



Guidelines for Student Participation in Live Teaching Sessions via Google Meet:

During remote learning, you will be required to participate in various live **Google Meet** sessions with your teachers and classmates. This document will serve as the “ground rules” in terms of behavioral expectations and procedures while participating in **ANY** Google Meet session.

★ Your participation in the Google Meet live sessions acknowledges that you will adhere to the guidelines listed below:

1) Once you enter the Google Meet (via the Google Classroom link provided by your teacher), the teacher will MUTE the entire class. This is very important so that the teacher can say hello, make sure that everyone is present, and begin explaining the lesson or activity with the entire class. **You are NOT permitted to UNMUTE yourself until you follow the instructions in the next step (step # 2).**

2) **SPEAKING/ASKING QUESTIONS-** In order to speak, ask a question, or make a comment, you can either

A) Raise your hand (your teacher will see you on camera- **see #3**)

OR

B) Post a comment in the chat (which is located in the top right-hand corner of the Google Meet screen).

- An appropriate post in the chat would be something like, “*I have a question, Mr. Barchini.*” Your teacher will prompt you when to unmute yourself and speak. All comments should be directed towards the teacher. This is **VERY** important so that the teacher can instruct the class and everyone isn't talking over one another at the same time. Again, if you would like to speak, you can physically raise your hand on the screen **OR** post a comment in the class chat in the upper right-hand corner.
- You are **NOT** permitted to use your cell phone during Google Meet sessions. Taking pictures of the screen or recording of any kind is **NOT** permitted (see # 5).

3) **3) BEING VISIBLE-** Effective **Monday, September 28th, 2020**, **ALL** students will be required to keep their camera on and be visible during any and all instructional components of the Google Meet sessions. This change will enhance and improve the flow of instruction that is being delivered to students inside of the Google Meet. Once the teacher completes the instructional portion of the lesson, the students will be permitted to turn off their camera.



- The camera **MUST** be on your face and **NOTHING** else. This way the teacher can physically see you and there is nothing to distract the other students or interrupt the activity.

4) **DRESS ATTIRE/ LOCATION-** In order to limit distractions and interruptions, please do your absolute best to be in a safe, quiet place in your home. Also, you **MUST** be dressed appropriately during all *Google Meet* sessions.

5) **HEADPHONES-** If you have headphones available at home, please utilize them during your *Google Meet* sessions. This way there are minimal interruptions/ noise that may come from the family members within your home.

- **If you don't have headphones, that's okay! Do NOT tell your parent(s) or guardian(s) that they need to go out and buy them.**

6) **MISBEHAVIOR/ DISRUPTIONS/ NOT FOLLOWING DIRECTIONS-**

If you unmute yourself without being prompted by the teacher, put something inappropriate on-screen, or disrupt the virtual meeting in any way (cell phone being used, etc.), your teachers are able to remove you from the *Google Meet* session.

- Conduct will be handled in the same manner as in the physical school building. Disruptive or Inappropriate Behavior will be addressed according to the ***Code of Conduct***.
 - If you continue to exhibit inappropriate behavior, you will be removed from all live teaching components, which will ultimately affect your Class Participation grade (20%). Most importantly, you will miss out on meaningful instruction and your learning will be negatively impacted!
 - **Very simply, if it's NOT okay to do in the classroom at Hasbrouck Heights Middle School/ High School, then it is NOT okay to do in a virtual classroom taught by a Hasbrouck Heights Teacher.**
- ★ In order to continue our mission of providing our students with a meaningful and productive education, we expect these guidelines to be followed at ALL TIMES! Your teachers and staff members have worked extremely hard to adjust teaching and learning to fit our Virtual Learning schedule. **Your job as a Junior Aviator is to reciprocate that HARD WORK by doing YOUR ABSOLUTE BEST to show respect and cooperation at all times.**

--Middle School/ High School Administrative Team

HEIGHTS: Where Tradition and Innovation Take Flight!