

# BCESD's STUDENT & PARENT HANDBOOK FOR VIRTUAL SCHOOL

## General Information

- **TEACHING:** Teachers will teach live lessons using Google Classroom during scheduled times each day (these times may vary from grade to grade). All class sessions will be recorded and will be available for students and parents to watch again.
- **LEARNING:** Continued learning is **required** for virtual school using on-line programs presented for each grade level. Students with special needs are **required** to participate on-line to the best of their ability AND will have their needs met with additional programming.
- **ATTENDANCE:** To be counted “present” for a full school day, students must participate in the scheduled class times AND in any assigned sessions AND “work at home” during the other part of the school day. Absences will be counted as half-day or all day depending on the student’s participation.
- **GRADING:** students are expected to complete assignments AND demonstrate proficiency in the grade level standards as determined by District assessments. The teacher sets the criteria for acceptable performance for assignments. Students not making progress or not completing “work at home” during *Virtual School* will be subject to Governing Board Policies IKA and IKA-R regarding promotion or retention.
- **LOCATION:** **IF** a parent does not have a safe, appropriate location for the student to attend *VIRTUAL School* at home, the parent should contact the District Office at 928-758-3961 and ask for the VIRTUAL School Coordinator who can share information about alternative locations.
- **MEALS:** Breakfast and lunch will be available for all students during *VIRTUAL School*. Details will be made available before the first day.
- **BEHAVIOR:** Teachers will set the norms for appropriate behavior. The parent will be contacted *before* unacceptable behavior becomes excessive. Excessive inappropriate behavior will result in the student being removed from the class session, parent notification, and possible disciplinary referral to the assistant principal and handled according to the regular Student Handbook.

## Expectations of Parents

1. Set up a place for “school” at home so your student has a routine space for attending VIRTUAL School (check that whatever can be seen behind the student is school appropriate).
2. Have basic supplies ready to start when class starts each day: a device to attend class (laptop, computer, iPad), WiFi, paper, pencils, and whatever supplies have been provided by the school.
3. Limit distractions (siblings, pets, TV, music, etc.).
4. Enforce your student’s participation in virtual learning.
5. Monitor attendance and submission of assigned work.
6. Enforce your student’s compliance with reasonable directions and requests.
7. Do not interrupt the virtual classroom during live sessions.
8. Contact the teacher(s) privately during his/her “office hours”.
9. Be courteous and respectful.

## Expectations of Students

1. Wear appropriate clothing (no pajamas, swimwear, etc.).
2. Cameras must be on during instruction.
3. Mute your microphone unless speaking to the teacher or class when appropriate.
4. Use appropriate language at all times.
5. Participate in classes as instructed by the teacher.
6. Complete and submit school work as directed.
7. Be courteous and respectful.

**QUESTIONS?** CONTACT YOUR STUDENT’S SCHOOL