

PANTHER PAWPRINTS

SEPTEMBER 2020 EDITION

Principal's Message

Dear Margate Friends and Family,

You can find the link on our website. Additionally, please make sure to complete our Annual Parent-School Title One Compact on our website. Finally, we are asking for everyone to join our amazing PTA. The membership is only \$6 and everything can be completed online with a link on our website.

Keep checking our website for the most up-to-date information.

With love and gratitude to the world's best community!

Thomas J. Schroeder, Proud Principal and Vicki B. Flournoy, Proud Assistant Principal

We really need to commend all of our families on the amazing job you have all been doing. Our panthers have been so engaged in

this virtual learning environment. We applaud all the efforts of our parents and community during this difficult time. We are so grateful to have the world's best teachers, who daily make the impossible, possible! Keep it up panthers and know that we are here to help in anyway possible! We ask for everyone's cooperation in completing the important Back to School Forms.



SURFING TO SUCCESS

"Excellence Through Caring"

Thomas J. Schroeder
Principal

Vicki B. Flournoy
Assistant Principal

Our mission at Margate Elementary School is to create a nurturing environment so that our students will become independent, successful, life-long learners by providing a high quality, differentiated, and innovative curriculum based on the Florida State Standards.

**6300 NW 18th Street
Margate, Florida 33063
Phone Number:
754-322-6900**

PROUD TO BE A TITLE ONE SCHOOL

Dates:
September 13, 2020
September 20, 2020
September 27, 2020

Time:
Sunday @6:30 p.m

**Zoom Family Meeting
ID: 904 176 0188
Password: Available on your child's canvas page or send an email to Mr. Schroeder**

STORYTIME

School Website: <https://margateelem.browardschools.com>

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation



Calendar of Events

September 11, 2020: Patriotic Assembly

September 13, 2020: Sunday Storytime with Mr. Schroeder and Guests @6:30 p.m.

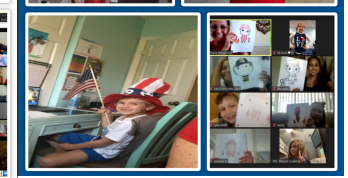
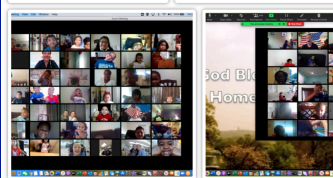
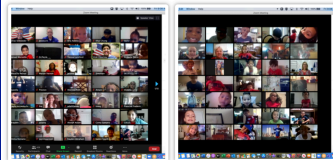
September 18, 2020: ROAR Lunch Bunch @Noon

September 25, 2020: ROAR Lunch Bunch @Noon;
August/September Birthday Party @12:45 p.m. on Zoom

September 27, 2020: Sunday Storytime with Mr. Schroeder and Guests @6:30 p.m.

September 28, 2020: No School

October 2, 2020: ROAR Lunch Bunch @Noon;
September Kids of Character Celebration @2:00 p.m.



Margate Elementary Virtual Learning Expectations

Expectation	Rule
Respect others	Be respectful with your words, actions, and the content you share. Stay on mute unless you have been selected to speak. Raise your hand to speak or ask a question.
Own my behavior	Keep your camera on and still. Dress appropriately Stay focused – give 100% effort
Act responsibly	Be an active participant. Stay on topic when speaking. Thumbs up = OK Thumbs down = No Raised <u>hand</u> = Question or Comment
Ready to learn	Be on time. Find a quiet learning place without distractions. Have your materials ready.

Together
we ROAR!



Grab and Go Meals

We will be serving free food each Tuesday and Thursday from 11-1 pm and 3-5 pm in the back of the school in the bus loop. Each family will receive breakfast and lunch at no cost. Our Food and Nutrition Staff is happy to provide this service! Help us spread the word!

If you have Facebook, Instagram or Twitter, please make sure to like our school's Margate Elementary Facebook and our PTA Private Facebook Page. With our virtual school, this will be another venue to communicate information and share updates.



