

VIDEO
CONFERENCING

*guide
for*

FAMILIES

- Be on time! Having your student log in 2 - 3 minutes BEFORE their scheduled time is even better!
- Have your student wear school appropriate clothing.
- Set your student up to conference in an area that is well lit and free of distractions (e.g. – TVs, electronics, busy & noisy areas of the home, etc.).
- Minimize interruptions! Have your student go to the restroom and retrieve all necessities before logging in.
- If you're experiencing a poor connection or technical difficulties, exit the conference and attempt to rejoin.
- Feel free to sit with your student as he/she learns the ins & outs of video conferencing. You may help your child by reminding them of virtual meeting expectations & procedures, but please do not give him/her any answers. Remember that in times of new learning, your student most likely will not know every answer, and that is OK!

**THANK YOU FOR YOUR PATIENCE AND SUPPORT AS WE ALL
ADJUST TO THIS NEW WAY OF LEARNING!**

VIDEO
CONFERENCING

guide
for

STUDENTS

DO:

- 👉 Sit up straight and be still.
- 👉 Listen carefully.
- 👉 Speak loudly and clearly.
- 👉 Look in the camera.
- 👉 Mute your microphone when you're not speaking.
- 👉 Raise your hand to speak.

DON'T:

- 👎 Talk while someone else is speaking.
- 👎 Leave view of the camera.
- 👎 Play games while learning.
- 👎 Chat with other friends over messaging.
- 👎 Ignore the group.

**IF YOU WOULDN'T DO IT IN OUR REGULAR CLASSROOM,
DON'T DO IT IN OUR VIRTUAL CLASSROOM!**

Students

Students will be required to complete online assignments and participate in online meetings to receive credit for attendance and grades. Meetings will only be required for the students that attend virtually, but online assignments are required for all. Student expectations for Remote Learning will include:

- Grades will be earned and based on new learning.
- Log-in and review Google Classroom and email daily.
- Complete lessons and any attendance lessons by 8 a.m. the following school day.
- Follow the assigned schedule.
- Attend live lessons unless unable to do so due to illness or internet issues. Contact teacher within 24 hours of the conflict.
- Make-up class/work missed within school guidelines: A day to make up work for a day missed.
- Contact teachers as needed for additional assistance with digital lessons or issues with technology/device.
- Follow behavioral expectations and norms outlined in the school handbook and established in each classroom.
- Follow appropriate behavior for Google meets (mic turned off, etc)
- Follow academic honesty when submitting work. For example, no submitting another student's work or cheating during assessments.