



## **Zoom Meeting Procedures and Expectations**

Live virtual instruction will be held daily through Zoom. Office hours will be provided each week for dance class questions and support.

Below are the BHS Dance Procedures and Expectations for any Zoom meeting session:

- Your class Zoom meeting invitation will be posted on Google Classroom. **ONLY STUDENTS IN YOUR PERIOD ARE ALLOWED IN THE ZOOM MEETINGS.**
- When joining the Zoom meeting your username **MUST BE** your First and Last name. If we do not see this, you will not be allowed in the meeting, you will lose participation points, and will be marked absent.
- Once you are admitted into the meeting from the Zoom Waiting Room, you should start your video immediately.
- When you enter the Zoom meeting, your microphone is muted by default. You will be able to unmute, but please only do so when directed by the speaker.
- If you would like to speak, please click on the “Raise Hand” option and then wait to be called on by the speaker. This will help keep the conversation organized and avoid everyone talking at once.
- When speaking, please be courteous to others' opinions and time.
- Remember to keep your behavior school appropriate - we are respectful, responsible, and compassionate. This is an academic setting where appropriate dress, actions, and language will be enforced.

Zoom links, Meeting IDs, and Passwords are to remain private. It is expected that you follow the procedures and remain professional during these meetings. If you are found not doing so, you will lose participation and further disciplinary action will be taken.

**Zoom meetings/class sessions will be recorded periodically for learning purposes**