



## CB Virtual Meeting Guidelines

- **Virtual meetings are virtual classrooms**; serious and appropriate classroom behavior is expected. **Sit up** and participate!
- **Screen name must be student's true first and last name.**
- Enter and remain in all virtual meetings with a **blurred background**. If student's device cannot support a blurred background, then a completely plain background is acceptable.
- **Dress appropriately**, shirt and pants/shorts required, face visible. Clothing may not contain any inappropriate or distracting words or symbols (i.e. political content, alcohol/drug references, etc.)
- Find a **well-lit and quiet place** with limited background noise/activity. Keep your **mic on mute** until you need to speak.
- **NO distracting behaviors** on camera or in the background. No eating, no music, no antics, no hand signals, no memes etc.
  - At each teacher's discretion, students may be given a warning for distracting or rude behavior and may be removed if distractions continue.
  - Inappropriate/offensive behavior may result in immediate removal from virtual meeting and referral to the Dean's Office. Parent contact and additional consequences may follow.
- **Look into the camera** when speaking.
  - Respond when called upon and make a good effort to ask questions, give feedback, engage and participate
  - Wait your turn, be polite,
  - Stay in camera frame – no pictures of the ceiling, etc.
- Attend for the **entire meeting period**. Virtual meeting attendance and behavior may count towards participation grades. Students leaving early without permission may be marked for an unexcused absence.
- The virtual meeting may be **recorded by the teacher only**. Students **may not** use images of a virtual meeting without permission from the teacher.