

Collegedale Academy

Online protocols and etiquette expectations

3-24-20

1. Dress appropriately when connecting online. All student should be wearing their CA shirt while online and remember that you are on camera and can be seen.
2. Be respectful of others who are also connected. Mute your microphone unless you need to speak. Please try to avoid speaking over each other and any inappropriate behaviors that could be construed as online bullying.
3. All school policies remain in effect with regards to academic misconduct cheating, plagiarism, copying another's work, etc.
4. Attendance is still being taken so it is important that you follow through with meeting your scheduled online times and completing your assigned work. This will also provide evidence of your engagement. If you miss a scheduled time, your grade will be affected. Faculty will send absences to Mr. Crawford.
5. Even though CA classes are currently taking place through an online platform, all school policies and behavioral expectations remain in place.
6. The CA school building is closed to all students.

Tips for online academic success

Tips for Succeeding with Remote Classes:

1. Work to maintain as normal a school day schedule as possible.
 - a. Wake up in time to complete, whatever you would typically do before leaving for school.
 - b. Reserve your usual class time and homework time for doing schoolwork only. If you don't normally play video games or watch Netflix between 8:00-3:15pm (and you shouldn't), don't do it now!
 - c. Do not eat during class.
 - d. During your five minute "rotation" break between class meetings, stand up and walk around like you would between classes. Better yet, step outside for breath of fresh air.
 - e. Go to bed when you normally would (or should) on a school night.
2. Stay out of bed. Once school begins, work at a desk or table.
3. Check your CA email multiple times a day to make sure you're not missing something.
4. Communicate with your teacher about anything that is confusing, anything that seems to be posted incorrectly, or any questions that you have. This is new for us, too, and we

will make mistakes or sometimes not communicate directions clearly enough. Don't be afraid to let us know. Communication is the key to your success!

5. Stay engaged during online class times. Listen to the teacher and your classmates and contribute through text chat and audio/video. Go back and watch the recorded session if you miss something or just need a refresher.
6. Stay engaged during pre-recorded presentations. Treat them as you would a classroom lecture. Take notes. Write down questions that you have and email them to your teacher.
7. Stay healthy! Take your vitamins, eat healthfully, stay hydrated, and get plenty of rest, exercise, and fresh air. It's just as hard to focus on online classes as on regular classes when you're not feeling well.

We need to work together to make you successful! Be bold, because the Lord God is with each of you!