

## **Guidelines and Expectations for Students**

### **Everyday is a school day!**

- Face to face means the teacher is able to see you physically in the online conferencing application, not an avatar or blank screen.
- Students are to be in reasonable and appropriate attire (no pajamas, visible undergarments, swimsuits, etc.) that is not offensive, distracting to others, and exhibits an appearance of ready to learn.
- During class, students are expected to be engaged and participate without distraction, such as use of cell phones, participating in other online activities (games, social media, watching videos, etc.), playing with toys and/or pets.
- No other individuals, other than the students in your assigned class, should be on your computer screen.
- Make sure to log in to face-to-face classes 10 minutes prior to the start time of the lesson. This will allow lessons to start on time and give students the best learning experience possible.

### **Be prepared for online meetings by completing any required pre-meeting assignments designated by the teacher. Complete assignments on time as designated by your teacher.**

- Students are required to notify the instructor of any issues **before the day the assignment is due** (not on or after the due date) that may cause an assignment to be submitted late.
- Academic dishonesty, including plagiarism in any form, is strongly prohibited.
- There may be times where a teacher will require a one on one meeting with a student to review material.
- Individual work means no assistance from others, including parents, or from electronic devices (calculator, etc) in any way.
- Check your Schoology page daily. This is where you will find your daily schedule, Zoom meeting links, and independent work.
- Complete learning activities for each class by the date identified by the teacher.

### **Discuss with the teacher any issues or concerns that may impede you from successfully participating in remote learning.**

- Reach out to your teachers if you need extra support with your academics, work load, or need to connect with an adult.
- Students/parents need to communicate any issues that would prevent the student from attending a mandatory online face to face class.

## **Parent Guidelines and Expectations**

**Review the students expectations and guidelines with your child.**

**Familiarize yourself and anyone working with the student (relative, daycare provider, etc.) with the remote student expectations and guidelines. Specifically:**

- Technology
- Schoology
- Zoom
- Google Drive

**While we strongly encourage parental involvement, we request that parents use discretion before joining or being visible on your student's computer screen during online meetings/lessons.**

- Be mindful of your surroundings and what may be seen while you are on video and remove noisy distractions like pets, TV, and music. Help your child learn to mute his/her microphone when not speaking.

**Discuss with the teacher any issues or concerns that may impede a student from successfully participating in remote learning.**

- For challenging situations, contact the teacher, or if necessary, an administrator so we may assist in developing an appropriate solution.
- Students will be required to attend all online face-to-face meetings with their teachers. If extenuating circumstances exist that impede a student from attending, communicate that issue to the teachers, and/or administration early in the remote learning process or as soon as the issue occurs.
- Contact the teacher if you notice a pattern of not turning in work or poor quality work, so the teacher and parent/guardian can discuss a plan for improvement.
- If your child is unable to attend a lesson, please email his/her teacher so the teacher is not concerned about your child's lack of attendance.

**Assist your student in locating an appropriate quiet place for your student to effectively participate in remote online learning and discourage the use of other electronic devices or participating in online activities not related to school classes, lessons, or assignments.**

- Help your child log in to face-to-face classes 10 minutes prior to the start time of the lesson. This will allow lessons to start on time and give students the best learning experience possible.
- Neither the student nor parent may record, share, or alter the content of live class-related activities. Students may not record any live activity with other students when that activity is for the purpose of school-related work unless express permission is provided by a school official. In cases where a teacher does record a class lesson, he or she will make that recording available only to the students in the class. This posting will happen through secure means. Any sharing of that recording by anyone other than a school official is prohibited.

**Reflect weekly with your student on their performance, progress, successes, areas needing improvement, and a plan for your improvement.**

- Allowing a student to reflect on their performance and ways to improve, especially failure, is a powerful learning process.
- It is more important and effective to praise effort, process, and improvement more than grades.
- Teachers are partners in your student's success. IF a student is having difficulty in a class, ask students to reflect on the reasons for the difficulty and work with them on a possible plan for improvement. Recommend for the student to communicate their difficulties and ideas for improvement to the teacher.
- Encourage students to advocate for themselves when having questions, discussing issues, or submitting requests to a teacher or administrator.