

General Learning Expectations:

- Students should NOT share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that students review the District Technology Acceptable/Responsible Use Policy regarding expectations for behavior while conducting themselves online and on District devices [\[Click here to review the CVUSD Responsible Use Policy\]](#)
- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will be subject to appropriate discipline.
- Students should conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized District official.
- To the extent possible, parents/care givers should allow the student to work with the instructor or provider in a quiet, private space. However, to the extent a student requires adult support to participate in virtual instruction/services, a parent or guardian may be specifically asked by the instructor or service provider to provide such support.
- One the virtual instruction session or meet is over; students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

Virtual Meetings:

- All virtual meetings will be held in Microsoft Teams.
- Students will need to access Microsoft Teams every day.
- Students MUST have camera turned on during the entirety of the meeting.
- Microphones are to be muted unless you are asked to unmute your mics by the teacher.
- Meeting times will be held at your respective online period schedule.
- If student misses a meeting due to absence, student will need to review the classroom notes/assignments that were completed and meet with me during office hours. If student has questions about the material, they will need to attend office hours.

Assignments:

- Assignments will be posted in Microsoft Teams and Microsoft One Note.
- To complete the assignments successfully, students will need to make sure they become comfortable with Teams and One Note.

Assessments:

- Students will be able to open their assessments on the day of the assessment. The assessment will close at the end of the virtual meeting.
- Students must have camera turned on during the entirety of the assessment, even when assessment is completed.
- Mics will need to be turned off, if you have a question during the assessment, you can type your question in the conversation box.
- NO screen shots/taking pictures of assessment are allowed at any point and time.
- If any of these rules are not adhered to, or there is suspicion of cheating, student will receive a 0 on the assessment.

Feedback:

- Students will receive feedback in writing on their electronic assignments and or in the Microsoft Teams “feedback box” when they review their assignments.
- Turnaround for feedback will vary on the assignment.
- Any form of assessment (quiz or test) will have automatic scoring and feedback when scores are released. If student has question about their performance or specific question, they can contact me during office hours.

Grades:

- If student performance is beginning to fall behind, I will require the student to attend office hours to discuss their performance and what we can do to become successful.
- Parents/Care Givers will be notified via email about their student's performance and what their students' need to do.
- Grades will be updated on Aeries weekly.
- Parents/Care Givers, you can have your student log into their Microsoft Teams and One Note Notebook to see the quality of their work, assessments, etc. Your student should not have any excuses as to why they cannot log you in.

Trouble Shooting Guidance:

- Student self-solving: Visit CVUSD EdTech Notebook (linked on student ClassLink page)
- Access to district technology from home:
- Community Support Hotline (M-F, 8:00 AM – 3:00 PM), 909-628-1202, ext. 1080
- Access to district technology from home: CommunitySupport@chino.k12.ca.us
- Email teacher / or visit office hours for access to teacher-specific application:
 - Microsoft Teams
 - One Note

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