Virtual Requirements for Instruction Each Day

What will virtual instruction resemble?

1. Students are expected to be logged into each Zoom classroom on time (camera must be on and students must be visible). Be aware all Zoom meetings and breakout rooms are recorded.

2. Instructional Framework (see below framework) is followed and student participation is essential; in breakout rooms or large group instruction students will need to remain focused on the classwork and discussion tasks.

ALL VIRTUAL SCHEDULE-SHAW HIGH SCHOOL 2020-2021		
TIME	A-DAY (M,W)	B-DAY (T/TR)
8:10--9:40 am	1st period	2nd period
8:10--8:20 am	Attendance and Check-in/Warm Up	Attendance and Check-in/Warm Up
8:20--8:40 am	Direct Instruction	Direct Instruction
8:40--9:00 am	Guided Practice	Guided Practice
9:00--9:30 am	Break Out Groups--Collaborative or Independent	Break Out Groups--Collaborative or Independent
9:30--9:40 am	Check for Understanding/Closing	Check for Understanding/Closing
9:50--11:20 am	3rd period	4th period
9:50--10:00 am	Attendance and Check-in/Warm Up	Attendance and Check-in/Warm Up
10:00--10:20 am	Direct Instruction	Direct Instruction
10:20--10:40 am	Guided Practice	Guided Practice
10:40--11:10 am	Break Out Groups--Collaborative or Independent	Break Out Groups--Collaborative or Independent
11:10--11:20 am	Check for Understanding/Closing	Check for Understanding/Closing
11:20--12:20 pm	Lunch Break/Brain Break	Lunch Break/Brain Break
12:20--1:50 pm	5th period	6th period
12:20--12:30 pm	Attendance and Check-in/Warm Up	Attendance and Check-in/Warm Up
12:30--12:50 pm	Direct Instruction	Direct Instruction
12:50--1:10 pm	Guided Practice	Guided Practice
1:10--1:40 pm	Break Out Groups--Collaborative or Independent	Break Out Groups--Collaborative or Independent
1:40--1:50 pm	Check for Understanding/Closing	Check for Understanding/Closing
2:00--3:25 pm	7th period	Advisement/Acceleration
2:00--2:10	Attendance and Check-in/Warm Up	Advisement/Acceleration
2:10--2:35	Direct Instruction	Direct Instruction
2:35--3:00	Guided Practice	Independent Practice
3:00--3:20	Break Out Groups--Collaborative or Independent	Break Out Groups--Collaborative or Independent
3:20--3:25	Check for Understanding/Closing	Closing
FRIDAY SCHEDULE will be a continuation of the A/B rotation. (Some Fridays will be an A day and the next Friday will be a B day.)		

3. Students will turn in work on time

   Grades will be entered weekly in Infinite Campus

4. Follow all Netiquette rules listed below:

Rules for Virtual Learning and In-class Technology Usage

Rule #1: Know how to Communicate appropriately:

A. NO YELLING, PLEASE. There's a time and a place for everything—BUT IN MOST SITUATIONS TYPING IN ALL CAPS IS INAPPROPRIATE. Most readers tend to perceive it as shouting and will have a hard time taking what you say seriously, no matter how intelligent your response may be.

B. Sarcasm can (and will) backfire. Sarcasm has been the source of plenty of misguided arguments online, as it can be incredibly difficult to understand the commenter's intent. What may seem like an obvious joke to you could come across as off-putting or rude to those who don't know you personally. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Instead, lean toward being polite and direct in the way you communicate to avoid these issues.

C. Don't abuse the chat box. Chat boxes are incorporated into many online classes as a place for students to share ideas and ask questions related to the lesson.   The class chat box isn't an instant messenger like you'd use with friends. Treat it like the learning tool it's meant to be, and try not to distract your classmates with off-topic discussions.

D. Stop ... grammar time! Always make an effort to use proper punctuation, spelling and grammar.   On the other hand, it's important to be reasonable about others' grammar mistakes. Nobody likes the grammar police, and scolding a classmate because he or she used "your" instead of "you're" isn't practicing proper netiquette.

E. Set a respectful tone. Every day may feel like casual Friday in an online classroom where you don't see anyone in person, but a certain level of formality is still expected in your communication with instructors. In addition to proper punctuation and spelling, it's good netiquette to use respectful greetings and signatures, full sentences and even the same old "please" and "thank you" you use in real life.

F. Leaving your Computer. If you step away from your computer for any reason, you must inform your teacher that you are stepping away.

Rule #2: Know how to answer

A. Read first. Read the expectations and directions before responding. If applicable, take some time to read through each of the previous discussion post responses before writing your own response.

B. Attempt to find your own answer. If you're confused or stuck on an assignment, your first instinct may be to immediately ask a question. But before you ask, take the time to try to figure it out on your own.

C. Think before you type. A passing comment spoken in class can be forgotten a few minutes later, but what you share in an online classroom is part of a permanent digital record. "Whether or not privacy settings are in place, the internet has a tendency to house things forever, and what you say privately can easily become public," advises etiquette expert Devoreaux Walton.

Not only is it good practice to be guarded when it comes to personal information, you always want to be just as respectful toward others as you would be if you were sitting in the same room together. Zink says a good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.

D. Submit files the right way. You won't be printing assignments and handing to them to your teacher in person, so knowing how to properly submit your work online is key to your success as an online student. Online course instructors often establish ground rules for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats. Ignoring these instructions is a common example of bad netiquette.

Submission should use the following naming format for files: Last Name_First Name_Class Period

E. **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first

Rule #3: Be kind and professional

A. **Be polite and respectful.** Use your appropriate name and email. Make a point to be kind and respectful in your comments—even if you disagree with someone.

B. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.

C. **Be forgiving.** Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

D. **Consider your dress**. You are in school, so the school dress code applies.

E. **Consider your language**. You are in school, so keep the language appropriate.

F. **Camera stays on!** You are in school, the teacher should be able to monitor your actions and activities.

G. **In any collaborative activities**, you are required to participate and be actively learning.

H. **This is a classroom setting**, so all classroom and school rules apply.

Keep in mind!

"At the core, all of these mistakes come down to forgetting that an online classroom is still a classroom," Lynch says. "Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom."

Student Absences

1. If you will be absent, you must email your teacher and inform them of the absence.
2. Parent must email a written excuse of the absence within 3 days.
3. The teachers will email the attendance clerk and the absence will be marked accordingly.