



Online Guidelines for Teachers

As we continue to navigate the closure of our schools and the new world of distance learning, we've come to realize that online classes present a whole new set of challenges and considerations when it comes to classroom management and maintaining your school's rules and expectations. We've accumulated the below list of guidelines from different experts in the field for your consideration as you dive into this new territory. These ideas are not CSO prescriptions or mandates but rather ideas for you to consider as a school community.

1) Encourage students to establish a routine. We are all creatures of habit and routines can help to assuage anxiety. Share these ideas with your students to help them adjust to their new normal:

- **Get plenty of sleep.** On school nights, try to go to bed and get up at the same time.
- **Pretend like you *are* going to school.** Telling yourself that you're heading to school (even at your kitchen table) helps you to get into the proper mindset.
- **Get dressed and out of your PJ's.** Dressing for school (not necessarily in uniform) helps to support the idea that we're changing modes from leisure time to work time.
- **Create a comfortable and efficient workspace.** Whether it's a dining room table, a make-shift desk in a hallway, or a quiet corner of the living room, having a dedicated space to attend classes and study allows you to create a clear delineation between school time and fun time. If it's not possible to dedicate a space, then use a box or bin to put your schoolwork, books and supplies away when you're done for the day.

2) Establish guidelines for online behavior. These guidelines could be similar to those followed during your in-person classes. For example, you can request that students:

- Minimize background noise or stay on mute unless called upon.
- Try not to distract others in the class.
- Be attentive and responsive when called upon.
- When stepping away from the class, turn off your video and return when you're able.
- *Add others as necessary...*

3) Consider implementing a non-rotating weekly schedule. Everyone's life is experiencing a profound upheaval; parents may be trying to juggle multiple



kids, their own work schedules, and other responsibilities, so consider standardizing your schedule in the interest of your students and their families.

4) Set all Zoom interactions to be password protected with annotations and virtual backgrounds disabled.

5) Utilize the *Waiting Room* feature in Zoom to manage poor classroom behavior. If students are behaving inappropriately during class, consider putting them in the *Zoom Waiting Room* to temporarily remove them from the class. After discussing the issue with them, you can admit them back into the class.

6) Remove unknown persons from any online call or meeting. Even if you suspect that it may only be a student joking around, this will help set expectations for all students using fake or inappropriate names and ensure overall security of the online class.

7) Perform regular visual and voice check-ins. Ideally, you should be able to see all the students in your classroom. If this is not possible for the duration of the call because of students' internet connectivity, try doing a visual check at the beginning and end of class as well as checking in with students verbally throughout the class.

8) Encourage the students to be on-time. One way to accomplish this is to close the meeting room shortly after the beginning of the class.

We hope this will be a helpful resource to you, and please let us know if you need anything else!