

## *Virtual Classroom/Office Hour Etiquette for Students & Parents*

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1. Our Franklin website is being updated daily as new information becomes available. Please check it frequently.
2. This is our new norm for a while so be patient with all of us as we navigate this new system. You will see at least two new lessons for all grades each day, just different subjects.
3. Please understand that teachers are in their homes and interruptions may occur. They are out of the comfort zone of their classrooms. On your side, for your students, please make your *best* effort to minimize distractions while your students watch their lessons and do assignments. Remember, they are pre-recorded, so timing is flexible for completion.
4. As always, it is important for your children to do their own work. This is how our teachers assess their progress. Mistakes are ok!
5. We expect our students to follow Franklin Academy/Broward County's Code of Conduct at all times on all virtual platforms, including but not limited to Canvas, Google Classroom, and ZOOM. Teachers will exercise their right to mute or block any participant from group sessions if posts or behavior are disruptive or inappropriate to the session. Refer to the attached Technology Usage Acknowledgement.
6. Teachers will refer to the Code of Conduct and report students to administration as needed. Administration will follow the Broward County Behavioral Matrix in regards to any necessary consequences. Technology usage infractions will be recorded in the student file.
7. We welcome parents and students to Office Hour sessions. These sessions are **OPTIONAL**, not mandatory. We encourage checking in during the week so we can see your children's face! Please use courtesy when attending these sessions. Remember to stay focused on the lessons. The Zoom platform allows for the following:
  - a. You may "Raise a Hand" clicking on the "Participants" button and clicking "Raise Hand."
  - b. In the Upper Right hand corner of their Picture/Name Screen, you can "Mute" yourself or the teacher (host) can mute you as well.
  - c. The "CHAT" button on the bottom of the screen is where you should post questions while waiting for someone to stop speaking.
8. It is our expectation that all participants attend live Office Hour sessions dressed appropriately for this virtual learning opportunity (no uniforms necessary).
9. Office Hours are **NOT** Parent Conferences. Teachers continue to be available by email. Office Hour time should be used for questions related to the posted lessons and assignments. This is not the time to have a conference about your child, or discuss the news, the Franklin lottery, or school closure information. This is for you to ask the teacher quick clarifying questions to support your student. A teacher can schedule a separate time with a student or you, if more assistance is needed. We want to make sure people who need assistance related to the lessons receive it.
10. Always feel free to reach out to administration as needed by email, and one of the administrators will get back to you.

We are here to support your child in this process. We are learning every day, and our teachers are excited to continue the educational journey with you in the safest way possible. We will make adjustments as we gain updates regarding school closures. Remember we follow Broward County in terms of closures.

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