

Virtual Learning Syllabus Addendum

Dear students and families,

I just want to start by saying how glad I am that you are here and together we are going to have a great virtual learning experience. Until we return to school in-person, we will be using Google Classroom as our virtual classroom and Google Meets for live instruction. The experience for students will be much different than this past spring. My goal is to provide course content, student connections, and classroom consistency in the virtual learning environment. With that in mind, here are some of the expectations for the virtual time in our class.

Virtual Learning Expectations:

- Log into Google Classroom EVERY DAY.
- Enter your course page EVERY day that it is scheduled (1/3/5 one day and 2/4/6 the next day, zero hour is EVERY day).
- Check Stream page for any announcements posted.
- Check the Classwork Page for lessons, assignments, live Meets, and assessments.
- Participate/view live and/or pre-recorded teacher-created instructional videos.
- Participate in live sessions with your class hour for activities such as whole group discussion, small group tutoring, individual tutoring, and weekly check-ins.
- Assignments must be submitted in Google Classroom in the requested format (For example, if the assignment is to create a Google Slide Presentation, a screenshot of the assignment would NOT be accepted).
- If you have questions, contact Mrs. Alexander via email, Google Classroom, or Remind during regular office hours (6:30am – 3:00pm)

Sample Daily Schedule:

Your class will meet virtually at the time that it is scheduled in your “regular” schedule. For example, if your class is 3rd period, then any live sessions would be scheduled between 9:22—12:18. This will help provide a structured, predictable day for you and help prevent time of day conflicts for live sessions.

Sample Schedule	
6:25 – 7:22	0 Hour
7:27 – 9:21	Period 1/2
9:21 – 9:41	Conference
9:46—11:44	Period 3/4
11:44 – 12:20	Lunch
12:20—2:14	Period 5/6
2:19 – 3:00	Office Hours

Virtual Grading Policies:

- The grading scale for virtual learning will be the same as in person learning.
- Students will be graded on assignments 2-3 times per week. Grades will be posted in Google Classroom and Infinite Campus. These grades will transfer when we return to in-person learning.
- Work Completion Deadlines: All graded assignments will have a due date and students are expected to complete by the deadline. I am aware that technology issues may arise, or students may be sharing a device with other family members and will provide students with ample time to access and complete assignments. If an extension is needed, contact Mrs. Alexander so that extensions may be discussed and granted.
- Late Work: Assignments turned in late (without approved extensions) will be accepted, but at reduced points.
- All work must be submitted to the appropriate assignment in Google Classroom
- Make-up work: It is the student’s responsibility to locate and complete any missed assignments in Google Classroom.



I am committed to my students and providing a quality learning experience during virtual education. Please understand that things may need to be changed or modified to best meet the learning needs of the students. Any changes will be communicated to both students and families through Google Classroom and Infinite Campus email. Please contact me with any questions or concerns.

Sincerely,

Mrs. Alexander

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