



Friends School Community Expectations for Remote Learning

As leaders in Social Emotional Learning, Friends School relies on community expectations both in the classroom and around remote learning to maintain a level of respect for and consideration of each other. In order for remote learning to be successful, our community needs to work together in the spirit of compassion and cooperation so that our students can have a positive experience.

The following community expectations for remote learning are an addendum to our Family Handbook and serve as general guidelines when participating in remote learning at Friends School.

Student Reminders:

Although students are not physically at school during remote learning, they are still actively engaged in learning at Friends School through remote means. The same student behavior expectations whether school is in session and in-person or remotely, apply to all students. These expectations are detailed in the Friends School Family Handbook:

- [PS-5th: Community Expectations](#) (p. 32 of Family Handbook)
- [Middle School Citizenship and Honor Code](#) (p. 34 of Family Handbook)

Parent Reminders:

Parent support is a necessary component of any remote learning environment and will look different based on the child's age and level of autonomy. Friends School asks for parents to help create a home environment conducive to learning and to help guide their children in respectful, cooperative, and compassionate behavior — to the best of their abilities.

Online Meetings/Video Chat Guidelines:

- Audio: Meet in a quiet space that eliminates or limits unwanted background noise.
- Headphones, headsets (both wired and wireless), or earbuds are recommended, especially if there are multiple people working in close proximity. This will limit the distraction to others.
- Use Lighting that allows you to be clearly seen; bright backgrounds, such as windows, make it difficult to see.
- Please enable your video so that you can be seen. If for any reason you need to disable your video, let the host of the meeting (teacher) know in advance.
- Consider your background. Prevent anything from being seen that might reveal where you live or show anything inappropriate.

- Please do not use a photo or virtual background.
- Location: We recommend that video sessions take place in public spaces in your house (such as dining room, kitchen table, living room, family room).
- Try to avoid having pets, siblings or other family members too close in order to prevent a visual or auditory distraction for you and others.
- We realize that that being at home means that you likely wear casual comfortable clothes. Please remember, however, that you will be meeting your teacher and classmates in a real-time video conference and that you should still be appropriate. Older (middle school) students: Please don't wear pajamas.
- When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you."
- If you want to speak, physically raise your hand or use the "raise hand" feature that is available on platforms such as Zoom.
- When you are not speaking, mute your mic/audio and listen actively.
- If asked to use the "chat" function make your written responses appropriate for a classroom.
- Wait for your teacher to call your name before providing a response either on camera or audio.
- If you need to take a break from the chat, let the teacher know. Do not take your device (phone, laptop, Chromebook, or iPad) with you to the bathroom or another room.

Class Preparation Guidelines:

- Pay attention and refrain from getting sidetracked. Do not have other tabs/windows open on your laptop without teacher's permission.
- Phones and other devices should be off and away during class. "Park" cell phones in another room.
- Respect the privacy of classmates and teachers; recording/videotaping or photographing other students or teachers or any part of an online meeting is a violation of school policy and could be a serious security issue for some families.
- Continue to check email, Google Meet, Google Classroom or Schoology regularly during the school week, with the assistance of a parent if necessary.
- Be forgiving of other people's mistakes — not everyone has the same amount of experience working remotely; practice kindness and forgiveness as you would hope others would do.
- Thoughtfully consider other people's challenges and celebrate accomplishments.
- Manage your devices: Verify that they are updated, charged, and in working order.
- Know how to turn the VIDEO and AUDIO on and off.
- A reliable internet connection will be necessary to access your class materials and online meetings.