

Virgil Maddox
Principal

KAHLA MIDDLE SCHOOL

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Dear Kahla Parents/Guardians,

A critical piece of K-12 education is the personal connection between the teacher and student. Implementing a video conference tool, like Zoom, will help maintain a personal connection during this period of distance learning.

We are mindful that students, parents, and staff have a range of comfort with participating in a video conference meeting from their homes. We also understand that students have varying levels of access to technology, yet we will continue to work with our families by being flexible and fluid to reach our students. Teachers have been provided with guidelines for best practices for hosting video conference meetings, and below are some guidelines that we expect all students to adhere to as they participate in these calls.

Video Conference Guidelines for Students/Parents:

- Students are expected to maintain the same behavior and conduct during a video conference call as they would during an in-person class. This is an extension of the regular classroom and all school rules still apply.
- To join the meeting, the student will be asked to enter the Meeting ID and enter their full name (First and Last).
- **Students must turn on their video camera and utilize their microphone to communicate for live instruction. If a student is not visible for live instruction, they are not considered engaged and will be marked absent.**
- Video conference meetings will be scheduled with students during regular school hours. Parents will be made aware of any plans for video conferencing with their child(ren).
- Students should never share a Teachers Zoom ID or Meeting ID with anyone else, or the password associated with joining the meeting.
- Teachers will send students a meeting link via Schoology, and once clicked, they will have a choice of either downloading the application or joining through a web browser.
- All students will enter a private individual waiting room. Only students who have entered their full name will be accepted into the meeting room.
- We are asking teachers to carefully consider the impact of recording any of the video conference meetings. If recording is necessary, all student video cameras must be turned off (maybe a teacher is recording a lesson that they are delivering for students who cannot join the scheduled video conference).
- At no time should students and staff take a screen shot of the video conference screen and no images/videos should be posted on any public space or social media platforms.
- At no time should parents enter the video conference to discuss their child with the teacher. Please schedule a parent / teacher conference with the counselor to address classroom concerns.

Quality Video Conferencing Tips:

- Try to limit any background distractions and ensure that you are in a common area of your house (no bedroom furniture in background, etc).
- Remember that your camera is turned on and everyone can see you.
- Keep the source of lighting in front or above you. Avoid having a bright light or window behind you.

- Make use of the side chat bar during a meeting to ask questions or add comments. The host is responsible for moderating this chat space.
- All questions and comments should be related to the learning expectations or core purpose of the call.
- Progress slowly. Everyone is learning (including the adults), but I believe everyone is adjusting.
- Be patient and forgiving with technology. It can be temperamental, glitchy and sometimes difficult to navigate so pause, breathe and keep this in perspective.

Sincerely,

Virgil Maddox
Principal
Kahla Middle School