Our Protocols

Protocols are our way of ensuring that we can learn and work together in a way that makes everyone feel respected and heard. Take a moment to review our norms for whole-class, small group, and individual virtual work sessions.

Whole-Class or Large-Group Meetings

In Person	At Home
- I am focused on the person who is speaking. - I show that I am present in a class by contributing to both live and silent discussions. - I am on time! If I am working independently or in a small group, I return for whole-group instruction or discussion at the appropriate time and place. - I am fully prepared with all resources and materials needed for the day. - If I need help and can't get it from my teacher, I use other means to advocate for help, like using the class *help board* or sending an email.	- My camera is on to show that I am present in class. If my camera cannot be on for any reason, I privately notify my teacher. - I am focused on the person who is speaking. - I am mindful of background noise and I mute my computer to minimize distractions. - I am fully prepared with all resources and materials needed for the day. - I utilize the "reactions" buttons to show agreement (thumbs-up) or approval (applause). - I am on time! If I am in a breakout room working on an activity, I come back to the main room at the appropriate time for any small- or large-group meetings. - I use the chat area to post questions and comments. I am respectful of others when voicing my opinions. - If I need help and can't get it from my teacher, I use other means to advocate for help, like using the class *help board* or sending an email.

Small-Group Meetings

In Person	At Home

● I fully own my group roles and responsibilities that will contribute to our group work.
 	
● I focus on the person who is speaking by limiting distractions like:
 	
    ○ Closing other unnecessary browser tabs on my computer
 	
    ○ Moving to a space away from distractions
 	
    ○ Using headphones or earbuds, if possible
 	
● I patiently wait to unmute myself or to contribute to the conversation without interrupting others.
 	
● I invite my peers to share their thoughts or contribute to the conversation.
 	
● I use the chat box or a shared document for my notes, questions, or comments.
	● I fully own my group roles and responsibilities that will contribute to our group work.
	
	● I am mindful of background noise and I mute my computer to minimize distractions.
	
	● I focus on the person who is speaking by limiting my at-home distractions, like:
	
	    ○ Closing other unnecessary browser tabs on my computer
	
	    ○ Turning my phone over and putting it on silent while in a virtual meeting
	
	    ○ Moving to space away from distractions
	
	    ○ Using headphones or earbuds, if possible
	
	● I patiently wait to unmute myself or to contribute to the conversation without interrupting others.
	
	● I invite my peers to share their thoughts or contribute to the conversation.
	
	● I use the chat box or a shared document for my notes, questions, or comments.

When You Are Working Independently

In Person	At Home
- I'm in STEALTH MODE! My workspace is free of distractions and I am fully focused on working independently. - If I need help or have a question, I utilize my resources like the *help board* to get help or feedback from my teacher or peers. - I keep track of time and return to "whole group mode" when signaled.	- I'm in STEALTH MODE! My camera is off and my microphone is muted to avoid distractions. I am fully focused on working, yet still connected to the meeting. - If I need help or have a question, I utilize my resources like the *help board* to get help or feedback from my teacher or peers. - I keep track of time and return to "whole group mode" when signaled.

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