



FRAZIER SCHOOL DISTRICT

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Dear Parents/ Guardians,

As we continue our second week with our remote instruction, I have attached some guidelines that will assist you, as well as our teachers in the education of your student and or students. Please review the bulleted reminders below at your convenience.

ZOOM/ GOOGLE MEET GUIDELINES FOR PARENTS

Zoom/ Google Meet is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom/ Google Meet with the children in our classes is to enable face to face interaction during the isolation period. This letter is designed to help Zoom/ Google Meet meetings go smoothly for all and help everyone stay cybersafe.

TEACHER SAFETY STEPS

The Waiting Room feature may be used in Zoom meetings which means the teacher has to “admit” each student into the meeting. Teachers can control student microphones and who can share their screen.

EXPECTATIONS FOR STUDENTS

Parents, please go through these points with students prior to the first Zoom/ Google Meet meeting.

- You need to ensure your device is fully charged or plugged in before entering a Zoom/ Google Meet session.
- You may be asked to mute your microphone to avoid sound interference.
- Once you have clicked on the invitation link, you will go into a “waiting room”. Your teacher will allow access to the session. You will know when this has happened because you will be able to see others on your screen. Teachers will start admitting students to the meeting from ten minutes before it starts. Once you are admitted you will be waiting for others to join.
- Students should be in the meetings at the designated times to avoid disrupting the flow of the class and teacher running it.
- The volume will need to be up on the device you are using and the video activated.
- You may need help to get ready for the Zoom/ Google Meet meeting but after that you are expected to manage with only your teacher helping.
- Your teacher will lead the session and will be looking forward to having you participate. Zoom/ Google Meet allows you to see and hear one another, almost as if you are in the classroom together, so you will need to take turns and spend time

listening to others or to instructions. Please respect the ideas and opinions of others, just like you do in school.

- If you need to leave the meeting for some reason, please let your teacher know.

EXPECTATIONS FOR PARENTS

- Once your child is set up for their Zoom/ Google Meet meeting please allow them to attend the session by themselves, as would happen with a classroom session.
- Please try to have your child set up for the meeting space where there will be minimum disruptions.
- Please do not use photography or any recording equipment (including Zoom/ Google Meet recording) during the Zoom/ Google Meet Session.
- If you have questions regarding your child's assignment or your child needs additional support, please contact your child's teacher and schedule an appointment during their office hours.

Thank you for all of your support and cooperation during the start to this school year. It is greatly appreciated by our faculty and staff.

Sincerely,



William R. Henderson III