

Processes, Procedures, and Expectations
(Virtual Instruction)

Attendance

- Daily bell ringers must be completed for attendance.
- These assignments must be completed during the scheduled time for each class (English II/AVID by 9:25 am; English I by 10:55 am) each day of the week.
- If assignments are not submitted, students will be counted absent.

Assignment Completion

- All assignments posted in CANVAS should be submitted by the due date and time listed.
- Incomplete assignments must be resubmitted within two days of being graded.
- Assignments receiving less than 80% should be resubmitted within two school days of being graded. (i.e. – If a student submits an assignment on Monday that is graded on Tuesday, it should be resubmitted by Thursday.)

Google Meets

- Google Meets will be held twice weekly during scheduled class time.
- The day of scheduled meetings will depend on instruction during each week.
- Students should check the weekly announcement for meeting dates and times.

Office Hours

- I will have available office hours on Fridays for each class.
- This is not a required meeting and does not count as one of the two required meetings for the week.
- During your student's scheduled class time, they may join a Google Meet about any questions for the week.

E-mail

- E-mail is the easiest and most effective form of communication with me.
- I will e-mail students with any questions or concerns related to classwork.
- Students should check their e-mail daily.
- Students and parents may e-mail me any time with questions or concerns.
- After school hours, please allow until the following school day for a response.

**Disclaimer: We are all learning when it comes to remote instruction. Please understand that syllabi and expectations are tentative. If something isn't working, we will change it. I will update processes, procedures, and expectations as necessary throughout the semester.