



## Varnett Public Schools Remote Learning Norms and Expectations

This document details the expectations for Varnett staff when meeting online with students or staff. Please take due diligence to meet these expectations so that we can all work together as efficiently, collaboratively, harmoniously, and professionally as possible.

### Dress Code

Understanding that “school is school” regardless of the location, all personnel are expected to maintain business casual attire and appropriate overall presentation during live and/or via recorded sessions/meetings.

On dress code days, Mondays and Wednesdays, staff should be dressed in a Varnett polo shirt.

### Location

Understanding that “school is school”, all personnel within The Varnett Public Schools who are working remotely are expected to *designate a specified location within their homes as a work space*, and take special consideration of background noise and/or images when communicating live or via recorded sessions, and *muting microphone/speaker when not speaking*.

### Confidentiality

Be aware of the conversations you have with colleagues regarding individual students. Student names should not be used when giving examples, etc. Be mindful not to share student work with names included, etc. when screen sharing.

### Tech Preparation

Please test/prepare your technology prior to the start of the event in order to have time to troubleshoot and resolve any connections or sound issues, etc.

- Find a quiet space to participate.
- Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* the meeting and resolve any technical issues.
- Use a phone line with audio clarity and stability.
- Use the mute button on your device to prevent transmitting background noise.
- Turn off all notifications and make sure your cell phone is on silent.

### Meeting Norms

- 1.) Cameras are to remain on
- 2.) Mics are muted unless asked to unmute
- 3.) Type questions and comments into the chat box
- 4.) Be All In: Follow along with what's being shown and explained and take notes - You'll need this info later!
- 5.) Iron Sharpens Iron: Be respectful and mindful of others; use each other as a resource for gaining knowledge