

# Our Lady of Charity School

## Virtual Learning Etiquette

Greetings Cougar Family,

Welcome to the 2020-2021 school year! I hope this letter finds you well, even during this uncertain time. We certainly are experiencing some unprecedented events. I want to thank everyone in advance for your support, patience, flexibility, and understanding during this time, especially as we continue into the 2020-2021 virtually.

Teachers will blend live virtual instruction with paper assignments and practice work. During the live learning sessions, teachers will use a variety of virtual strategies to engage students in all subject areas. Areas of study will include literacy, math, science, social studies, and special area classes (PE, technology). Should your child have any questions about the work, his/her first point of contact should be the teacher. Additionally, our teachers utilize REMIND as a tool, and e-mail.

We are asking parents to please partner with us by reviewing our plan, speaking with your child about the importance of actively participating in their virtual experiences, prioritizing time for your children to practice skills that they are missing, and creating structure and routine around learning. For you to better understand distance learning and the expectations for our students, we have created the outline below.

Please review with your child(ren) the following guidelines while learning virtually as we partner together in your child's virtual learning.

1. Set up a dedicated learning space that is quiet, has a table/flat surface, a comfortable chair, and has good lighting (not on the couch or on their bed). Please be mindful of background lighting. Students may want to use a headset with an external mic for best hearing and speaking capabilities.
2. Ensure that student has a working and fully charged computer/laptop and functioning internet. Students will need to close unneeded applications on their computer/laptop to keep the virtual lesson functioning optimally.
3. Organize all learning materials and supplies in that same space.
4. Post their daily schedule in that same space.
5. Set alarms to ring based on their schedule.

6. Ensure that your child eats breakfast before class starts and lunch during their lunch break. (Students will not eat or drink during their virtual lessons.)
7. Ensure that they brush their teeth, comb hair, and dress in uniform (uniform shirt or field day shirt on Fridays) ready to learn.
8. Ensure that they get a good night sleep.
9. Ensure that they log into class 5 minutes early.
10. Support and create accountability by checking your child's assessments, tests, and grades.
11. Students will mute their microphone if they are not talking.
12. Students will use their real name on virtual calls.
13. Students will only post chat messages relevant to the lessons.
14. Students will remember to sign out or leave the meeting when the session is finished.

We are looking forward to continuing the strong partnership with you to support our students to help them achieve at their highest potential. We understand that this start of the school year is like no other and the stress that the pandemic is having on all of us is challenging. We appreciate all that you are doing to support us and your child's education.

We want to reassure you that we are here to help and support you in any way we can.