

## Our Distance Learning Class Rules

**Note:** Our lessons will start with a mix of “live” Google Meet classes as well as pre-recorded lessons. This is apt to change as we figure this out together.

### BEFORE CLASS

1. Arrive to class about **5 minutes before** the scheduled time with **any needed materials**. This will allow you to solve technical problems if necessary, like:
  - Where’s my power cord?
2. If you are not dressed appropriately for school, enter with your **CAMERA OFF**.
3. When you enter the meeting, enter with a mic on and say hello. Then immediately **MUTE YOUR MIC** and wait for the class to begin.
4. If you arrive **after the start time, enter with your mic MUTED**. Do not interrupt the lesson.

### DURING CLASS

1. Ask questions in the **chat**.
2. If you cannot hear the teacher and suspect others cannot hear either, **UNMUTE** your mic and announce that you cannot hear anything.
3. If the teacher calls on you, unmute your mic and answer the question out loud. Always be prepared to be called on in class (just like the actual JJ classroom).
4. **Be nice to each other**. Remember that all rules from our brick-and-mortar school are still in effect. Never say anything in a chat that would bring shame on you or another.

### AFTER CLASS

1. Do your **classwork and/or homework** and **submit** it to Google Classroom for **accountability** and/or a grade.
2. If you are confused about what you need to do, attend the **Google Meet** scheduled for the day. You can always **email** as well to schedule an appointment on Google Meet.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:** Take a picture of the above with your signature and “turn in” on Google Classroom.