



SGI ONLINE PROTOCOLS & ETIQUETTE

GENERAL LOGISTICS

1. The Time-Table used for Michaelmas Term 2020 will also be in use for virtual school.
2. All **Extra-Curricular Activities** such as Piano, Guitar, Latin Dance, Environmental Science Club and Chorale **will resume from Week 2** on January 11th 2021.
3. Each school day begins at 8:15 a.m. sharp.
4. **Roll Call** for attendance to school will be taken each day at **8:15 a.m.**
5. Each school day starts with a General Assembly from 8:20 a.m. to 8:30 a.m.
6. Once General Assembly has been completed, students will be placed in their **Break Out Zoom Rooms for their classes.**
7. Once a class has ended, the student will be returned to the general Zoom Room to be placed in their next Break Out Room. If a student does not have another class directly after assembly or first class, that student is encouraged to remain signed on but muted and with video off. However, if he or she decides to sign off, he or she must sign back on BEFORE the start of the next class to be placed in the appropriate room for class.
8. All **video cameras MUST BE ON** and faces facing directly at the camera during Roll Call, Assembly & Class Time.
9. All students **must label themselves with their full given first AND last names.**
10. Students are NOT encouraged to use backgrounds and filters.
11. **Students must be seated in a quiet area with no distracting movement, noises or images in the background of the room.**
12. EVERY STUDENT is expected to ACTIVELY PARTICIPATE in his or her classes.

PUNCTUALITY

1. The **school day begins at 8:15 a.m. each day** at which the Roll Call for the school will be conducted. **ALL students are expected to be present at this time** with their video cameras on.



2. Student must be in the Zoom Room BEFORE the start of assembly or class. Students who are **more than SIXTY SECONDS or (1) minute late** for class **may not be allowed** entry into the class.

DRESS CODE

1. To ensure we have quality presentation, ALL our students (males and females) MUST attend school in their **SGI polo jerseys**. The ties and cravats may be omitted for virtual school. These jerseys must be properly clean and pressed.
2. The school pants or skirts are optional but please ensure that once it is not worn, appropriate skirts or trousers must be worn to ensure **NO indecent exposure**.
3. **Hair must be neatly groomed** with no additional accessories such as caps or hats. Boys must ensure that all hair is trimmed, and facial hair shaved. Girls should adorn their hair only with hair accessories that are white, black or gold.
4. Additional and excessive jewelry not encouraged at physical school are not encouraged in virtual school.

SUBMISSION OF ASSIGNMENTS & HOME-WORK

1. Assignments will be given for **both online and hard-copy submissions**. Both are equally important and necessary for prompt submission.
2. **Wednesday January 13th 2021 will be hard copy submission days**. On this day, **assignments are to be dropped in physically to the school during the hours of 7:30 a.m. and 4:30 p.m.** Either students or parents can make the drop off.
3. Assignments and home-work submitted online AFTER the designated date and time stipulated by the teacher, will **attract penalties in grade deduction** and **MAY NOT BE ACCEPTED** at all.
4. **MyCORE MUST be checked multiple times per day for assignments and submission guidelines.**

GENERAL REMINDERS

1. Messages placed in the Chat Boxes should only be directed to the teacher.
2. Each student should utilize the **'raise hand icon' to gain the teacher's attention** or unmute mic to request to ask a question.



3. **All mics should remain muted** until indicated by the teacher to do differently.
4. The use of the whiteboard will be directed by a teacher's discretion.
5. **Direct any questions or queries through the SGI App, within the chat box to teachers, on the forum off MyCORE or via email.**