	Distance Learning Etiquette and Best Practices Guide	
1.	Demonstrate The Grizzly Way (respect, integrity, and excellence)	Classmates and teachers are real people who are affected by the words you say and write. Be aware of the feelings and opinions of others.
2.	Be on time and remain present	Punctuality is important for online instruction. Students should log in and be prepared for class according to the instructional schedule. Teachers will input attendance which will be monitored and tracked by administration. Live student interaction, audio and visual is required for the duration of instructional periods.
3.	Wear appropriate clothing	Students are expected to dress in way that is modest, clean, and does not cause any unnecessary distraction(s). Students should reference the district adopted dress code policy and the student code of conduct handbook when considering clothing options.
4.	Choose a good location and background	Identify an area that is clean, quiet, organized, and free of distractions. When utilizing video, ensure that background images and sounds are academically appropriate.
5.	Mute audio when not speaking	Muting audio prevents unintended disruptions. If a student is unable to find a quiet workspace, they should inform the teacher in the chat feed and unmute themselves when prompted to respond and/or provide feedback.
6.	Prepare to take notes (Focused Notes)	In many cases it will be beneficial to take notes on the instruction and information being delivered by the teacher. Revisitation, processing, and reflection in regard to instructional notes has proven to increase student success.
7.	Give full and focused attention	Focused attention is essential to quality learning. Avoid using another device or engaging with someone/something else when part of a virtual classroom and/or conference.
8.	Participate fully and actively engage in instruction	Expected participation will be different at different times. Participating fully is defined as demonstrating full and focused attention, recording all important information within notes, being prepared to respond to questioning, preparing questions that can prompt clarification from the teacher, and collaborating with others when prompted.
9.	Use appropriate/academic language	Students are expected to use language that is appropriate and academic in all modes of communication (e.g. written, verbal, and body language/gestures). Students should reference the student code of conduct handbook to review language expectations.
10.	Complete and submit all assignments	One of the challenges posed by online learning is the increased level of responsibility that students will have for their own learning. Missing assignments that receive zero points dramatically decreases a student's academic standing and often lead to failing grades. Practice effective study habits, specifically time management in order complete and submit all assignments on time.
11.	Check and respond to email and all other correspondence	Teachers will email and put out information related to assignments, instruction, conference links, and more. Checking email regularly ensures the receipt of all notices and information in a timely manner.
12.	Apologize for any accidental breech of etiquette	If an etiquette expectation is breeched, whether it's not being on time, loud background noise, being disengaged, or not being prepared, own the mistake and apologize. Secondly, address the cause of the mistake and avoid repeating the same mistake twice.
13.	Ensure the functionality of technology	Students must regard technology equipment as the lifeline between them and learning. Treat technology devices with care and make sure that they are functioning properly prior to scheduled class times. Refer to the technology support guide when experiencing problems with devices and/or internet accessibility.