EXCELLENCE THROUGH CARING

SUPPORT OUR SCHOOL

THOMAS J. SCHROEDER, PRINCIPAL

VICKI B. FLOURNOY, ASSISTANT PRINCIPAL

Log-In



Margate Elementary PTA

PTA and Volunteer Website



Join Our PTA by visiting our PTA Store & Fill Out Our School-Parent Compact at our website:
margateelem.browardschools.com

Our PTA membership is only \$6.

School Store

2019-20 Limited Edition Shirt!!! \$10.00 [Add](#)
LIMITED QTY AVAILABLE * NEW* "Margate All Stars 2020" shirts are available for a limited time. Only a few sizes remain!
Adult 1X - GREY

Cash Donation \$10.00 [Add](#)
Please consider donating to your child's PTA. The funds are used for many enrichment activities that benefit our school and your student! Please enter an amount between \$10 - \$1000 and know every dollar of your contribution will be used at Margate Elementary! We need your support!

Fence Banners Expires in 2021 \$150.00 [Add](#)
Advertise your business while supporting our school! Please email Margateelementarypta@gmail.com to get details and to renew your current banner!
Renewals - \$150

Margate Blue Folder \$3.00 [Add](#)
Medium-gauge plastic two-pocket folder required by some grade levels.

PTA Membership \$6.00 [Add](#)
Dues for the PTA for one year

Spirit T-Shirt \$8.00 [Add](#)
Show your Panther Pride every Friday and on field trips! Choose from Royal Blue or White.
Youth Small
Blue

[View Cart](#)



Margate Elementary 2020-2021 Title One School-Parent Compact

Our mission at Margate Elementary School is to create a nurturing environment so that our students will become independent, successful, life-long learners by providing a high quality, differentiated, and innovative curriculum based on the Florida State Standards.

SCHOOL-PARENT COMPACT

Margate Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2020-2021.

The class at each grade with the highest level of participation will receive an Ice-Cream Drive By Celebration!!!

Main Number: 754-322-6900
margateelem.browardschools.com

Dear Families,

Your child's teachers need to know what our students already know and what they still need to learn so we can plan how to teach them best. The *i-Ready Diagnostic* can help us get this information for each child, but only if students give it their best effort without anyone else helping with the answers.

Here's how you can help:

Our I-Ready Diagnostic Testing will take place through Friday, September 18th!

1



Watch this video

to familiarize yourself with the Diagnostic and how to best support your child.

2



Get organized

by finding a quiet space for your student to take the test and confirming your technology is working properly.

3



Motivate your child

by explaining how doing their best will help their teachers know how to teach them better.

4



Support, but DO NOT help

by encouraging your child to stay focused and try their best and NOT helping them with the answers.

5



Celebrate your child's effort

once you have confirmed they have completed the assessment.

For more information, tips, and tools, visit [i-Ready.com/FamiliesAssessAtHome](https://www.i-Ready.com/FamiliesAssessAtHome).

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The Great Kindness Challenge

**VIRTUAL
CLASSROOM
EDITION**

Your Kindness Matters

We challenge you to complete as many acts of kindness as you can.

Have fun and smile big knowing that you are changing the world for good!

