

- **Be on-time, prepared, and dressed for school** - It is expected students
 - will be dressed modestly during on-line teaching and learning. Grade 4 and up girls should wear their hijab while attending on-line sessions. Hijabs must be on before turning on the cameras.
 - It is mandatory to wear Hijab for all girls during Quran time.
 - are prepared for an on-line face to face session five minutes before the session is to start.
 - **No eating or drinking during on-line sessions**, especially during the month of Ramadan.
- **Respect teachers and other students on-line at all times** -It is expected that students will use on-line communication and learning in a **respectful** and **safe manner**. If a student is found not using this mode of learning and communicating safely or respectfully, disciplinary actions may be taken by the school.

- **Follow Google Meet Etiquette-** Have your camera placed properly facing you and the microphone muted to begin each call. Wait for your Teacher's cue to unmute and speak during sessions. Follow the directions given by the teacher.
 - Students should be **sitting** at a desk/table. Sitting or laying in bed/couch is not acceptable. Please make sure that no one is walking around the room during conferencing.
- **Bullying** - Don't send or respond to mean or insulting messages. Tell your parents if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents and/or to a teacher.
- **Be respectful of time** - Do not communicate with teachers or other students after 3:00 pm. Teachers have their own families whom they have to spend time with.
 - Please check and follow the schedules that your teachers shared with you. If there is a mandatory conference time, be aware of it and attend. Don't send an email to ask questions such as "Do I have to be online?"
- **Respect Due Dates-**Assignments must be completed and turned in on time. Please follow your teacher's instructions and submit work in the assigned spot (Google Classroom, Class Dojo, etc). Sending excessive emails disturbs the teacher's work flow, and results in missing work. Please check the quality of your work, especially when sending pictures of work, or screenshots; make sure they are clear and legible.



For: Parents

- **Have a Routine** - This means sticking to a schedule that reflects a regular school day as much as possible. It will assist both the parents and the children in keeping order in the household.
 - **Remind your child about praying** on time. Get them into the habit of taking a prayer break when they hear the Adhan. Praying on time will help your child become more organized and committed.
 - **Allow for transition time (recess)** between “classes”; get your child up and moving and drinking and eating healthy snacks if they need.
- **Closely Monitor your Child’s Online Activity**- It is a good idea to check in on your child every 20 to 30 minutes to ensure they are on task; using the internet wisely. With students spending more time online, the risk of online predators trying to take advantage of our kids is a real concern. Limit the use of online activities after the learning day is complete.
- **Set-up a learning space that is free from distractions, have the necessary equipment, and is conducive to learning** - If you have more than one learner, this may mean more than one space (rotating centers is something our students are used to) or using headphones.
- **Have your child prepare for a conference in the same manner they prepare for school** - get cleaned and dressed, pray, eat, make their morning du’aa, and get their learning tools organized.
 - For Grades 4 and up girls, please ensure that they are wearing their hijab prior to switching on the video.
 - Girls in grades 1-3 have to wear Hijab during their Quran class.
 - Respecting the month of Ramadan, please make sure that your child is not eating or drinking on camera.

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- **Make sure** students are submitting assigned work to the assigned forum (eg. Google Classroom (Grades 2 to 9), Class Dojo (KG and Grade 1) as per teacher directions and not anywhere else. ***Please do not submit assignments through email.***
 - **Respecting the teacher and other students on-line is expected of all OBK students at all times.** It is expected that students will use on-line communication and learning in a respectful and safe manner.
 - If students are found not using this mode of learning and communicating safely and respectfully, disciplinary actions may be taken by the school.
 - Please let the teacher know if you find other students using on-line communication unsafely or disrespectfully with your child.
 - Parents, please refrain from helping your child by giving them answers when the teacher is conferencing with them.
 - The schedule sent by the teacher is just a guideline to follow. Students are not supposed to have a conference call in each block/class. The teacher will communicate the mandatory and the optional conferences that your child is to attend every week.
 - **Don't forget to Praise and Forgive your child** - Make sure you praise your child and your child knows that they are doing a great job! Allow for forgiveness for both you and them as it takes time to get a good online learning process and schedule going.
 - **Be respectful of time** - As we approach Ramadan and in the month of June, we ask that you respect staff working hours and communicate with teachers during school hours and not after 3:00 pm. Unless it is an emergency, staff receiving communication after 3:00 pm will be responding during the next business day.