

Student Responsibilities



- ❑ Attend
 - ❑ Scheduled Zoom Class times
 - ❑ Monday Advisory 8:30-8:55
 - ❑ T-F all other subjects
 - ❑ Costello 8:38
 - ❑ Galaviz 9:42
 - ❑ C.Lipsig 11:00
 - ❑ Teacher office hours 12:30-1:30 M-F
 - ❑ Personalized assistance
- ❑ Access Google Classroom DAILY
 - ❑ Respond to questions/comments in the 'stream'
 - ❑ Review all assignments for the week
 - ❑ Create workflow system to get everything done within a week's time
 - ❑ Complete weekly assignments for EACH subject
 - ❑ Proactively seek help via internet, peers, instructor
 - ❑ Submit whatever form of evidence is asked for
 - ❑ Revise & resubmit evidence based on instructor/peer feedback
- ❑ Apex credit recovery
 - ❑ Minimum of 1 hour/school day
- ❑ Communicate
 - ❑ Check email DAILY
 - ❑ Contact instructors/staff for help or clarification
 - ❑ Respond when presented with questions or requests for information
 - ❑ Archive/trach unneeded/outdated email DAILY
 - ❑ Check text notifications via REMIND/Google Voice
 - ❑ Respond/complete IF required

Instructor Responsibilities

- ❑ Present & facilitate
 - ❑ Scheduled Zoom Class times
 - ❑ Monday Advisory 8:30-8:55
 - ❑ T-F assigned subjects
 - ❑ Costello: *English 1-4, World History, Us History, Economics, & Government; APEX & Advisory*
 - ❑ Galaviz: *Math 1-3 + 1A & B, Science 1 & 2, Human Anatomy, APEX & Advisory*
 - ❑ C.Lipsig: *Drawing & Painting, Beg & Adv Computer, Media Arts, Web Design, APEX & Advisory*
 - ❑ Teacher office hours 12:30-1:30 M-F
 - ❑ Personalized assistance
- ❑ Update Google Classroom WEEKLY
 - ❑ Respond to questions/comments in the 'stream'
 - ❑ Create & post all assignments
 - ❑ Update & revise as needed for clarity
 - ❑ Review, evaluate & comment on student evidence
 - ❑ Return student evidence with feedback for revision/iteration
- ❑ Apex credit recovery
 - ❑ Monitor student progress & program time
 - ❑ Facilitate work completion via information support, clarifying confusing concepts, granting access to assessments/retakes
 - ❑ Communicating to Ms. Martin when courses are completed
- ❑ Communicate
 - ❑ Check email DAILY
 - ❑ Communicate with students, staff, etc
 - ❑ Respond as needed to inbound email
 - ❑ Post information to REMIND/Google Voice
 - ❑ Respond to student inquiry
 - ❑ Contact instructors/staff for help