

# Parkway Center City Middle College

## Virtual Learning Plan

April 24, 2020

### CLASSROOM EXPECTATIONS

1. Teachers will post activities and assignments for the upcoming week via Google Classroom by Friday at midnight. **The first posting will occur on Friday, May 1st by midnight for the week of May 4th-May 8th.** We are taking this “week at a time” approach so that you can best organize your time. Teachers may post additional activities throughout the week based on Google Meet sessions.
2. Students are required to complete **ALL** work assigned by teachers each week.
3. **You will have live video and/or interactive experiences over the course of the week for 90 minutes for each class you have via Google Classroom. Meetings on M/W/F will be for 30 minutes and meetings on T/TH will be for 45 minutes. Teachers will post each of your class schedules on Google Classroom.**
4. **Teachers will also establish virtual office hours weekly, where you can engage in real-time with your teachers either through video conferencing, chat functions, or email.** Teachers will share these times in their Google classrooms, as well as the best means to access them (by appointment, etc.).
5. **All of the assignments for the week will be due by Friday at 4:00 PM as required by the teacher.** Should an emergency arise this week that requires a delay in this submission, students should email teachers, copying their parents/guardians on their emails.
6. If teachers do not receive an assignment from you for a week, they will contact you and your family to determine what challenges may exist and how we can support you in participating fully.
7. **It is your responsibility to attend all of your weekly Google Meet sessions and complete all assignments for each class.**
8. **As a reminder, grades will go live on Monday, May 4th, and run for six weeks through the last day of school on June 12th.**

### ATTENDANCE

1. Attendance will be taken by all teachers every day. **Attendance is mandatory through Friday, June 12th.**
2. Teachers will make calls or send emails to all parents of students who do not attend virtual lessons held via Google Meet.
3. If a student misses 2 virtual classes, he or she will be referred to his or her grade level counselor for parent calls/virtual meetings with parents.

## GRADING

1. Teachers have updated all grades in the grade book to reflect grades submitted before school closure on Friday, March 13th.
2. **Moving forward, teachers will update grades every 2 weeks for the remainder of the year.** The grade update dates will be Friday, May 12th, Friday, May 26th, and Final grades (due date will be sent out with advanced notice).
3. **All Weekly Assignments will be entered into the “Tests” category in the grade book.**
4. As a reminder, all Edgenuity classes need to be completed by **Friday, May 29th.**
5. It is at the teacher’s discretion whether or not to accept late work.