HERITAGE GLOBAL ACADEMY ONLINE HOLIDAY LESSONS POLICIES

Whereas the intention is not to gag the children from being free to express their views and opinions, but the need to build an effective learning environment. It is for this reason that create these expectations for our students.
We strongly believe that doing so will help us to minimize distractions, become more productive, ensure students grasp the materials we share with them, prevent bullying, and more.
The underlisted virtual classroom rules and expectations you must be religiously followed and adhere to. We will not condone indiscipline or trivialization of any of the rules.
We therefore wish to seek for cooperation and understanding of all our esteemed parents to ensure the optimization of learning and maximization of the investments:

Show Up On Time
Students must show up on time.
In a traditional classroom, tardiness leads to one of two outcomes: either the student misses vital bits of information, which the teacher must reiterate. Or the entire class is forced to wait for the tardy student, causing general frustration, which is rarely conducive to learning.
Our virtual classroom is no different. When students fail to arrive for class at the appointed times, they show disrespect for others, their teacher, and their classmates. They also lower the quality of the lesson one has planned to teach them that day.
Think about it: one has a limited amount of time to educate the class. Waiting for a single student to arrive, or having to re-teach them things after the fact, gives one less time to cover complex topics, students to ask questions, etc. These are not ideal scenarios. To prevent them, parents should kindly ask their wards to show up for class on time.

Be Prepared
Our students must be prepared when they log into the virtual classroom. What does that look like? Students should:
- **Join From a Quiet Space:** Our students should attend class from a quiet place that's free from distractions. This will allow them, as well as your other students, to focus.
- **Understand the Software:** Virtual classrooms require software. Students should know how to use the required software so that they can participate in lessons well.
- **Have All Needed Materials:** What do students need for class? They must make sure they have pens, paper, their syllabi, and anything else they might need to learn effectively.
- **Complete All Homework:** If students are given homework assignments, they should complete them by the next time they are meeting. This will prevent delays.
- **Turn Off Other Devices:** Finally, all students must turn off their phones, iPads, or any other device that could distract them and others during our virtual class.

The more prepared our students are, the better our virtual lessons will be. So, parents should support us by ensuring that their wards are fully prepared for their virtual classroom.

Mute the Microphone
Surprisingly, virtual classrooms can become noisy sometimes. Unfortunately, noise distracts from the learning process, which is why our children must avoid it or minimize it to the barest minimum.
The easiest way to do this is to make sure students **mute** their microphones whenever they log in.
Of course, students know how to be able to unmute themselves at the right times. Just make sure they remute themselves afterward.

Turn the Camera On

Virtual classrooms are more effective when teachers and students can see each other. There are multiple reasons for this, including:

- **Connection:** It's hard to build a relationship with someone you can't see. The best teachers connect with their students, which helps them *want* to learn.
- **Communication:** It's been said that 70% to 93% of all communication is non-verbal. You have to be able to see the person you're communicating with to read visual cues.
- **Minimize Distractions:** If you can't see your students, they may be tempted to check their phones, read emails, etc. during your lectures, which won't help them learn.

We require students to turn their cameras on during our virtual lessons so that teachers and students can see each other. If a student is hesitant to show their homes as backgrounds on the screen, they should add a virtual background instead. That way both teachers and students can see each other, but one can't see what's behind them.

Minimize Distractions

Speaking of distractions, it's the teacher's job and responsibility to minimize them.
Teachers are empowered to ask students to dress appropriately and turn on their cameras, for example, which will help students focus on their lessons.
Teachers are also empowered to ban and discourage any of these:

- **No Phones:** The biggest potential distraction is the supercomputer in each of our student's pockets/hands. Teachers have the right to ask and enforce students to turn off their phones, or, at the very least, silence their notifications inside our virtual classroom so they can concentrate.
- **No Eating:** Food can be a major distraction as well—especially if a student eats a crunchy snack (like chips) and forgets to mute their microphone. It's probably better if we make **"no eating"** one of our virtual classroom rules and expectations.
- **No Talking Over Other Students:** We want our students to respect their classmates. One way to demonstrate said respect is by allowing others to speak. Teachers would discourage students from talking over each other, which is both rude and distracts from the constructive, educational environment we want to build.

Pay Attention

Finally, all students should pay attention during their virtual lessons. Otherwise, what's the point?

Summarily, here are a few of the broader things students must do to make the virtual classes productive.

1. Students must sit at their desks or tables, a bed is not an appropriate learning space for receiving lessons.

2. The learning space must be as quiet as possible. Sounds such as music or television are not permitted.

3. Students must be equipped with items (mathematical instruments, books, work paper, pens, calculators, textbooks, notebooks, drawing tools, and materials) you may need and must be on your desk. You are not allowed to leave your class without permission and not for flimsy excuses. Also, please do get your water jug and cup closer to you to avoid leaving your desk.

4. Students are strongly **advised not to** have more than one display on monitor/screen; they must NOT be suspected or caught doing other things while lessons are ongoing.

5. Chatting on the group (Zoom) must be relevant to class activities. Abusive or informal chat is NOT acceptable.

6. Students must dress with sense of Islamic ethos, especially the girls. Please note that all classes will be recorded and we expect all students to turn on their videos.

7. Student must not hijack or take control of permissions and settings on Zoom Cloud Meetings (classes)

8. If a student has any issues, he/she must communicate with Mr. Adesanya, The Vice Principal or The Founder immediately through the official school's emails or Teams. Reasons ranging from if he/she encounters technical issues during the lessons, notice of ill health or absenteeism.

9. Punctuality is key and attendance will be taken seriously for every class. And all students must be easily identifiable with their school's official names on any Zoom Classes participant's display.

10. Family members will do well to help our students focus on their online lessons without distractions.