

Sacred Heart High School Student Expectations for Virtual Days

(Grades 7-12)

Parents and Students,

During school-assigned virtual days, attendance will be taken for each class. Assignments must be submitted by the due date. Late work will be penalized. Please contact a teacher by email if you have any questions. These are actual school days. The following student expectations will be enforced.

Student Expectations:

1. Login to your Google Classroom using your school email and password.
2. Complete and submit all assignments by the due date. Unless otherwise specified by a teacher, all assignments must be turned into Google Classroom under "Classwork." Please do not email your work to your teacher unless he or she has specifically asked you to do so.
3. **When joining a Google Meet for a class:**
 - a. Students should be sitting at a desk or table where there is a flat surface for writing. Students should **not** be in bed. Students should have materials present (books, notes, notebooks, etc.) for each class.
 - b. Students should be wearing a **school uniform** (Sacred Heart sweatshirts are acceptable). Like at school, no hats or hoods pulled up over your head.
 - c. To join a live stream Google Meet: From the Classwork tab in Google Classroom, select Google Calendar. You should see the scheduled Meet times for your classes. Click the link to join.
4. **Attendance:** Attendance will be taken at the beginning of class when the teacher signs on to the Google Meet.
 - a. You will be marked tardy if you are not present within a few minutes.
 - b. You are dismissed when the teacher dismisses class. If you leave early, you may be counted absent for that class.
5. **Cameras:** Your camera must be on your entire face during the entire class. Students are expected to participate in the instruction.
 - a. Your camera must be functional.
 - b. Student behavior should be just like in the classroom at school. Laughing, causing distractions, etc. will not be tolerated. If your camera is turned off at any

time before class is over, or if a student is not behaving appropriately, that student may be counted absent for that class. Students and parents will be notified of inappropriate behavior.

- c. No backgrounds are allowed. They are a distraction.
 - d. No eating during a Google Meet (just like at school). You may drink as long as it is not overt or distracting.
- 6. Microphones:** When joining the Meet, please mute yourself. Leave yourself muted until attendance is taken or the teacher asks a question. Everyone does not need to hear everyone's background noise during the Meet.
- a. Your microphone must also be functional. If either your microphone or camera are not working, use a family member's computer or, at the very least, join the Meet from your cell phone.
 - b. During class, you must ask questions orally just like in class. Teachers can not check the chat and answer when they are teaching. Simply unmute yourself, address your teacher, and ask your question.
- 7. Enable notifications on your phone:** This will allow you to be notified if something is added to Google Classroom.
- 8. Teachers will answer questions by email during the regular school day 8:00 A.M. to 3:30 P.M. Monday through Friday.**

Quizzes and Tests:

1. Log on to Google Meet and Google Classroom.
2. WAIT for your teacher to tell you when to begin. Everyone MUST begin at the same time.
3. When time is called by the teacher, the quiz/test MUST be submitted at that moment.
4. Your camera should be on your entire face throughout the duration of the quiz/test.
5. You MUST submit your quiz or test BEFORE you log off of Google Meet and Google Classroom.
6. Failure to do any of the above steps may result in a failing grade for that quiz/test and disciplinary action.

Note: This is not the same virtual learning from the spring of last year. Teachers know what to expect, and students know the expectations. Even in a virtual format, we are still having school and instructional time. The same rules apply virtually. Your teachers are working hard to make sure that your educational needs are being met. We value your education, and we expect for you to value it as well. We will get through these uncertain times together!