**Procedures for Students**

1. **Morning Advisory:**
   a. Check in with Advisory every morning at 8:30 via GoogleMeet.
   b. Also involves going over the schedule for the day.
   c. Email must come by 8:30am from parents (or students with parents cc'd) if a student is going to be absent that day.

2. Go to [Google Classroom](#) to see what the workload is for the day.
   a. Use the “To Do” function on your Google Classroom home page.

3. Look at their [Google Calendar](#) for scheduled Google Meets & Assignment due dates.
   a. Teachers will send you an invitation to join each class. Accepting this invitation will insert it on your Google calendar. Check “notifications” to receive reminders for each class.

4. **Note the times you have Google Meets** to make sure you're available for them.

5. **Set yourself up for success** by:
   a. Having a quiet space to work
   b. Being prepared with necessary materials (chromebook and charger, pencil and paper, notebook, school-issued textbooks and novels)

6. **Work through your assignments**
   a. Your teachers will be available to contact during their scheduled class times (via Google Meet, via email, or Gchat)

7. **Complete the routine “Reflection”** for each class to show that student has completed work for each class that day. This may come in the form of:
   a. Exit Ticket via a Google Form
   b. Submission of work due that day
   c. Answering a question on Google Classroom
   d. Responding to a Daily Focus question

8. **Afternoon Advisory Monday & Tuesday** the first week to check in about systems, etc.

9. **All School Meeting video** should be watched on Wednesdays, ideally right before Office Hours.

10. Check in with various teachers on Wednesday afternoons during **Office Hours**.

**Procedures for Teachers**

1. Check in with Advisory every morning at 8:30 via GoogleMeet

2. Teachers take attendance via spreadsheet during Advisory Morning Check-ins

3. Teachers will write parents an email that informs them that their student was not present for the Morning Advisory Meeting, cc'ing the Front Desk. (Front desk will email Advisors if they get an email alerting of student absence)

4. Teachers will lead the Morning Check-ins with questions or prompts designed by Dean Rob to support SEL of students

5. Assignments will be posted by teachers on Google Classroom pages **BEFORE 8:30am each day.**
6. During teachers scheduled class times, teachers will be on their email and available to answer questions in real time.
7. On Wednesdays during Office Hours, teachers will be online and available to answer questions from students.
8. Teachers will pin their class procedures to the top of their Google Classroom page.

Procedures for Parents

1. Parents need to email or call the Front Desk if their student is unable to do school work on any given day.
2. Make sure your student is set up for success every day:
   a. A space for quiet work
   b. Proper materials and supplies are available (chromebook and charger, paper and pencil, any school issued textbooks or novels, etc)
3. Parents should check in with their students regarding their class responsibilities for the day.
4. At the end of the day, parents should check in with their students about what their student has accomplished for the day.
5. Synchronous meetings should be for students ONLY, it is not an opportunity for parents to ask questions of teachers.
6. Parents should continue to communicate with teachers via email.