

Benton High School

Request for Site Change

Student Name: _____ Student Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Parent signature: _____

I am requesting that my child _____ be changed to (virtual/on-site).

If moving to virtual:

_____ *"I understand the additional requirements that are expected of virtual students in regards to attendance and daily responsibilities. I have a copy of the Virtual Student Expectations that was given to my child during registration."*

Reason for request:

Please check all that apply to the student:

_____ Special Education _____ 504 _____ Internship

_____ Athletics (sport: _____) _____ Band _____ Choir

_____ Pulaski Tech _____ ASU

For office use

Administrator: _____ Conference date: _____

Change decision: _____ Start date: _____

EXPECTATIONS FOR VIRTUAL STUDENTS: Read everything carefully.

1. Daily Announcements/School Wide Information - Virtual students will be expected to visit the Benton High School web page daily for important information from BHS administration/counselors, outside vendors (senior rings, school pictures, graduation supplies, etc.) or other information specific to all students. Virtual students are also expected to check their email and HAC **each** day. **Email** will be the first line of communication with teachers and HAC is where students can stay up to date on their grades.

2. Google Classroom - Students will be expected to log in to Google Classroom for each class **daily** to receive their content and assignments. Students are **REQUIRED** to watch all videos posted by teachers each day.

3. Attendance - Students will be expected to log in to Google Classroom for each class daily and complete the Daily Attendance Check Google Form in order to be counted present for each class. This must be submitted between 12:00 a.m. and 11:59 p.m. each day. Students should receive an email notification from each teacher immediately after submitting their Daily Attendance Check form.

4. Using Technology/Internet Access - Students will be expected to be able to manipulate all necessary technology required for success in class. In the event of a technology or internet access issue, students will be expected to reach out to the appropriate resource as soon as possible to receive instruction as to what necessary steps must be taken to resolve the issue. In general, the virtual classroom teacher should be the first reference regarding issues. If needed, the tech department or an administrator can assist the student to help resolve the issue. All virtual students are expected to have reliable internet access, however we do understand that issues may arise and we will do everything possible to solve this issue quickly. For attendance purposes, you must make contact with the BHS Main Office at 501-778-3288 on the day the issue arises.

5. Grades/Due Dates - All virtual students will be expected to turn in assignments and abide by the deadlines set forth by the classroom teacher. In the event that an assignment is turned in late, our Makeup Work and Homework Policies, which are the same for traditional students, will be in effect. Homework is the only type of assignment that may be turned in late and it may be turned in up to one week late for up to 75% credit. Students will be allowed to make up work in accordance with the Makeup Policy of Benton High School. Students are allowed one day for every day absent. If the student has questions regarding their grade, it is expected that they reach out to their teacher.

6. Communication - Virtual students will be expected to communicate with their classroom teacher on a regular basis. Email will be the first line of communication with teachers. However, Google Meet, GC feedback, Remind 101, and virtual meetings are some other ways that students can communicate with their teachers. Students can expect to get a response from teachers within 24 hours. Please keep this in mind when reaching out to teachers. We do not expect our teachers to be available to virtual students during class, lunch, meetings, or while on duty. The teacher contract day is from 7:20-3:20. Teachers have been asked to respond during these contract hours, but not before 7:00 a.m. and not after 5:00 p.m.

Summary for Virtual Students

1. **Visit** the BHS web page for important information daily.
2. **Log in** to GC, watch all videos, and read all instructions for each class daily.
3. **Submit** Google Form for attendance purposes daily.
4. **Contact** appropriate staff regarding technology issues.
5. **Submit** assignments in a timely manner on the due date assigned by the teacher.
6. Communicate with teachers via email regularly