

Elementary Synchronous (Live) Parent and Student Expectations



Student Daily Schedule	Teacher Office Hours
LIVE Instruction in Google Meet 10:00-11:30 a.m.	8:00-10:00 a.m.
Lunch 11:30-12:30	1:30 - 4:00 p.m.
LIVE Instruction in Google Meet 12:30-1:30 p.m.	

Student Expectations

1. Log in to each Google Meet session and make sure you're on time.
2. Sign in to Canvas and click the Google Meet link with that day's module.
3. Stay engaged and active in the virtual lesson.
4. Take into account the view of the camera behind you and what the microphone will transmit. The suggested best practice is to make sure there is a wall behind you with no room for someone to walk between the wall and the camera. Also, using a headset will protect others in your space from being heard on Google Meet.
5. Complete any work assigned by your teacher.
6. Message or talk with your teacher if you have any questions or concerns right away.
7. Resource teachers and paraprofessionals will work with students as needed throughout the day. Students unable to attend virtually or unable to complete work will have time when they return for instruction and support.
8. **If you have a technology issue, please call the Technology Department at: 260-356-7812 ext. 8200 or 260-356-7812 ext. 8203. (See chart below.)**

Parent Expectations

1. Contact the teachers as soon as possible for instructions on how to complete work if your student is unable to attend Google Meet sessions. You can find that information on each teacher's Canvas course home page.
2. If a student is unable to attend virtual sessions due to illness, please contact the school office

and leave an attendance message.

3. Help students, as appropriate, login to the Google Meet sessions.
4. Consider the view of the camera behind your child(ren) and what the microphone will transmit. The suggested best practice is to ensure there is a wall behind the student with no room for someone to walk between the wall and the camera. Additionally, students wearing headsets will shield others in their space from being heard on Google Meet.
5. Resource teachers and paraprofessionals will work with students as needed throughout the day. More guidance will be provided to staff as we get closer to eLearning/Synchronous days. Students unable to attend virtually or unable to complete work will have time when they return for instruction and support.
6. **If you have a technology issue, please call the Technology Department at 260-356-7812 ext. 8200 or 260-356-7812 ext. 8203.**

