

WELCOME

Welcome!

I am so excited for the beginning of the year! Even though things will look a bit different this year, I am confident that your child can still learn and be successful in class and in life. In this email, you will find important information for our class that includes: Google Meets schedule, expectations, materials needed, etc. Please feel free to contact me with any questions you may have.

Where will my student find his/her work for the day?

Classwork will be posted in google classroom (usually at the beginning of each school day, but it may be posted earlier). Students will need to login to google classroom and click the "classwork" tab at the top of the page.

What if my student turns in an assignment late?

Students have FIVE (5) calendar days after an assignment is due to turn in an assignment late. The first time a student turns in an assignment late (within the 5 day limit), there is no penalty. After that, grading will begin at 75% (students are not guaranteed this grade, but grading will begin at 75% before any deductions to an assignment are made). After the third incident, I will make parent contact.

What materials will my student need for virtual learning?

REQUIRED

- Chromebook
- Chromebook charger

OPTIONAL (but recommended)

- Headphones
- Planner to keep track of assignments, google meetings, etc.

Will my student be attending Google Meets for your class?

We will meet (via Google Meets) twice a week. This is for instruction, answering questions, etc. Google Meets sessions will take place during your child's assigned class period. For example, if your child has my class 1st period, our Google Meets session will take place during that period (beginning at 7:20am). Below is our schedule:

| monday | tuesday | wednesday | thursda Y | friday |
|--|---|--|--|--|
| Google Meets session during assigned class period <i>*link will be posted in google classroom*</i> | <i>Instructions for the day's work will be posted in google classroom</i> | Google Meets session during assigned class period <i>*link will be posted in google classroom*</i> | <i>Instructions for the day's work will be posted in google classroom.</i> | Individual conferences with students (as needed, students can fill out the google form in google classroom to sign up for a time to conference with me via Meets) |

When/how can my student receive extra help?

Students may receive extra help through one of the following:

1. Signing up for an individual one-on-one google meets conference (google form to sign up is located in google classroom).
2. emailing/calling during office hours. Office hours are Monday through Friday from 3:00 to 3:30 pm.
3. Emailing during planning (due to meetings, planning, etc. I may not be able to answer the phone during my planning time)

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| CONTACT INFORMATION |
| <i>Email:</i> caitlin.mccormick@bullitt.kyschools.us |
| <i>Phone:</i> (502) 869-6400 |

How can I check to see if my child has turned in their work for your class?

1. Ask your child to open google classroom.
2. Click the "classwork" tab at the top of the page
3. From here, you can see if there are any assignments missing or late. You will see "LATE" or "MISSING" or "NOT TURNED IN" next to the assignment.
4. Have your child open "turned in" assignments to make sure they have completed the work. Last school year, we had many students turning in blank assignments so it would look like all their assignments were turned in.

I look forward to meeting your child (virtually, for now!) and am looking forward to an exciting school year.

Caitlin McCormick

Bullitt East High School