Class Norms/ Mrs. Anderson 2020-2021
(adapted from work by the most excellent Mr. Reddy)

Whether we are together in person or online, we are forming a community. I hope we can agree to abide by our WPS Core Values:

❏ **Commitment to community.**   ❏ **Respect for human differences.**   ❏ **Cooperative and caring relationships.**   ❏ **Academic excellence.**

Without agreement about how we will act when we are together, though, our core values are just words on a page. You can breathe life into them by being the person and the classmate you hope others will be.

What's Netiquette? Netiquette is a hybrid word. It combines "net" (meaning 'internet') and "etiquette" (meaning 'respectful behavior') to represent the correct and appropriate way we communicate with each other online. In order to work together online as a class this year, we need to agree to work with "netiquette" and define what it means.

Your Online Expectations *As students you'll try your best to...*	**My Online Expectations** *As your teacher I'll try my best to....*
- Attend and participate in our online synchronous classes.	- Make our online synchronous class clear, informative and fun.
- Check Canvas and your school email daily during the school week and complete your work on time.	- Check my email daily during the school week and reply to questions and work submitted ASAP.
- Ask questions and advocate for yourself; there's no shame in needing help, it's important to practice asking for it.	- Always give you clear, valuable feedback to help you learn.

Our Shared Online Expectations *As members of a class community, we agree to...*

Always Identify Yourself and Who You're Responding To
- Sign in to Zoom using your WPS account and with your first and last name.
- Never post anonymously; include your name with anything written and in the file name of your work.
- Start comments or replies with a greeting; remember that we're talking to other humans. (Example: "Hi Ben, I think...")

Check Your Writing Before You Post
- Consider the intent and impact of your words; could they be misunderstood? Are they appropriate and useful?
- Contribute your best ideas to discussions; review other comments or content and **add** to the conversation.
- Make sure your statements are clear and coherent; read your words out loud before you submit them, use correct punctuation and capitalization to the best of your ability..

How Class Might Look When We Return to WHS (to be refined as we go...)

	I'm in class at in Room 231	I'm in class via Zoom
First 5 or so minutes	**Hand/Desk Washing, Greetings, Do Now** - Confirm your attendance with Mrs. Anderson	**Log on on time and complete Do Now as directed.** - Have class materials ready.
10-15 minutes	**Content/ Task/ Assignment explained** - Pay attention, ask questions, engage.	**Watch & listen** - Pose questions in the chat to be answered at start of activity if they have not been answered already.
~20 minutes	**Activity/ Assignment 1—independently or with partner(s) online**	
5 minutes	**Break**	
~20 minutes	**Activity/ Assignment 2—independently or with partner(s) online**	
10 minutes	**Summary and Exit Ticket**	**Summary and Exit Ticket**
-	Turn left out of the door when dismissed.	Log off when your Exit Ticket is Complete

Class Discussion Norms *Beyond our WHS core values, when we talk to each other we agree to...*

Practice Staying Engaged and Active Listening
- Practice being present and focusing on the conversation you're having.
- Active Listening includes: practicing silence to avoid interrupting; withholding judgment; asking clarifying questions.

Take an Inquiry Stance
- Be open to thinking new thoughts and taking a different point of view.
- Ask clarifying questions or rephrase what you've heard to confirm you understand what a person has said before you respond.

Speak Your Truth
- Make sure you're speaking for yourself. Consider using sentence starters like, "In my opinion..." "I notice..."
- Be honest and be your authentic self while being aware of the intent of your words and their potential impact.

Accept Discomfort and Non-Closure
- You're always safe in my class and during our conversations but being safe does not mean always being comfortable.
- If you feel uncomfortable in a conversation, reflect and ask yourself why you're feeling this way.
- It's okay to end a conversation in disagreement or without resolving an issue.

Adapted from the Norms of Courageous Conversations, by Glenn E. Singleton and Cyndie Hays