



THE
GRAYSON
SCHOOL
*unlimited potential,
endless possibilities*

Online Class-Meeting Etiquette

As Grayson prepares to shift to Zoom Meetings for each class session, we wanted to share a list of expectations teachers and students will be expected to follow. If you have any questions about these guidelines, please don't hesitate to reach out to your teachers or the administrative team for support.

For all online classes, **teacher(s)** will:

- Begin each class meeting on time
- Be dressed professionally and present from a professional setting.
- Have shared all class materials with students prior to the beginning of class.
- Expect students who want to speak to either use the hand icon to “raise their hands” or comment in the class chat.
- Assume that students who are logged in are focused and ready to learn.
- Understand that working from home can provide distractions that the student(s) will need to navigate.

For all online classes, **student(s)** will:

- Log into the meeting on time to avoid being marked late or absent.
- Be dressed appropriately for a dress-down day.
- Be seated at a table or desk with the camera facing a neutral background to minimize distraction.
- Have all materials ready before class starts, including all files shared by the teacher(s).
- Mute the microphone when not speaking.
- Only post to the group chat when relevant using professional, easy-to-understand language.
- Focus on the lesson being presented and refrain from changing backgrounds more than **once** per class period.