Kind Acts

- Smile at 25 people
- Place a nice note on a family member's pillow
- Sincerely compliment 5 people
- Pick up 10 pieces of trash in your neighborhood
- Bond with your classmates with a Scavenger House Hunt game
- Be kind to yourself & eat a healthy snack
- Learn something new about your teacher
- Be kind to yourself & create an I Am poster
- Draw a picture & give it to someone
- Leave a flower on someone's doorstep
- Be kind to yourself & take a Breather Break
- Cut out & decorate a Happy Heart & place in a window
- Entertain someone with a happy dance
- Be kind to yourself & do 10 one-minute exercises
- List 10 things you are grateful for
- Make & display a thank you sign for essential workers
- Show appreciation to a counselor or mentor
- Make a wish for a child in another country
- Write a note of friendship for The Great Toy Giveaway
- Send a thank you to your superintendent
- Make & deliver a happy card to a senior friend
- Learn something new about a different culture
- Write a thank you note to your mail carrier
- Invent a kind handshake with a family member
- Donate toys, clothes or books to a charity or someone in need
- Make & display 10 positive notes around your house
- Read a book to a younger child
- Call or video chat your grandparent or esteemed elder
- Step up for someone in need
- Make & display a KINDNESS MATTERS sign
- Say "hi" or cheer someone up who looks sad
- Decorate a kindness rock & randomly place it
- Make 10 messages of love & hope for Linked By Love
- Pat yourself on the back
- Embrace your family with a big hug
- Take a family walk and look for Happy Hearts
- Learn to say "hello" in a new language
- Show appreciation to your principal creatively
- Be kind to the earth & make a cardboard creation
- Make a friendship gift for someone new to you
- Recycle your trash
- Go a whole day without complaining & use only positive words for the entire day
- Find something you have in common with a classmate
- Tell a current or past teacher how they've inspired you
- Prepare a healthy meal or snack for a loved one
- Say "sorry" to someone you may have hurt
- Tell a joke & make someone laugh
- Bond with your classmates & play a Virtual Game of Tag
- Raise funds for a cause you care about
- Create your own kind act



#GreatKindnessChallenge
GreatKindnessChallenge.org ♥ KidsforPeaceGlobal.org

(Your Name Here)

FREE APP!



Margate Elementary A Title One School

Margate Elementary School was identified as a Title I School for the 2020-2021 school year, based on our number of eligible free and reduced lunch students. Schools with 50% or more of the student population receiving free or reduced priced meals meet Title I eligibility.

Title I is a federally funded program for economically disadvantaged children who reside in school attendance areas with a high concentration of children from low income families. Since a high incidence of poverty in a school has a direct correlation with low academic student achievement, Title I funds are used to provide supplementary instruction to raise the achievement of students who are failing to meet the challenging state standards. Title I funded personnel are instructional or support staff that directly contribute to the education of children and parents.

The purpose of Title I is to support school efforts to ensure that all children meet challenging academic standards and have a fair, equal, and significant opportunity to obtain a high-quality education. This purpose can be accomplished by

providing additional resources for high poverty schools to enhance educational opportunities for disadvantaged students. Title I funds must be used in addition to District and State Funds. All of the services students would receive in the absence of Title I must be in place before Title I funds are used.

Title I funds may be used to benefit all of the students in a school wide project. All Title I schools are required to spend no less than 1% of their Title I allocation on parental involvement training activities. The Title I program for parents is designed to: 1. Inform parents about Title I regulations. 2. Provide literacy training. 3. Offer parents training in schools and the community on ways. 4. Encourage active participation in their children's schools and education.

A **Parent Compact** (which is an agreement by staff, parents, and students to share the responsibility for improved student academics and then a means to build a partnership that will help student's achieve the State's high standards) was sent home with all of the students in their first day packet. We are asking that you please read over the document, sign, and return it back to school with your child to give to his/her teacher. More information will be forthcoming regarding parent trainings we have scheduled.

Margate Elementary A Title One School

1. **School Parent and Family Engagement Plan:** School staff and parents jointly develop the plan as part of the School Improvement Plan. The plan includes the parent activities to be implemented through the school year and an evaluation of last year's parent engagement program. You can access this plan at <https://www.browardschools.com/margatelem>. If you would like to review a hard copy of this plan or translation is needed, please contact Shannon Mills at 754-322-6900.

2. **District Parent and Family Engagement Plan:** District staff and parents jointly develop the plan. The plan includes the parent activities to be implemented through the school year and an evaluation of last year's district parent engagement program. You can access this plan at <http://www.browardschools.com/Page/37523>. If you would like to review a hard copy of this plan or translation is needed, please contact Linda Howard, Title I Program Specialist at 754-321-1410.

