

## **Procedures for Remote Learning - Google Meets/Classroom**

The procedures below are to be followed for ALL students this year 2020-2021 who are attending in person learning/remote learning?

***\*Failure to following these guidelines may result in a lower participation grade in class.\_***

1. All students are required to join our Google Class meets in accordance with the procedures outlined in the document published by Trenton Catholic Academy “ROL etiquette and dress code”.
2. Students are expected to follow the “Daily and Early dismissal schedule” published by the Trenton Catholic Academy.
3. All students are expected to be ‘on time’. Allowances/exemptions are considered for internet connections, laptop difficulties, and other technological issues.
4. All students are expected to **check daily for assignments in Google Classroom**. Daily, weekly, and/or monthly assignments are posted with instructions, materials, and due dates for student reference.
5. All students are expected to complete classwork, homework, quizzes, and test **IN Google classroom**. This allows students to receive assistance while completing their work. It is also helpful in monitoring student’s participation in class and redirecting students who may be misunderstood directions or struggling.
6. Each student is given a copy of the assignment for class through Google Classroom. Once completed students can ‘turn in’ their work for credit. This is similar to in person learning where each student is given a paper “handout’ to complete in class, collected, graded, and returned to students.
7. Parents and guardians are invited to join Google Classroom to monitor students’ academic progress by contacting the TCA tech department.