**Expectations & Procedures** (World of COVID 2020)

Mr. Setzer’s Class

1. **Respect**. This is my #1. Here are some ways to show respect **live & virtually**:
2. **\*Follow teacher directions.\***
3. **\*Be kind and considerate with your words and actions\***
4. **Listen when others are speaking.** (teacher and others students)
5. **Help to maintain a healthy learning environment.**
6. **Follow COVID guidelines** (Give others space, stay at home if you’re sick, etc.)
7. **Attendance & Effort:** **Show up**, give your **best effort,** and **stay on task**. (Live and virtual!)
8. **Don’t make it busy work!** Every assignment is a chance for you to learn something, so put thought into it. Avoid multitasking—this increases your efficiency and helps you absorb/remember knowledge.
9. **Active Participation:** Be alert, engaged, and an active participant. I keep track of your in-class **class performance** for a grade.
10. **Be Prepared!** Be ready when class starts—homework complete/submitted, ChromeBook charged, beginning warm-up.
11. **Be In Your Seat.** Stay in your assigned seat during instruction. Don’t sit on anything that isn’t a chair.
12. **Turn it In (On Time!)** When you complete an assignment, turn it in! This is **your responsibility**!
13. **Late Work:** Talkto Mr. Setzer ahead of time if you will need an extension. Late work will receive a **30% deduction**, making your maximum late work grade a 70% (C-). Late work can only be submitted until the test for that unit.
14. **Electronic Devices:** Cell phones and headphones cannot be used during class unless specified for an activity. Chromebooks can only be used for specified class assignments at appropriate times. Do not stream videos or use social apps unless you are directed to do so. An infraction of this policy will result in your device being **confiscated**.
15. **Keep it Clean:** Try not to make messes, but it’s Science and no one is perfect. So when you do make a mess, always clean up!
16. **Sharpening Pencils:** Do not sharpen pencils while I am teaching. Do not use the electric sharpener for colored pencils.
17. **Labs/Group Work:** Labs and other group work are **privileges that may be lost** for individuals or for the whole class. Two heads are better than one for learning, but only when you **stay focused**!
18. **Make-Up Work:** If you miss a class, it is **your responsibility** to get any learning materials and assignments that you missed. Virtual lessons and assignments are accessible through Canvas.
19. **Leaving Class:** You may not leave class during the ***first or last 15 minutes*** of class. Use the restroom between classes. If you have an emergency during class, you must sign out and take a pass with you (yes, even to the water fountain.)
20. **Cheating & Plagiarism:** Do not turn in anything that is not your own original work (**completed by you in your own words)**. Copying or **even paraphrasing** is plagiarism, whether it is from another student or an online source. You will receive a **zero**, a **parent phone call**, and **other disciplinary measures** may be taken in response to academic dishonesty.
21. **Asking About Grades:** Check PowerSchool before asking about grades. I will try to update grades no later than a week after assignments are turned in (late assignments will likely take longer to update.)
22. **Food Drinks:** No eating or drinking in the classroom. This is a lab! The only drink permitted in the classroom is water in a clear container with a water-tight lid.

**Virtual Expectations**

**Virtual Class**

* Most virtual meetings will begin with a ***warm-up*** activity or quiz. Begin this right away.
* Instructions will be given for live & virtual students.
	+ Some days, the lesson and discussion will happen for everyone over MS Teams.
	+ Other days, virtual students will have an online assignment while live students work on something else in class.
* Friday is remote for all students. There will be lessons and assignments to complete.

**Virtual Attendance**

* You must attend virtual class ***synchronously*** (at the same time class is happening).
* I will take attendance based on who is present and active in the MS Teams meeting.
* Notify me via chat or email if you arrive late.
* If you miss class, you must make up the work before the end of the day to be counted present.

**Online Meeting Etiquette**

* ***Microphone is muted*** unless I have instructed you to unmute.
	+ If you need to unmute to interrupt/speak, click “raise hand” in MS Teams and wait to be acknowledged.
	+ When asked to speak in Teams, unmute and talk (do not just type in chat)
* Camera is on w/ custom background—we will figure this out.
* ***Sound is on*** until I dismiss you from the meeting.
	+ I may have you work on something at home, but you must be ready to transition back to virtual class.
	+ I may give you verbal directions over Teams at any point (i.e. join a breakout session to discuss)
	+ I may call on you by name to respond to a question.
* Be at your computer until meeting ends. Notify me via chat if you take a RR break.
* Use the chat feature (chat box) to ask questions and make comments
* Find a space that helps you to limit distractions
* Dress code applies