3. **School Public Accountability Report (SPAR),** school grades, state assessment reports: The School Public Accountability Report contains several types of data (indicators) designed to inform parents and the general public about the progress of Florida's public schools. This report meets the public reporting requirements of the Every Student Succeeds Act (ESSA) and certain additional information of interest on the status of Florida's schools. In addition, the Florida Department of Education publishes school grades, the results of the state assessment of Florida schools. You can access these reports at <http://doeweb-prd.doe.state.fl.us/eds/nclbpar/index.cfm>. If you would like to review a hard copy or if translation is needed, please contact Vicki Floumoy at 754-322-6900.

Title One Documents & Resources

Please check out our website for important information regarding Title I policies and procedures. You will find a link from the home page to Title One Resources. In addition, to having a link to the District's Title One Office along with the NCLB section 1118 and the Parent Involvement Policy 1165, you will find our Parental Involvement Plan for our school.

We also invite all of our parents to check out the following Parent Involvement Resource Center (PIRC):

Title I Parent Resource Center
701 N.W. 31st Avenue
Fort Lauderdale, Florida 33311
(754) 321-1400
<https://www.browardschools.com/Page/34284>

The Florida Parental Information and Resource Center
<http://www.fldoe.org/core/fileparse.php/7756/urlt/0082703-100tips.pdf>

School Public Accountability Report (SPAR) & School Improvement Plan (SIP)

Florida law and school board policy mandates that parents have the right to request information regarding overall school achievement.

If you would like a copy of the SPAR report, please visit the Broward School Improvement website following link: http://www.broward.k12.fl.us/opia/initiatives.asp?initiative_id=3

If you would like a copy of the SIP, please visit the school or our website at www.browardschools1.com/margatelem.

Please call 754-322-6900 with any questions or to request these documents



LOOK FOR BOX TOPS ON HUNDREDS OF PRODUCTS!

THE ALL-NEW BOX TOPS IS HERE!
DOWNLOAD THE APP.



CLIP: Traditional Box Tops clips are being phased out of production, but you can still send unexpired clips to school. Every valid Box Tops clip is worth 10¢.



SCAN: If you see this label, do not send it to school. Use the new Box Tops app to scan your store receipt within 14 days of purchase. The app will find participating products and instantly add Box Tops to your school's earnings online.



Dear Families,

During this challenging time, our teachers and students need more help than ever. No matter what school looks like, Box Tops for Education is a fast and easy way for you to help out from home.

The Box Tops program has been around for over 20 years, and it really works. In fact, Box Tops for Education has helped give almost a billion dollars to schools since 1996. In 2019, the program evolved to become digital so that you can earn for your school with just the touch of a button.

HERE'S HOW IT WORKS: Buy participating products and use the Box Tops mobile app to scan your store receipt. The app identifies eligible products and automatically adds Box Tops to your school's earnings online. Even if you're shopping online or doing grocery pickup, you can still submit your e-receipts and earn Box Tops. Twice a year, our school gets a check!

Your earnings may seem small, but they really do add up. The more people that participate, the bigger the impact we can make. So let's give our teachers the support they need and help give more kids the opportunity to dream. **Little by little, we can help make a big difference.**

DON'T HAVE THE APP?  DOWNLOAD IT TODAY!

LEARN MORE ABOUT HOW BOX TOPS WORKS AT

BTFE.COM

BEVERAGES

- Nestlé Pure Life® Fruity Water Apple 6.75 or 8-Pack
- Nestlé Pure Life® Fruity Water Watermelon 6.75 or 8-Pack
- Nestlé Pure Life® Fruity Water Tropical Taste 6.75 or 8-Pack
- Nestlé Pure Life® Water 5-Liter 24, 28, 32.50-Pack
- Nestlé Pure Life® Water 8 or 6, 12, 24 or 56-Pack
- Nestlé Pure Life® Water 11.5 or 6-Pack

HOUSEHOLD CLEANING

- Lysol® Disinfectant Spray
- Lysol® Disinfecting Wipes
- Lysol® Toilet Bowl Cleaner

MEALS & SIDES

- Annie's Mac & Cheese
- Annie's On the Border
- Annie's Soup
- Hamburger Helper®
- Chicken Helper®
- Tuna Helper®
- Old El Paso® Beans
- Old El Paso® Taco Kit
- Old El Paso® Tortillas
- Old El Paso® Shells

