



Committed to Excellence

Student Expectations and Procedures for Live Virtual Meetings (Hybrid Schedule)

- **Notification to Students of Meeting:** Teachers will post a meeting code or link in Schoology prior to the meeting.
- **Attendance:** On live, synchronous days (Wednesdays), all students are required to attend virtual class according to the bell schedule. Students are expected to log into Schoology to access the meeting link and arrive on time to each class. Period attendance will be maintained. During this time, students are not required to have video cameras on, however, we highly encourage this so that teachers and classmates can develop relationships virtually.
- **Recording of Meetings:** All live sessions are recorded. This means that students who participate in the session will also be recorded. All instructional sessions will be uploaded into Schoology for students to reference.
- **Meeting Etiquette:**
 - **Location:** Must take place in an appropriate setting. Find a quiet place that is free from distractions (siblings, TV, pets, etc.)
 - **Attire:** You should be appropriately dressed (i.e. school dress code applies).
 - **Sound:** Mute yourself when you enter if you are not already muted. Microphones and cameras are always on when you enter a live meeting. Almost all sounds from each location can be heard (whispering, dog barking, eating food, pencil tapping, page-turning, etc.).
 - **Your Turn:** Wait for the teacher to call on you before unmuting yourself. Only one student at a time should talk.
 - **Stay Attentive:** Pay attention to your teacher or other students who are speaking and be an active contributor during the video conferencing session; think before you respond to make your thoughts and ideas appropriate and clear. Refrain from distracting activity such as cell phone usage, side conversations, etc.
- **Student Behavior:** Students are reminded that the Student Code of Conduct applies when participating in synchronous meetings, synchronous breakout sessions, and asynchronous discussion board dialogue. Adhere to the same standards of behavior that you would follow in any classroom (appropriate dress, appropriate language, respect for others, etc.).