



Online Etiquette for FID (Flexible Instruction Day) and/or Synchronous Learning

Throughout the school year, in lieu of a school cancellation due to inclement weather or other unforeseen circumstances, our Central Valley students may be informed to participate in their classes synchronously (in “real” time) from home. The following guidelines are to be followed.

Attendance:

- The student is required to follow his/her daily class bell schedule. Attendance will be taken for each period and block of time in his/her schedule. Any missed classes will be considered as a cut/skipped class.
- Attendance will be monitored for all students who participate from home.
 - The student must log in to his/her homeroom and/or 1st period class in order to be marked present for the day. Tardies will be noted.
 - The student must log in to each assigned class or block of time throughout the school day in order to remain present for the day. A class cut will be given for any class that is missed throughout the day. Parents will be notified, and disciplinary action will be taken. Repeated infractions will result in the loss of the synchronous instruction opportunity.
 - All early dismissals must be communicated to the office prior to the start of the school day. Parents/guardians must communicate this to the office secretary. A class cut will be given for any class that is missed throughout the day. Parents will be notified, and disciplinary action will be taken. Repeated infractions will result in the loss of the synchronous instruction opportunity.
 - Students who are tardy for the day must communicate with the office prior to entering the virtual classroom for the day, so the attendance can be documented. Repeated infractions will result in the loss of the synchronous instruction opportunity.



Video/Audio Guidelines:

- Students are required to have their cameras on for the entire class period. If cameras are turned off, the student will be removed from the class. A class cut will be given for any class that is missed throughout the day, and disciplinary action will be taken. Repeated infractions will result in the loss of the synchronous instruction opportunity.
- Students should create a professional virtual learning space, including:
 - All school rules and regulations apply while logged into the classroom
 - Be aware of the background
 - Set up against a blank wall, if possible
 - Use a virtual background
 - Avoid movement of other individuals in view of the camera
 - Students present within the classroom will not be in view of the video conferencing equipment.
 - Mute yourself and all participants upon entry
 - Remain muted until it is your turn to speak
 - Use the raise hand feature or raise your hand and wait to be called upon or utilize the chat box, if able, to assist with student contribution/questions
 - The teacher may mute the classroom microphone or turn off the camera at times due to privacy concerns within the classroom
 - Maintain expectations of professionalism/respect when on camera
 - This would include, but is not limited to:
 - Professional dress and school dress code
 - Professional and appropriate school language
 - Refrain from eating/drinking while on camera
 - All synchronous sessions will focus on school-related matters



CENTRAL VALLEY

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- o Be aware of computer screens/tabs that are open to avoid sharing non-relevant material with others.
- o No one is permitted to photograph or video record any Google Meet video conferencing sessions.
- o Any violation of these rules will result in the student being removed for the remainder of the day. Parents will be notified, and disciplinary action may be taken. Repeated infractions will result in the loss of the synchronous instruction opportunity.