SNACKS

- Annie's Bunny Cookies
- Annie's Bunny Graham's
- Annie's Cheddar Squares
- Annie's Cookies
- Annie's Creams
- Annie's Fruit Snacks
- Annie's Granola Bars
- Annie's Protein
- Annie's Smooth Bars
- Annie's Snack Mix
- "Big"®
- Cascadian Farm™ Granola
- Cascadian Farm™ Granola Bars
- Cascadian Farm™ Protein Bars
- Caramel Twist Bars
- Chew™ Mix
- Fibar™ One's
- Fibar™ One's Brownies
- Fibar™ One's Cheesecake Bars
- Fibar™ One's Cookies
- Food Should Taste Good™ Chips
- Fruit by the Foot™
- Fruit Roll Ups™
- Garden of Eatin'™
- General Mills™ Fruit Snacks
- Gushers™
- LARABAR® Kid
- M&M's® Fruit Snacks
- Nature Valley™ Bars
- Nature Valley™ Biscuits
- Nature Valley™ Beans
- Nature Valley™ Granola
- Nature Valley™ Granola CUPS
- Nature Valley™ Layer Bars
- Nature Valley™ Snack Mix
- Nature Valley™ Squares
- Nature Valley™ Water Bars

CEREAL & BREAKFAST

- Ancient Grain Cheerios™
- Annie's® Cereal
- Annie's® Tostitos Pastries
- Apple Cinnamon Cheerios™
- Apple Cinnamon Toast Crunch™
- Banana Nut Cheerios™
- Beanitos™ Cereal
- Bear 4™ Cereal
- Big G Cereal Breakfast Pops (8 Pouches)
- Bite® Cereal
- Berry Berry Kiwi™
- Blueberry Cereal
- Blueberry Toast Crunch™
- Bob Berry™
- Breakfast from Central™
- "Cherry"™
- "Cherry"™ Old Fashion Cinnamon
- "Chocolata" Cheerios™
- "Chocolata" Lady Chems™
- "Chocolata" Peanut Butter Cheerios™
- "Chocolata" Toast Crunch™
- Cinnamon Chex™
- Cinnamon Toast Crunch™
- Cinnamon Toast Crunch™ Churros
- Cinnamon Toast Crunch™ Straws
- Cocoa Puffs®, Cereal
- Cocoa Puffs® "Cereal"
- Corn Chex® Cereal
- Count Chocula™
- Dapper Dan® Cereal
- Drumstick® Cereal
- Fazer Cakes™ Cereal
- Filon™ Cereal
- Franken Berry™
- French Toast Crunch™

BAKING

- Annie's® Biscuits
- Annie's® Cinnamon Rolls
- Annie's® Cookies
- Annie's® Dry Baking Mix
- Annie's® Dry Cake Mix
- Annie's® Dry Cocoa Mix
- Betty Crocker™ Cookie Mix
- "Immortalized" Biscuits
- "Immortalized" Cinnamon Rolls
- "Immortalized" Cookies
- "Immortalized" Pie Crust
- Pillsbury™ Buttery Cake Bars Set
- Pillsbury™ Chocolate Fudge Brownies Set
- Pillsbury™ "Crunch" Refrigerated Biscuits
- Pillsbury™ Refrigerated Breadsticks
- Pillsbury™ Refrigerated Brownies
- Pillsbury™ Refrigerated Cinnamon Rolls
- Pillsbury™ Refrigerated French Bread
- Pillsbury™ Refrigerated French Dough
- Pillsbury™ Refrigerated Crescent Rolls
- Pillsbury™ Refrigerated Crescent Rolls
- Pillsbury™ Refrigerated French Bread
- Pillsbury™ Refrigerated Pastry Crust
- Pillsbury™ Refrigerated Pie Crust
- Pillsbury™ Refrigerated Shape Cookies

