

Virtual Day Expectations

When a **Virtual Learning Day** is announced, students and staff will be expected to participate in the following ways:



All Staff:

- Log in to your Advisory meeting by 7:58 to review the day with your students. Make sure students know they are expected to attend Google Meets for each class and that attendance will be taken each class period. Here is the [Virtual Advisory Lesson](#).
- Be prepared to review the Virtual Learning procedures for students.
- All certified staff are expected to work from 7:30-3:30 - teaching, checking emails, and reaching out to kids.
- Educational and special educational assistant support will be utilized if needed with administrator or special education case manager approval.
- Online learning class periods should include a live meeting of no less than 10 minutes (unless approved by Mr. Pertzborn). Class periods may also include asynchronous activities, but the Google Meet should remain open for students to check in with questions. Staff should make sure that they close the Google Meet at the end of each class so students cannot access them.
- ELT classes will consist of a live meeting and 20 minutes of reading.
- Certified staff may work from home. If your home internet has an issue, the building is available or you will need to make other arrangements with your administrator.
- Attendance should be taken during each block.

All Students:

- Students and staff will be following the MS daily schedule. Log into your Advisory class by 7:58. Your Advisory teacher will make sure that you are all set for the day.
- Students will not attend WYN. Utilize WYN time to prepare your learning space.
- Attendance will be taken in all classes.
- Students will attend the live class meeting that starts at the beginning of the posted class time.
- Students will have their cameras on for each Google Meet.
- Students should not be accessing their phones during a Google Meet.
- School rules still apply for Google Meets (Ex: Speak at appropriate times)
- Students who are unable to participate in online learning or are experiencing technical difficulties should notify the office by utilizing the MS Absence Online Form and connect with their teacher.
- The middle school will have a help desk open from 7:30-8:30 if you need assistance. Go to Google Meet nickname: HelpLodi