

BEA Middle/High School Student Online Learning Expectations Temporary Virtual

The following expectations are in place to ensure a safe and meaningful learning environment for any BEA student who is engaging in his/her learning temporarily online after receiving prior approval by the principal or school nurse. Please review these expectations carefully.

1. Follow your daily schedule.

- a. Daily attendance will be taken at the beginning of each class. Follow the bell schedule outlined in the student handbook.
 - i. [Click here](#) to access the middle school bell schedule.
 - ii. [Click here](#) to access the high school schedule.
- b. Students must attend all sessions to be counted as present for a full day. If students partially attend, they will be counted as $\frac{1}{4}$ or $\frac{1}{2}$ day present as appropriate.
- c. Students logging within 5 minutes after the bell will be marked tardy for that class. Anyone logging in after 5 minutes will be marked absent for that class.
- d. Students must maintain online attendance throughout the duration of the lesson unless given permission by your teacher.
- e. *Remember: Students can only receive attendance credit for online participation if they received administrative permission after a parent/guardian request or the school/district needs to go fully remote.*

2. Be ready to learn.

- a. To receive credit for attendance, you must have your Zoom video on for the entire class.
 - i. Exception: Teacher gives you permission to turn your video off for a specific reason.
 - ii. Exception: Teacher gives you permission to do a different activity for a specific reason.
- b. Your first and last name should be used for your Zoom screen for easy identification.
- c. You should adjust lighting as needed to ensure you are visible.
- d. You must be sitting up in a work space that facilitates learning.
- e. All other electronic devices (e.g., cell phones, X-Box, PS4, handhelds, etc.) should not be in your designated work space.
- f. Keep yourself muted until it is appropriate to unmute to ask/answer questions, participate in a discussion, etc.
- g. Virtual and real-life backgrounds must be appropriate.
- h. *Remember: The student discipline code applies, including dress code expectations.*

3. Actively participate.

- a. Ask clarifying questions and listen carefully to others.
- b. Use reaction buttons to actively participate in class discussions and to encourage peers.
- c. Turn off all computer notifications so you are not distracted.

- d. Turn off your cell phone so you are not distracted.
 - i. Exception: Your teacher may permit cell phones when needed for educational purposes.

4. Stay informed and communicate.

- a. Check your email and platform communication daily for announcements.
- b. Check Sapphire daily to keep track of your grades and assignments.
- c. It is your responsibility to check in with teachers if you need additional help.
 - i. Email or message your teacher in a respectful manner.
 - 1. Include a clear, direct subject line.
 - a. Example: Question about upcoming test
 - 2. Use an appropriate salutation (opening).
 - a. Greetings,
 - b. Dear Mr./Mrs. _____,
 - c. To Whom It May Concern,
 - 3. Use exclamation points, all caps, bold, and underline **SPARINGLY!**
 - 4. Proofread your message before sending. Be sure it makes sense.
 - 5. Be respectful with your tone. “Please” and “thank you” go a long way.
 - 6. Use an easy-to-read font.
 - 7. Use an appropriate closing with your first and last name.
 - a. Examples: Sincerely or Respectfully