



Sayreville Public Schools

Harry S. Truman Elementary School

Amy Stueber – Principal

Truman School Remote Learning Guidelines and Expectations

A Parent's Guide to Supporting Remote Learning

As we transition to remote learning at Truman Elementary School, we need to be mindful of appropriate behavior when using video conferencing and two-way communication applications such as Google Meet. Our positive school climate must extend into our new reality with remote learning. Please help your child maintain this climate by adhering to the following:

Be present and mindful of others

Students must be present for the entire school day, **9:05am-1:35pm**. Breaks will be given for lunch and snacks, and as indicated by the teacher. Please prepare your children to be engaged in the virtual learning classroom prior to each live lesson. It may be helpful for students to have a good breakfast or snack prior to morning lessons and a good lunch or snack prior to afternoon lessons. Encourage your children to use the bathroom prior to logging in to avoid unnecessary interruptions.

Be aware of your surroundings

Find a place in your residence that is free from distractions and where your child can best focus on the online instruction. Encourage your child to put their camera on so that the teacher can see him or her, especially if they have questions. If you or they do not want others to see the surroundings in your home environment, create a backdrop or ask your child's teacher how to make a virtual background. Please be mindful of your surroundings and what may be seen while the video is turned on, and remove noisy distractions like the TV or video games. We further ask that you please be cognizant that conversations you have off screen are picked up by the microphone and can be heard by the class. Help your child learn to mute his/her microphone when not speaking.

Be respectful and school-appropriate at all times

Please monitor your children as they access the online learning environment. Just like in school, we strive to create an atmosphere of kindness, respect, good manners and acceptance. Younger students may require some time to adjust to this environment and may forget they are on camera and do or say something silly. Please encourage your children to be especially patient and empathetic to others as they learn and grow as remote learners. Please continue to follow the district code of conduct, so that we can foster a safe and successful school environment for our children. Violations are subject to consequences as indicated in the code of conduct.

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Be punctual

Students are expected to log in by 9:05am. This will allow lessons to start on time and give students the best learning experience possible. Have workbooks, writing utensils, and other supplies ready and accessible. If your child is unable to attend a lesson, please email his/her teacher so the teacher is not concerned about your child's lack of attendance. If your child is not present for the entire four and half hours, they will be marked absent for that day.

Dress appropriately

We understand that remaining in your homes encourages a more relaxed dress code than the school environment. However, children should still get dressed every morning to maintain the routine of going to school, and will also help to create a respectful learning atmosphere which is free of distractions. If your child would not wear something to school, he/she should not wear that item during a live lesson.

Recording of class activities by anyone other than the teacher is prohibited

Due to legal issues, and to respect the privacy and integrity of our students and teachers, virtual learning shall not be recorded or photographed by any parent or student. In addition, information shared in a virtual setting should not be discussed or shared by anyone, including on social media. Virtual learning is strictly for the student and the teacher.

Practice active listening

Active participation in a virtual learning environment can be tricky as only one voice can come through at a time. Students who are able to write may use the chat feature to type questions or comments during a live lesson. Please help your children get used to this feature and to the virtual learning environment by either talking with your child about how it works or hosting your own Google Meet with your child(ren) from different rooms in your house. Teach children how to mute themselves, use the chat feature, and how to enter into conversations by waiting for a pause in the discussions.

Speak clearly

Help your child practice speaking clearly in the virtual classroom setting. This may take some practice, as younger students don't always have an understanding of how their voice sounds through a mic. Have some fun practicing this with your child and getting



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them used to hearing themselves speak into a mic prior to joining a virtual classroom. We also encourage your video to be turned on to foster social interaction and connection with the rest of the class.

Parent communication with teachers

We understand that for younger students, parent help/support may be required for logging on and navigating the technological features of the classroom. We ask that once a student is situated, to please not engage in the classroom setting. **Please do not respond to student questions or interact with the class.** Furthermore, while we appreciate all of the help you are giving your child, **please make sure that your child is submitting their own work** in their Google Classrooms and especially for assessments. It will not help anyone if someone is doing the work for your child and then submitting it. The teachers will not be able to assess your child's strengths and weaknesses if this occurs. If parents have questions for teachers, communication will not take place via the virtual platform during the school day. Communication should be done via phone or email, and the teacher will respond during office hours (2:20-3:20) or at another time in which they are available. Please email the technology department, at Student.helpdesk@sayrevillek12.net, if you or your child are having technical issues.

Please refer to the Sayreville school district website for the complete explanation of the district's technology acceptable use agreement, policy number 6142.10.

If you have questions about these guidelines and expectations, please contact our Principal Amy Stueber at Amy.Stueber@sayrevillek12.net, our School Counselor Rachel Goodman at Rachel.Goodman@sayrevillek12.net, or your child's teacher.