



2022-2023

#### STUDENT EXPECTATIONS

- Actively participate
- Check your district Outlook email/inbox at least once a day.
- Complete work on time
- Be honest and maintain integrity
- Check PowerSchool and email teachers about discrepancies
- Communicate with your teachers if you're unable to submit an assignment by the due date and ask for an extension.
- Communicate with teacher to indicate that a late assignment has been submitted
- Resolve problems with technology promptly and ask for help as needed.

#### PARENT EXPECTATIONS

- Create a PowerSchool account
- Maintain current phone number and email in PowerSchool:
  - Contact our school registrar to make corrections.
- Join Google Classroom as guardian
- Seek help promptly if you cannot access PowerSchool (972-925-5630)
- Check PowerSchool for student grades weekly
- Talk to your student about missing assignments
- Communicate with teachers when student needs help or has low grades

#### TEACHER EXPECTATIONS

- Use consistent, descriptive titles for assignments in PowerSchool and Google Classroom
- Use the flags in PowerSchool (missing, incomplete, late)
- Post all assignments in Google Classroom with accurate due dates.
- Enter grades for assignments in a timely fashion
- Create an assignment record in PowerSchool and record "missing" assignments within 3 business days.
- Communicate with students if there is a delay in grading assignments
- Respond to emails within two business days
- Update late work submissions in a timely fashion.
- Monitor for late assignments
- Send "notice of failure" emails to parents of students who are currently failing at least once every three weeks.

#### ADMINISTRATOR EXPECTATIONS

- Provide technical support for students and parents
- Follow up with consistently, persistently struggling students
- When parents contact you, verify that they have spoken with teacher first