



GARCES

MEMORIAL HIGH SCHOOL

Zoom Expectations and Instructions

Garces students will begin this school year in the virtual classroom. Students must have access to a Zoom account and have it downloaded on their device. Students will be required to have access to a secondary device to access their Zoom app in case of WiFi or other technology issues (example: smart phone, laptop, desktop, tablet).

Students must be out of their beds, sitting at a table or desk with appropriate background (no virtual background).

Students will be held accountable to the iPad User Agreement Form.

Students must have video access on and audio muted.

Parents are not allowed in the virtual classroom when students are on Zoom with their instructors.

Classroom Expectations

- Students will be held accountable for the class syllabus established by each instructor.
- Students will be required to submit homework assignments and class projects as per instructor deadlines.
- Students must use the @mygarces.org e-mail address to communicate with their instructors.
 - All instructor e-mail addresses can be found [here](#).
- Tests/Quizzes will be given at teacher discretion

Students/Parents can contact the students' counselor if there are academic concerns. Please contact the appropriate counselor:

- 9th grade counselor: Mrs. Howlett (chowlett@garces.org)
- 10th-12th grader counselor last names A-L: Mrs. Limi (dlimi@garces.org)
- 10th-12th grader counselor last names M-Z: Mrs. Restivo (Jrestivo@garces.org)

All classes will meet at the normal scheduled class time according to the posted calendar. Additionally, all Garces Memorial attendance rules will apply just as they apply for on-campus classes.

iPad software must be up to date. To check your software, go to "Settings", select "General", then choose "Software Update". If your device is not current, follow the instructions to "Download and Install" the latest software.

Roll will be taken by teachers during each session at the teachers' discretion.

Additionally, if you are absent from any session for any reason, an email from your parent/guardian needs to be sent to Mrs. Burns (sburns@garces.org). The normal attendance policy still applies.

Joining a ZOOM class:

1. Make sure your iPad is named correctly so teachers can take roll. Do this by going to "Settings", select "General", then "About", and "Name". Use your last name, first name, then grad year to name your device. Example: Johnson, Joe 2021.
2. Get each teacher's meeting ID code from iTunes U. Each teacher will have their own specific meeting ID code posted. That code will work for the same teacher for all ZOOM class sessions.

3. Open the ZOOM app on your iPad at or before the posted start time of your class. You do not have to “sign up” or “sign-in” to join a meeting, though there are some benefits to doing so.
4. Choose the “Join a Meeting” tab and you will be prompted to add your teacher’s Meeting ID code. Enter the Meeting ID and you will be connected. Make sure to “Join with video” and “Call using internet audio” when prompted as you join each class session.

Getting in touch with your teacher:

1. All teachers’ email addresses are listed on the Garces website, www.garces.org. From the main page, choose the “About” tab, then choose the “Leadership, Faculty & Staff” tab and find your teacher and their email address.