

## Guidelines for Virtual Students

As we enter the 8th week of virtual learning, we find there are a few situations that require some attention. Please realize that virtual students, although at home, are part of a larger cohort setting. ALL protocols that are in place in the on site classroom are in place at home as well. These are not suggestions but mandatory guidelines. If a student/family member disregards any protocols, the students will be put out of the virtual classroom and the parent will be contacted.

- The student will be respectful and participate. The camera MUST be on the student's face and if called on, the child must respond.
- The student must be at a workstation (not in bed, etc) in an upright position without clothing blocking the teacher's view.
- The student may wear the gym uniform until the end of the 1st Trimester or dress down on the assigned days.
- The space must be quiet, free of other family members. Parents/guardians may not interrupt the classroom setting by calling out or making comments.
- Students must complete their own work. Work is being completed by adults while the student is playing or otherwise occupied.
- Attendance is taken in each session. Students must be logged on at specified times. Students who are late will not be admitted.
- Students must be prepared prior to class beginning. If the student can not locate materials, they will complete the work on their own at a later time.
- Students who have doctor's appointments, etc may not attend virtual classes for a day. The student should attend on site classes and be picked up prior to the appointment.
- We require 24 hours notice to prepare materials for pick up if an emergency situation arises.
- Teachers email parents when materials are to be picked up in the Faculty Room. Pick up times are Monday through Thursday from 3:15 - 5:30 PM. Students can not complete the assigned work if the materials remain at school.

---

Please detach and return the bottom portion.

I have read and understand the virtual guideline form.

Family Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_