

Virtual School Plan Expectations for MP 4

1. Assignments and Assessments

- a. Teachers will assign **only** two assignments per week that require students to complete in approximately two hours.
- b. Assignments will be due on certain days of the week based upon the chart outlined on page 2 of this document.
- c. There are no FINALS. However, students will have **at least 2 summative (major) assessments** during MP 4. Finals in dual enrollment and AP courses may be administered on an individual basis.
- d. If there is an issue with the assignments, the student and/or parent should reach out to the teacher as the first mode of communication.

2. Mandatory Student Check-Ins

- a. Teachers will have face-to-face check-in with the students on Monday and Tuesday using Google Meet or Zoom. **Please see the schedule below.**
- b. These mandatory check-ins will serve as a time for students to be introduced to the new assignments for the week and teachers to take attendance for the week.
- c. Students who miss the mandatory student check-ins will receive a phone call home from the attendance officer using our code red system. **See #4.**

3. Office hours are optional for the student.

- a. Virtual meets/office hours require the teacher to be available for some type of direct interaction with the students for the 90-minute window.
- b. If the teacher requires the student to be at the scheduled virtual meets/office hours, then the teacher will communicate this to both the parent and student by email and/or phone when necessary.

4. Communication

- a. Robocalls will go out to the parents of any students who missed at least one class check-in for Monday and Tuesday.
- b. Teachers and support staff will communicate home if work is not being submitted.

5. Student Responsibility

- a. Attend and participate in virtual **MANDATORY** school check-in times.
- b. Appropriate classroom behavior is expected. Please be sure to dress appropriately for instruction.
- c. Utilize the **teacher's office hours** as needed.
- d. Communicate with your teachers, guidance counselors, case managers, and/or SOURCE clinicians by emailing them with any questions or concerns.
- e. Submit all assignments in accordance with provided timelines and/or due dates.
- f. DO YOUR BEST and WALK IN GREATNESS!!

6. Parent Responsibility

- a. Please make sure that your child is completing the **mandatory** check-ins outlined below. Encourage your child to attend the teacher's office hours as needed. This is also outlined below.
- b. Asking your child about their deadline calendar and supporting them, as needed, in submitting assignments in accordance with the established deadlines.
- c. Reminding your child to email his/her teachers if they have any questions.
- d. Communicating with the child's teachers, guidance counselors, case managers, and/or SOURCE clinicians with your concerns or questions about their academics and/or social-emotional well being.
- e. Continue to encourage your child to do their best and to walk in greatness!!

Your student should check in at the beginning of the block, unless otherwise specified by their teacher. Teachers have the flexibility to determine what time students should check-in within the allotted time frame below. Teachers have up to 45 mins to work live with their students to introduce assignments for the week but are **not mandated** to use the entire block of time.

Student Check-in (Mandatory for students)

	Monday (A-Day)	Tuesday (B-Day)
10:00am - 10:45am	Block 1 A	Block 1 B
11:00am - 11:45am	Block 2 A	Block 2 B
12:15pm - 1:00pm	Block 3 A	Block 3 B
1:15pm - 2:00pm	Block 4 A	Block 4 B
2:15pm - 2:45pm	MOD 1	MOD 2

Office Hours (Optional for Students unless required by teachers)

Wednesday	Thursday	Friday
Electives Tech/Engin 9:00 -10:30 AM	English 9:00 -10:30 AM	PE/Health 9:00 -10:30 AM
History 11:00 AM - 12:30 PM	Science 11:00 AM - 12:30 PM	World Language 11:00 AM - 12:30 PM
Math 1:00- 2:30PM	Electives VPA/SS 1:00- 2:30PM	Electives CLS & Business 1:00- 2:30PM

Assignment Due Day Expectations

Monday	Tuesday	Wednesday	Thursday	Friday
NO ASSIGNMENTS DUE	English Science WL A-day Electives	Math History PE/Health B-day Electives	English Science WL A-day Electives	Math History PE/Health B-day Electives