FROZEN

- Annie's® Bagel Bites
- Annie's® Pizza Bites
- Annie's® Pizza Poppers
- Cinnamon Toast Crunch™ Bars
- Pillsbury™ Mini Cakes
- Pillsbury™ Pancakes
- Pillsbury™ Taster Scrambles
- Pillsbury™ Taster Sandwich
- "Totino's" Party Puffs (4-pack only)
- "Totino's" Pizza Rolls

SCHOOL & OFFICE SUPPLIES

- Bostik® POLARISE® Premium Paper
- Bostik® X-98 Paper
- Paper Mate® Arrive™ Erasable
- Paper Mate® ClearPoint® Mechanical Pencils
- Paper Mate® Colored Pencils
- Paper Mate® ComfortWrite Ultra™
- Paper Mate® Correction Pens
- Paper Mate® DryLine® Products
- Paper Mate® Engage™ Pens
- Paper Mate® Erase™ Erasable
- Paper Mate® Expressions™ Erasers
- Paper Mate® Fluor® Fat Tip Pens
- Paper Mate® Fluor® Gel Pens
- Paper Mate® Fluor® Ultra
- Paper Mate® Highlighter RT
- Paper Mate® Highlighting
- Paper Mate® Holiday
- Paper Mate® Infanta Lead
- Paper Mate® InkJoy® Ballpoint Pens
- Paper Mate® InkJoy® Gel Pens
- Paper Mate® InkJoy® Stylus 2-in-1
- Paper Mate® Lead Refill®
- Paper Mate® Liquid Fluor®
- Paper Mate® Liquid Paper® Fast Dry
- Paper Mate® Mar-a-Lago™ Woodcase Pencils
- Paper Mate® Pens
- Paper Mate® Pink Power® & White Power® Erasers
- Paper Mate® ProChalk® Erase
- Paper Mate® Quick Flip™
- Paper Mate® Sharpener® Mechanical Pencils
- Paper Mate® Spenderase
- Paper Mate® White Barre Pens
- Paper Mate® White Board, Mechanical Pencils
- Paper Mate® Whistle®

CLIP-ONLY PRODUCTS

A few brands have opted not to participate in the digital program; however, you can still find Box Tops tips on these products during the pending transition. Be sure to send them to your school before they expire.

- Annie's® Condiments
- Betty Crocker™ Goldenly Salad
- "Berry Crocker™ Suddenly® Pitatoes
- "Lamborghini™ Suddenly® Pitatoes
- "Blowtorch™ Suddenly® Pitatoes
- "Cascadian Farm™ Frozen Fruit
- Cascadian Farm™ Frozen Vegetables
- "Select Fresh® Products
- Annie's® Condiments
- "Select Cherry® Products
- "Select Chewy® Products
- "Select Crunchy® Products
- "Select Crisp® Products
- "Select Soft® Products
- "Select Sweet® Products
- "Select Tasty® Products
- "Select Tasty™ Single-Serve Pops
- "Select Zesty® Products

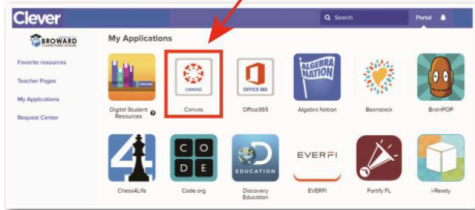
Eight Steps to Getting Ready for e-Learning Student Guide

1. How do I get to school?

Go to sso.browardschools.com

2. How do I enter school?

Sign in with your student number and password/PIN to get to your personalized Clever Single Sign-On Launchpad. Each student's dashboard is different depending on grade level. Below is a sample of one. For young and complex learners, parents/guardians should log in with the student information.

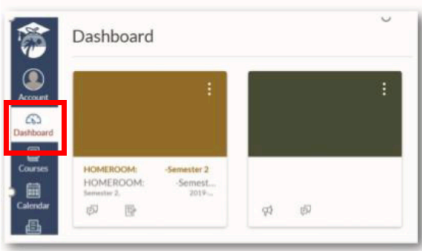


3. How do I get to class?

Click on the Canvas image outlined in red above. Go to Virtual Counselor to get your class schedule and attend your classes in the proper order.

