

PRINCETON PUBLIC SCHOOLS
Office of Curriculum & Instruction

EXPECTATIONS FOR REMOTE SCHOOLING

Routines

Students thrive on routines because routines create a mindset for learning. To establish a productive remote-schooling setting, please make sure your children do the following:

- Arise at the time they would if they were attending school in person.
- Have a healthy breakfast and get dressed for school. (Wearing pajamas or the like doesn't put youngsters in a mindset to engage seriously in schoolwork. Doing so may also send an inappropriate message to their classmates.)
- Use the restroom before school starts. (Teachers expect students to be in class without having to leave except for emergencies.)
- Stay organized, including having all learning materials available. (Have your children arrange those items before they go to sleep at night.)
- Arrive for school when expected by logging in on time. (Children's daily schedules will be on their teachers' *Canvas* pages.)

Workspace

Establishing a consistent workspace is another important routine. It puts students in a schooling mindset and sets them up for success.

- Set aside a place for your children to sit. (Without their teachers' permission, children shouldn't lie down while learning.)
- To the extent possible, ensure that the place that you set aside is free of distractions, including background noise.
- Be aware of what's behind your children so that what may appear on the screen is simple and appropriate.
- With multiple children, find places where each one is away from the others so all can work independently and without interference.

Equipment

With our school district's 1:1 initiative, all students will have their own devices. Please remind your children to

- Make sure they charge their devices overnight so that, each morning, they and their devices are ready to go.
- Keep their charger nearby and know where the closest outlet is.
- Use headphones if their siblings' learning distracts them.

Engagement in Learning

An essential component of virtual schooling is students' active involvement. As learning is a social act, participation and interaction with others is important, so have your children

- Follow their teachers' procedures for participating in class, such as via chats and raising their hands virtually.
- Keep their cameras on, unless you or your children are uncomfortable with that. In such cases, communicate your concerns directly with your children's teachers.
- Display their legal name. (With their teachers' permission, they may use nicknames, so long as the latter are appropriate.)
- Refrain from recording or photographing lessons. (That goes for parents, too!) Only teachers may record lessons, and only if they announce beforehand that they're going to do so and allow students who are uncomfortable being recorded to turn off their cameras (while still displaying their names and continuing to participate in the activity).
- Stay off other devices, such as telephones or televisions, while classes are in session.
- Mute their microphones while not speaking.
- Rejoin immediately if their connection drops, or reach out to our student helpdesk at SHD@princetonk12.org.

Appropriate and Responsible Use

Whether children work remotely or in person, they must maintain academic integrity. This means they must

- Submit work that is only their own.
- Submit their work on time.
- Take assessments independently.
- Use only those resources that their teachers allow.

- Follow our school district's Acceptable-Use Policy.

Responsibilities of Parents, Guardians, and Care-Givers

You're our teachers' partners in this educational enterprise. Please assist us in the following ways:

- Ensure that your children attend all their remote-schooling sessions and that they show up on time.
- During live instruction, let your children have ownership over their work; don't disrupt the lesson or them.
- If you have questions, send them via e-mail to your children's teachers; don't interrupt lessons.
- Respect our teachers' and students' rights to privacy; don't record or photograph lessons.
- Follow our school district's Acceptable-Use Policy.