

Dear Parents (I to VIII)

First of all, please accept our gratitude for your support during these unavoidable circumstances. We have been striving to ensure that Sunnydale carries on with its usual business i.e., educating this generation, though being entirely online for a while. We are waiting anxiously for the day when things become normal and the government gives us the green signal to return to on campus classes.

In spite of being engaged in online learning for more than a year, however, some students are still taking the classes quite lightly. The supervisors, who have been monitoring the on-going classes these days, have found out that many students are being too non-serious, irresponsible and indifferent. They have been repeatedly advised to refrain from wasting their and the teachers' time, but they are paying no heed. Every day, many of the students need to be reminded of the decorum to follow, hence a total waste of precious time which could have been used productively.

In such circumstances, we look forward to your sincere cooperation; we expect that you would make sure that your child benefits most from their classes by **following the rules mentioned below**:

**\*Students must not change their names after they have logged-in.** Some have been using slurs and other inappropriate words in place of their names. Please know that from **Monday, 16 August**, such students will be removed from the class and would also be marked absent for the whole day. They might even be asked to write a letter to the Vice Principal to show cause for breaching the rule.

**\*Students should only enter their classes by clicking on the interface where they find their class routine blinking.** To enter their class, for each of the periods of the day, **a student must refresh the interface each time**, otherwise new routine is not shown and **their attendance for that period is not recorded. Only this way the System gets to know that they are attending the class and their attendance is recorded.** If a student enters a class through any other website that is not the designated **Portal**, their attendance is not registered and they are marked absent. This is a reminder that the usual school rule about attendance will be strictly followed and insufficient attendance may invalidate their promotion to the next class.

**\* Similarly, logging in simultaneously from two separate devices** creates technical issues, and therefore, it **must be avoided**. Anyone found doing so **will be removed then and there and marked absent in all the classes of that day**.

**\* It is disheartening, especially for our teachers, in our virtual classes to talk to a bunch of black boxes with names in them.** Cold-calling those black boxes often results in silence, strongly implying that the student is not actually there. Therefore, **students must keep their cameras on and exactly focused on their faces at all times during their classes.** Keeping the camera focused on the ceiling fans, showing side pose or just showing the tip of the head etc. are also entirely unacceptable. **Such actions may result in sending those students to the Waiting Room.** However, if, even after 18 months of being online, they face sudden issues with their webcams, they must inform their respective teachers beforehand.

\* Also, make sure that your child is up and ready for the class and is not late even by a few minutes. Teachers wait for a whole ten minutes for letting students join and therefore, **if any student is late for class by more than 10 minutes, they will not be allowed to get in and will be marked absent.** Also, please make sure that your child gets enough sleep at night and feels refreshed, alert, and ready to begin the day. Some students are found yawning, stretching, and still drowsy when it is their first class of the day.

\*Students from **class V onwards must be properly dressed.** Though, wearing uniform is not required, solemnity of the learning environment demands sober attire. **Girls are not allowed to be in T-shirts, tight dresses or without a proper 'orna'.** They should also have their hair properly tied up before they sit for the classes. **Similarly, boys from class V onwards, should follow the general dress code and make sure that their dress up is not objectionable,** such as they must avoid wearing vests **instead** of a proper shirt or T-shirts in front of the cameras. Their hair cut is also expected to be suitable for a student.

\*Students must place their stationery and books within reach before a class starts, otherwise it creates chaos and delay when they are asked to show their books or start writing an assignment and they start to leave their seats to grab their books etc.

\*Students should seek permission to go to the restroom otherwise they might not be allowed to continue the rest of the class.

\*Please provide a distraction free learning environment for your child. Make sure that they attend the classes in a cozy corner where there is peace and quiet and where no one disturbs them. They have been found distracted and doing other activities during their classes, so these breaches will be dealt with quite sternly from Monday, 16 August.

\*Eating food or chewing gums etc. is strictly forbidden during the class timings. However, they may drink water, if placed near their desks.

**\*No one but the student is allowed to communicate with the teacher during their on-going classes.**

\* Please log in regularly to check for assignments and instructions through the portal's 'Worksheet Viewer' and ensure that your child is completing assignments in due time.

Please know that any breach of the rules stated above may lead to an appropriate punishment pertaining to the situation.

It would also be wise to limit your child's screen time as they are already engaged in online schooling every day. Rather, you may use the extra free time, during this pandemic, to create beautiful memories and strong bonding with them by indulging in a lot of family activities such as board games, music, baking, storytelling, role playing etc.

Thank you once again for your faith in us during these challenging times.

Zebunnessa Mahmud  
Vice Principal  
12 August, 2021