

Elementary Level Guidelines for (A)Synchronous Learning

1. Attendance:
 - a. Synchronous learning students will sign in during their scheduled time on Google Meets. If you are a synchronous learner, Google Meets is your physical presence in the classroom.
 - b. Asynchronous learning students' attendance will be tracked by work completion.
2. Google Meets Student Expectations:
 - a. Students should arrive ready to learn in the same way they would for school.
 - b. Students need to be in appropriate clothing (not pajamas) and in an appropriate environment for learning (at home, no background distractions).
 - c. Students should be prepared with materials that have been sent home.
 - d. Students need to follow the same behavior expectations as students in the classroom.
 - e. Cameras must be on and microphones must be muted unless you are talking.
 - f. Follow teacher expectations for Google Meet (use of chat, how to "raise hand")
3. Parent Expectations
 - a. An adult should be present in the home; the teacher will be instructing, not supervising.
 - b. Students should be allowed to learn on their own, without interference from adults or siblings at home.
 - c. Parents will agree to protect the privacy of all learners by remaining confidential about what is seen or heard in the classroom.
 - d. Adults will allow children to complete assessments independently and refer any questions to the teacher.
 - e. Parents will contact the classroom teacher in advance if they feel any modifications to the agreement are necessary.
4. Work Expectations
 - a. Synchronous learners have the same due dates and expectations as students in the classroom.
 - b. Asynchronous learners will have due dates set by their teacher.
 - c. Late work protocols apply to both Asynchronous and Synchronous learners. Students are expected to complete work by the due dates unless they have prior arrangements with the teacher.
5. Teacher Access for Asynchronous and Synchronous learners
 - a. Synchronous learners will access teachers during specified class times..
 - b. Asynchronous learners depend on teacher preference.
 - c. Teachers can offer extra help based on teacher availability and by request. Teachers will be consistent with what they offer for their students.
6. Email Communication and Expectations
 - a. Students need to be checking their email. They need to check their email daily, and need to be replying to teacher emails with family support.

- b. Asynchronous learners need to be checking and replying to emails within the school hours. Teachers may not be available after school hours.
- c. Asynchronous students will be expected to communicate with their teacher via Google Meet at specified time(s) during the week.