



9/2/2020

Dear Gateway College Prep Community:

We appreciate all of our families and their participation in remote learning. Our teachers are working diligently to provide the highest quality education in a virtual environment. Issues that we typically deal with in the classroom are now arising in the virtual classroom setting and we need to set some guidelines in order to provide a safe and effective learning environment for all. Please note the following as in effect immediately:

1. Parents should not ask questions during live zoom instruction through the chat or on the microphone. If a video is on the child should be the only one visible and not the parent. Questions about curriculum and work should be emailed to the teacher and they will respond accordingly.
2. We are noticing distracting and sometimes offensive messages being sent through the chat feature of a zoom call. The teacher may disable the chat feature during a live zoom session if they feel that the messages that are being sent are not beneficial to a safe and productive class setting.
3. Students are posting pictures and creating virtual backgrounds that are distracting to the learning environment. For this reason we will not allow personal pictures to be used when the video is off. And we will not allow virtual backgrounds to be used during the zoom meeting. Teachers will redirect students, but if a student does not comply the teacher may remove a student from the zoom session.
4. Students are renaming themselves with nicknames and other names that may distract the class or be offensive. Students should only list their first and last name and nothing else on their display.
5. Students are distracting others with erratic behavior. If a teacher asks a student to stop distracting behavior the student will need to comply. Remember, a student has the ability to hide their video and mute themselves in order to protect their privacy. If the student continues the distracting behavior after they are told they may be removed from the zoom session.
6. If students' videos are on, they must be in appropriate school dress code as detailed by our Student Code of Conduct. If a student is out of dress code a teacher will turn off their video and respond privately in chat to either comply with dress code or leave their video off. If the student tries to turn on their video and they are still out of dress code they will be removed from the zoom call.
7. If any of the above rules are not met, the teacher will give a warning. If the behaviors are not corrected a student may be removed from a zoom call.

All teachers are required to record at least one class per prep that they have so that instruction is accessible for anyone who may not be able to be on a live zoom call. These recordings can be found on their Blackboard pages and are accessible for the entirety of the nine weeks. If a student is not able to participate in a zoom call they will comply with

3360 Westinghouse Road Georgetown, Texas 78626

Phone: (512) 868-4947 Fax: (512) 868-4946

www.gatewaycps.org

the teachers instructions to participate asynchronously and provide the documentation provided on the attendance procedures spreadsheet found on our District Learning Resources page on the website (Click [Here](#)).

There has also been some confusion as to different social media sites posting help for parents who are trying to navigate remote learning. Please know that the main point of contact for classroom instruction and expectations should be the classroom teacher. Please reach out directly to the teachers in order to eliminate confusion. Thanks for your assistance in maintaining an engaging, productive, and safe learning environment for all students and teachers.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin Boorman", with a long horizontal flourish extending to the right.

Benjamin Boorman
Head of School