom using Sheets, Slides, Forms, PDF/Kami, or uploaded photo submissions.
- Graded assignments are posted in both Google Classroom and in JCampus grade book. Turnaround time for grading digital assignments is the same as in person teaching.
- Monitor assignment submissions and communication with students to remind them of missed and/or upcoming deadlines.

- Reach out to your teacher if you need help through Class Dojo, Google Classroom, email, or phone.
- Share grades received in Google Classroom with your parents.
- Wear school uniform during live video lessons.
- Maintain login information for all online programs utilized within classes.
- Demonstrate online learning etiquette by following the school's expectations: Just be safe. Always be respectful. You can be responsible. In-person classroom rules apply to virtual students.
- Adhere to online technology policies from the school and district.
- Computer camera must remain on for the duration of the lesson, unless the teacher says otherwise.
- Assessments should be completed by the student without any additional support. During assessments, mic and camera must be on. Student must be alone in the room when testing.

- completed assignments and assist them in submitting them daily during class times.
- Communicate regularly with your child's teacher via email, Google Classroom, phone, or Class Dojo. Teachers are available Monday - Friday 7:45am to 2:45pm.
  - Regularly check Google Classroom and Student Progress Center for your child's grades and to make sure assignments are completed and turned in.
  - Ensure that your child demonstrates online learning etiquette by following the school's expectations: Just be safe. Always be respectful. You can be responsible. In-person classroom rules apply to virtual students.
  - Ensure your child adheres to online technology policies from the school and district.

<ul style="list-style-type: none"><li>● Provide timely and meaningful verbal feedback daily to students on classwork, homework, and/or exit tickets using clear and concise language.</li><li>● Written feedback on assessments will be provided weekly to students and parents.</li><li>● Small group time options: Lexia, iReady, Zearn, AR, Epic, groups of 3-4 students, or one-on-one instruction virtually.</li><li>● Teacher will have their laptop to do the screen sharing and they will also be provided with a monitor to be able to view the students throughout the lesson.</li><li>● Planning periods will be utilized for collaborative and independent planning, cluster, grading, and making parental contact.</li></ul>		
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Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upload to Google Classroom by Sept. 4, 2020