

Common Weekly Procedure

1. The teachers will be giving you a plan every Monday for the following week. You will find it in your Stream in Google Classroom.
2. All teachers will be conducting whole class Google Meetings every Monday. Pay attention to the time of your class meeting and write it down on your calendar.
3. It will be **up to you to plan your week** so that everything is completed by the posted due dates.
4. **Get a paper calendar**, and plan out when you are going to do what throughout the week, in order to be done by the due dates. Post it on your fridge or by your desk. This way you can see it, and your parents will also know what is expected of you.
5. Parents have been asked to have the Guardian Summaries turned on for Google Classroom in each course. If your parents are not set up in a particular class, then please have them email the teacher directly.
6. Parents will receive a Guardian Summary weekly for the following week, if they have weekly summaries turned on.
7. If you have a question, you should immediately email your teacher.
8. Your teacher may reply with **an email**, or a **Google Meeting**, or a **phone call**.