4. How do I enter class?

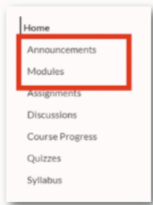
Use the "Courses" button on the left blue navigation bar to access your courses. Or you can click on the Canvas Tile to bring you into your Canvas course.



5. How do I find my Canvas work and my Teams web conference link?

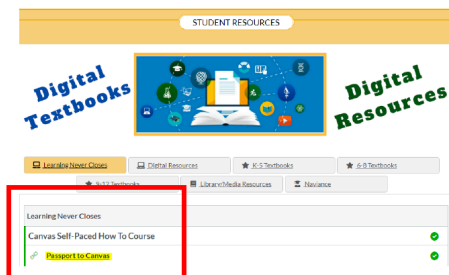
Read any of your teacher's announcements at the top of the homepage of your Canvas course and then look for assignments below. If your teacher has designed your work in Modules, click on the Modules link on the left side of your course navigation to begin seeing your units of study.

Your teacher will be providing live web conferencing through Microsoft Teams. The link to these live meetings will be placed in the Announcements of Canvas or in other areas in Canvas such as Calendar Events, Pages, Assignments, Discussions, and Quizzes.

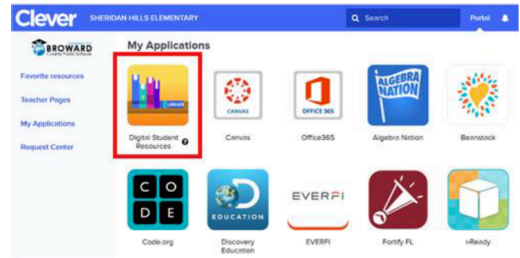


6. How does a student learn how to use Canvas?

Students can learn how to use Canvas by participating in the [Passport to Canvas](#) course found in the [BCPS Digital Student Resources](#) Canvas Course.



Students can access the Digital Student Resources course directly from their [Single-Sign-On Clever Launch Pad](#) highlighted in red below or by clicking the Student Textbooks & Resources link located under Resources in the blue global navigation menu in Canvas.



7. How do I use the Canvas Student App?

Canvas Student allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

- [What is the Canvas Student app?](#)
- [Canvas Student iOS Guides](#)
- [Canvas Student Android Guides](#)



8. How is attendance going to be taken?



- Teachers will record student attendance in Pinnacle.
- Students will be counted in attendance during their scheduled class time in Teams.
- Students and Parents should communicate with their teachers if they have any issues with connecting to Teams and Canvas.

eLearning Web Conferencing Protocols Student Expectations



Live instruction will be conducted daily, and students are to connect each period on Teams and the following protocol should be followed:

- Students need to go to each class at the assigned times which will be different based on elementary and secondary grade levels.
- Students should inform their teachers when they cannot attend Teams web conferences.
- Students should use their cameras as directed by their teachers.
- Students need to dress appropriately.

Students also need to follow proper web conferencing etiquette and display a proper code of conduct and decorum in a virtual meeting. To help you participate well in your class web conference follow these simple virtual meeting etiquette rules and tips:

1. Leave the keyboard alone
2. Dress appropriately
3. Be aware of your surroundings
4. Mute your microphone when you are not talking
5. Speak up, but do not shout
6. No food allowed
7. Stay seated and stay present
8. Find a quiet location with no or minimal background noise
9. Turn off all sounds on your phone
10. Parents should not interrupt meetings

For more information on Digital Citizenship and Internet Safety go to [Digital Citizenship Resources](#).

No student, parent, teacher, or other individual shall take an audio recording, nor photograph, nor make a video recording of eLearning interactions using software, cameras, cell phones, tablets, or other technologies of classroom interactions with the exception of a recording initiated within Microsoft Teams during the class instruction by a BCPS employee. Any recording initiated by a BCPS employee shall be commenced for the sole purpose of providing instructional support to students enrolled in the course including being available for students to review the recording later for instructional support. Access to any such recordings will remain within the secured BCPS digital environment, maintain credentialed access, and may be removed at the discretion of BCPS.