

# Grace King High School Virtual and Hybrid Learner Expectations

The following expectations support the JPS Virtual Jefferson and Hybrid Instructional Models.

All school and district policies apply to students while on school grounds (physically or virtually), while traveling on a school bus to and from school, and during a school-sponsored activity when participating physically or virtually.

Students enrolled at Grace King High School through Virtual Jefferson and Hybrid Learning platforms are expected to adhere to all policies, rules and mandates stipulated in this document. Non-compliance or any violations may result in loss of privileges and an interruption in the student's participation in virtual and/or in-person learning. Subsequently, students may be in danger of not obtaining Carnegie units required for graduation.

## Academic Expectations:

- Hybrid students should bring their chromebooks/laptops to school during in-person learning days.
- Students scheduled in a course must log in daily through Google Classroom to access Google Meets and any assignments for the day.
- Students must attend all online and/or hybrid classes that are on their schedule.
- Students are required to report to class (physically or virtually) on time in accordance with the published bell schedule. Virtual students are encouraged to log in early.
- Students must be visible with their cameras on for the entire class period.
- Students must actively participate in all lesson activities, assessments, and discussions.
- Students should work independently or in groups (when assigned).
- Students must complete and submit their school assignments/tests in Google Classroom by the deadlines established by their teachers.
- Students must communicate with teachers to receive regular feedback and support for learning.
- **Please note the following:**
  - Students who fail to adhere to the aforementioned expectations and fail to complete course-related tasks, assignments, and tests may earn a failing grade for the course.
  - In accordance with the district calendar, no extensions will be granted to students for unfinished work beyond the end of the semester.
  - Any student who fails a course will have to complete the course again through the PLATO credit recovery program. This could potentially affect a student's ability to complete graduation requirements on time.

## Behavioral Expectations:

- Only the student scheduled to attend the class should be visible in the classroom.
- Students should be actively and productively engaged in appropriate online behavior.
- Students should be respectful and use the appropriate tone and language when addressing other students and teachers.
- Students must adhere to school dress codes regarding uniform and basic appearance.
- Students should refrain from activities that will distract themselves and others from participating with the lesson i.e. surfing the web or viewing items unrelated to the lesson.
- Students are prohibited from screen-sharing unless expressly directed by the teacher as part of a classroom activity.
- Cell phones are prohibited and must not be used or seen during the lesson.
- Students shall refrain from posting or sharing harmful and offensive comments, messages, photos, and other material.

## Behavioral Consequences:

All inappropriate behavior will be addressed and followed with the appropriate level of disciplinary actions.

1. Issue a warning
  - a. Send a private message through chat feature or Google Classroom.
2. Parent notification

- a. Documented in JCampus in the communication tab (not as a referral).
- b. Telephone contact
3. In-person or virtual conference with the student and parent - documented in JCampus.
  - a. Teachers may request support from the Office of Operations.
4. Teacher held detention (virtual or in-person)
  - a. Detentions may be held during lunch or after school.
5. Saturday detention - assigned by an administrator only
6. Referral to Operations
  - a. An investigation will be conducted and due process will be followed.
  - b. Consequences will fit the disciplinary infraction and could range from a conference to a suspension.
  - c. Students could potentially be excluded from participating in live learning activities during both the investigation process and suspension period.

### **Student Supports:**

- Each teacher offers office hours for the last 30 minutes of class each Friday so that students may receive more individualized attention and tutoring.
- Paraprofessionals are assigned to classes to support students in special populations.
- Students will have access to *Access Health* - School Based Health Center - a full service mental health center that is housed on our campus. Enrollment/Consent forms are available in the front office.
- Grade level counselors have established Google Classrooms for each graduating class with information and resources for students.
- **The Academic Behavior Intervention Team (ABIT)** supports student academic and behavioral needs. Additionally ABIT is the entry point for identifying and supporting gifted/talented, 504, students who learn differently.
  - The team meets monthly with students and parents.
  - Supports may include but are not limited to:
    - providing an adult mentor
    - initiating check-in/check-out (DBRC)
    - behavior agreements
    - evaluation processes

### **Virtual/Hybrid Classroom Rules:** In order to create a successful year, students should do the following:

- Choose a quiet space, free from distractions when attending classes.
- Minimize background noise by turning off the TV and radio.
- Exit other applications on the computer before entering the Classroom.
- Mute the computer microphone during the lesson, until it's your turn to speak.
- Adhere to all the procedures set forth by your teacher.
- Use the chat responsibly and respectfully. Refrain from using chat for sideline discussions.
- When your teacher dismisses you from class, exit Google Meet by using the phone handset icon.
- Adhere to the Grace King PBIS Expectations and 4A's
  - Be Respectful, Be Responsible and Be Safe!
  - Attendance, Attentiveness, Attitude and Accountability

### **Virtual Classroom Emergency Procedures:**

In the event of an emergency situation which requires the teacher or student to end or to pause the class, the procedure listed below should be followed.

1. State out loud to the virtual students/teacher that there is an emergency so that the matter can be addressed by the teachers.
2. Students should immediately exit Google Meet and wait for a message from the teacher in the Google Classroom.
3. Students should submit a statement to the teacher regarding the incident that occurred in Google Meet.
4. Call the front office to alert Operations that an emergency occurred. an email to the academy administrator with details of the emergency. Provide as much information as possible.
5. Additional emergency procedures will occur on campus for in-person learners.