

Banks School District

Message to Students and Families

Students and Parents:

Please review the following communication guidelines for the Banks School District Distance Learning plan. These guidelines apply to student interaction with their classroom teachers and other school staff. This may include, but not limited to: principal, counselors, or support staff. If you have any questions please contact your student's teacher or building administrator to discuss these guidelines.

Guidelines for Emails and Communication:

- Educators will adhere to the staff expectations relayed in the BSD staff code of conduct when interacting with students.
- Communication with students may occur via email, video conferencing, or phone calls.
- Student school emails and/or parent emails will need to be used for communication.

When telephone communication is used, the guidelines are as follows:

- Teachers will adhere to the staff expectations relayed in the BSD staff code of conduct when interacting with students.
- Consideration should be given to the time of day for telephone communication. Contacting students outside of school or working hours is discouraged.
- Home or parent telephone numbers are encouraged to be used when contacting students.
- Staff are encouraged to engage the parent/guardian when making a telephone call, noting the purpose of the call and addressing any concerns the parent/guardian may have.

Online Etiquette for Distance Learning

As we move into distance learning over the coming weeks, this will bring opportunities and challenges that do not always exist in a traditional brick-and-mortar classroom. Following some basic guidelines about engaging with learning online, will help facilitate a smoother transition to distance learning for families and staff. While distance learning may appear less formal than traditional learning, the expectations are the same. Here are some tips to help with distance learning etiquette:

- If possible, create a study zone that is clear from distractions. Set up this space with your school supplies and digital device. Try to select a backdrop that is neutral and not distracting for the purpose of participating in video meetings like Google Meet or Zoom.
- When participating in a video call (like Google Meet or Zoom), be aware that everyone on the Meet/Zoom has a glimpse into your surroundings. This includes your clothing, items hanging on your walls, and other people in your house who may be in the background. Remind other people in your house that you are participating in a virtual meeting before you begin.

- When utilizing the chat feature in Google Meet/Zoom, comments should be related to the learning discussion and school appropriate at all times. We will continue to follow all standards of student conduct during distance learning.
- Be kind, friendly, and positive. Inside jokes and sarcasm don't translate well to an online learning environment. Support one another, even when people make mistakes.
- This is an academic setting, not social media. Follow normal academic guidelines for chats and school work including proper punctuation, capitalization, and grammar.
- Practice academic integrity. Use your own knowledge & experience to complete your coursework. When utilizing outside resources, be sure to include citations and paraphrase when you are able.

If you have any questions about district communication with students and staff, please do not hesitate to contact your child's principal or myself.

Be well and be safe,

Jeff Leo

Superintendent