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Thank you to the representatives from PASA and the
EAP that participated in the establishment of our norms.

Professional Development & Remote Meeting Norms

- ❖ **Do not multitask during the meeting**
- ❖ Be **present** and respectful at all times
- ❖ Show up on time and be prepared
- ❖ Listen actively and ask clarifying questions
- ❖ Presenters must test the technology ahead of time, especially if it's new or has been updated since last use
- ❖ Speak up or raise your hand if you have something to say; if remote, using hand raising button is an effective way to get the attention of the presenter
- ❖ If remote,
 - ***Treat the session as if meeting in-person***
 - Turn your video on for the duration of the session
 - Use the mute button to prevent background noise
 - Find a quiet space without interruptions and noise
 - Unless unavoidable, participants must log on using a computer
 - Be mindful of the chat in case you receive a message from the presenter/facilitator
 - Professional learning and meeting participants will be required to be in-district during all remote meetings and professional learning sessions, unless otherwise notified.

Division of Staff Development