

# Remote Synchronous Learning Guidelines

Effective February 3, 2021



## Zoom Guidelines

- Cameras should be turned on and students must be visible on screen. Microphones should be muted upon entry to class.
- Students are expected to follow the remote learning dress code. You should be wearing an IWA shirt and appropriate pants/bottoms. Clothing items that are inappropriate (i.e. pajama bottoms) will be referred to the Dean of Students, Ms. West.
- Cell phones and other devices should be turned off during Zoom sessions.

## Learning Environment

- Students should be learning from an appropriate learning environment that is conducive to learning. Zooming in from inappropriate learning spaces (i.e. your car, on a walk, your bed) will result in you being marked absent for that period, at the discretion of your teacher. Any student who joins class from an inappropriate learning environment will be referred to the Dean of Students, Ms. West.
- Students should ensure anything displayed on Zoom is school appropriate.
- Students should feel empowered to change their learning environments throughout the day if they can. This is helpful for learning and concentration.

## Participation & Attendance

- Students are expected to actively participate in class on Zoom, just as they would if they were on campus. Students should answer questions when called upon and keep their cameras on throughout the class period.
- Students are expected to be on time. Per the Student/Parent handbook "Each student must be in all classes with their necessary materials when each class begins, including zero period. Students who arrive twenty or more minutes late into a class period will be marked absent from that class period."
- If you are absent, your parents need to email [attendance@incarnateword.org](mailto:attendance@incarnateword.org). Emails without parent validation will result in an unexcused absence.
- Should a student experience a technical issue while engaging in remote learning, Mr. Kerr-Herally, Mr. Moudry and Ms. West should be contacted immediately so we can help you.
- Students are expected to actively communicate with their teachers. Please be sure to proactively reach out if you are struggling. Your teachers are here to help you.

## Testing & Academic Integrity

- While remote learning, students will be expected to take class assessments at home. Students will not be asked to come on campus to take assessments for any reason.
- Students are expected to maintain academic integrity while learning at home. Please see the "Honor Code" on pg. 27 of the Student/Parent Handbook.