

# GreatHearts

## Irving

### Distance Learning Policies & Guidelines

Dear Upper School Families,

With the anticipation of our first day school tomorrow, we want to share with you general policies for online learning, guidelines for synchronous zoom classes, and helpful tips and resources for day 1.

#### Policies for Distance Learning

- Only students should be on the camera screen.
- Students will not be admitted into the Zoom meeting if the camera is not on, if the name shown does not match the name on the roster, or if not in uniform (if uniforms have not arrived, students should be wearing a solid blue or white polo or button up shirt).
- Students need to be on time to Zoom class meetings - links will be open five minutes before each class begins.
- Synchronous Class Sessions are mandatory for all students and will not be recorded. If students miss a synchronous class they should get notes from a peer and can find the day's assignment on Google Classroom.

#### Guidelines for Synchronous Zoom Classes

- To decrease distractions and increase focus, students should have a quiet learning environment, devices should be on a solid surface, and the backdrop should be free of distractions.
- Students must be in uniform, sitting up straight, and the camera should show shoulders and up.
- When logging into Zoom, make sure that "Mr." or "Miss" precedes your last name. Do not include your first name.
- The camera must be turned on for the entirety of the Zoom session.
- We recommend students use headphones with a mic to decrease distraction for the student and limit outside noise during class.
- Students should not eat during synchronous lessons.

#### Helpful tips and resources for Day 1

- We suggest parents help their students login to and become acquainted with Google Classroom before Wednesday morning.
- We will have someone manning a Family Zoom Helpline at the time below to help you troubleshoot Synchronous Classes on Wednesday. ([Zoom Link](#))
  - 8-9:30 am
  - 12:30-2 pm

As always, if you have any questions, please reach out to me or send inquiries to [info@greatheartsirving.org](mailto:info@greatheartsirving.org) and we will get back to you as quickly as possible.

Yours in Partnership,



Michael Cowan  
Great Hearts Irving  
Upper School

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