

2020-2021 Virtual Classroom Procedures



Due to the COVID-19 pandemic, we will be utilizing a virtual learning platform at the beginning of this school year and possibly longer depending on how the situation progresses.

Even though we will not be in the classroom, **expectations will still be high** and **all school rules/policies must be followed**. In this document I will be clearly outlining our virtual learning expectations and proper Google Meet etiquette.

Weekly Schedule Details.

Monday, Tuesday Thursday, Friday: Synchronous/Flex

- Classes will be held synchronously through Google Meet during the first 30 minutes. (See time schedule below)
 - Classwork will be assigned during the Google Meet and due at the end of the scheduled synchronous period.
 - Any work turned in after this time will receive 50% credit - until the test day.
 - The link to join the Meet is posted on the Google Classroom landing page.
 - This link will be the same for each Google Meet (it does not change from day to day)
- The remaining hour and a half will be a “flex session” in which students are expected to complete the assigned work independently and should remain available for further synchronous opportunities.

Wednesday: Aynchronous/Flex

- Assignment(s) will be posted on Google Classroom and due by the next Synchronous Period.
- This time may also be used for small groups and office hour purposes.

Monday Synchronous	Tuesday Synchronous	Wednesday Flex Time	Thursday Synchronous	Friday Synchronous
7:45-9:45 1st Hour	7:45-9:45 4th Hour	7:45-8:39 1st Hr 8:44-9:38 2nd Hr	7:45-9:45 1st Hour	7:45-9:45 4th Hour
9:50-11:51 2nd Hour	9:50-11:51 5th Hour	9:43-10:37 3rd Hr 10:42-11:01 Advisory * Synchronous	9:50-11:51 2nd Hour	9:50-11:51 5th Hour
11:51-12:21 Lunch	11:51-12:21 Lunch	11:06-11:59 4th Hr 11:59-12:29 Lunch	11:51-12:21 Lunch	11:51-12:21 Lunch
12:26-2:28 3rd Hour	12:26-2:28 6th Hour Prep Hour	12:34-1:29 5th Hr 1:34-2:28 6th Hr	12:26-2:28 3rd Hour	12:26-2:28 6th Hour Prep Hour

Attendance:

- Participation in Google Meet and/or Completion of assignment(s) will count as your daily attendance
 - Attendance will be taken/posted via Skyward
- If you are unable to attend the day's synchronous session, you will still be expected to complete the day's agenda (*which may include: assignments, videos, recaps ..*)
 - If you are unable to access the google classroom, contact a classmate using your Class Contact List for the agenda.
 - "Absent" work will be expected to be completed by the following synchronous schedule.
 - Please communicate with me for adjustments, should there be extenuating circumstances.

Vocabulary for 2020-2021

- **Synchronous:** The word synchronous means **working together** at the same time, and in the online learning world. Chat rooms and online conferences are good examples of synchronous communication
 - Learning is online and happens in real time
- **Asynchronous:** Learners complete work independently **on their own**, no matter the location.
 - Learning occurs through online channels without real-time interaction.



Proper Google Meet Etiquette (The 5 P's)

- 1. Punctuality -**
 - Get Google Meet link from stream, log on a few minutes **before** class, mute yourself
- 2. Place**
 - Quiet space, neutral background, no light source right behind you
- 3. Preparation**
 - Computer charged, camera **ON**, homework completed
- 4. Presentation**
 - Appropriate clothes, sit up straight, nothing inappropriate should be in camera view
 - Speak clearly, loudly, and stay on topic
- 5. Participation**
 - Be focused & attentive
 - Other screens (games, videos, TV), should not be open/on.
 - Mute yourself while waiting your turn to talk.
 - Do use all communication features available: video, mic, chatbox, emojis, reactions, and tools.
 - If called on, unmute yourself and answer
 - If you have a question, type question in the chat
 - Only type in chat box if given permission and related to the topic
 - No Private Chats
 - Be respectful of the teacher and your classmates, & follow **ALL** rules as if you were in the classroom



Communication

Students/Parents may email me at snookkj@haslett.k12.mi.us, dablerpl@haslett.k12.mi.us