

GEORGE HALL JAGUAR NEWSLETTER

SEPTEMBER 14, 2020 Ms. Kazemi, Principal

Going back to school in virtual classrooms forces us all to navigate the online learning world. Because of this, we're providing this guide to help students know how to conduct themselves successfully in an online meeting. While many of these guidelines may seem obvious, a new medium of communication can tend to throw off some of our instincts for proper etiquette, so we thought it would be helpful to provide a baseline of expectations from which both parents and teachers can draw as we work together to create an ideal online learning atmosphere. Let's set our students up for success!



1. **Be on time for class meetings** (or even a few minutes early). It's a good idea to test out the class link in advance of your call time, so you know that it works and your system is up and running. Print out class schedules and post them as a reminder. Set an alarm as a reminder of when to log on.
2. **Set up a dedicated workspace** free of distractions. Just like at school, it's important to have materials ready to go. For virtual school, that means knowing what books or printouts are needed. Get pencils, pens, and white boards ready and be prepared to listen when the teacher comes on. Consider adding some of these items to the dedicated space: blue light-blocking glasses, headphones with a mic, soothing sensory tools, an external keypad.
3. **Eliminate distractions.** Keep in mind that class time is class time even when you are at home. Don't snack or chew gum during class. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts. Don't text or play with toys or phones during the class meeting.
4. **Participate fully.** This may look different depending on what your teacher is expecting at any particular moment. At times, your teacher will be leading the class in a discussion and this is when it is most important to speak up and share your thoughts. The fact is that the nature of an online format may increase the tendency of some students to sit back and observe. When there is a glowing screen in front of us, it is easy to default to a passive spectator mode. Even if it's just taking notes, make the most of each online meeting by becoming as active a learner as possible. Keep your camera on as much as possible.
5. **Respect the chat box while the teacher is presenting.** If you would like to use the chat box, remember that it is public to everyone in the class (including the teacher), and it can be distracting. A record of the chat is kept and archived. Please use respectful language.