



## Driven Virtual Academy (DVA) Late Work Policy:

While we encourage all students to submit assignments by the due date, we do realize that there are times when students may miss a due date. Late work will be accepted one week late with a 25% penalty. After the one week grace period, late assignments will not be accepted and are no longer scorable. This policy applies to all late work.

## Online Expectation for Virtual Learning:

1. Have a **designated learning space** with basic supplies (pencil, paper, earbuds) and that's free of distractions.
2. Make sure equipment is functional. If you are experiencing difficulties with the technology, email your teachers. and click on this link for help: [Technology Help FAQs Sheet](#)
3. Be **on time and prepared** for online classes.
4. Dress **appropriately** and be seated during class meetings. Attire which is inappropriate in a traditional classroom is also inappropriate in a virtual classroom.
5. Have **camera on** throughout the entire class (no exceptions).
6. All backgrounds must be **school appropriate** and not distract from the learning environment.
7. Actively **participate** in discussions and activities.
8. Keep **microphones muted** when you are not talking.
9. Only **one person speaks** at a time.
10. Use the "**Raise Your Hand**" function if you need assistance or have a question.
11. Behaviors that are inappropriate in a traditional classroom are also inappropriate in a virtual classroom.
12. The "**Chat**" is only to be used for on-topic questions or comments.
13. Instructional time cannot be used for student/teacher or parent/teacher conferences. To **avoid interruptions to instructional time**, please email teachers with questions and concerns or to schedule a conference time.
14. Make sure to log out of the class meeting at the end of the class.