

Handbook Addendum effective 9/10/2020

EXPECTATIONS FOR ONLINE LEARNING

We trust and expect that students will behave appropriately when engaging in online learning experiences, such as video conferences. Just as they do in Marist classroom and community interactions, student behavior will comply with all expectations in the Student and Family Handbook.

Communication

Students and faculty may encounter unexpected challenges during periods of online learning, such as internet outages, device problems, and conflicts in family scheduling. We ask all students and families to communicate about unexpected challenges as soon as possible from a place of patience, flexibility, and understanding.

When a problem arises:

Contact the appropriate faculty or staff member directly (guardians via phone or email and students via Schoology message) as soon as possible to collaborate on resolving the problem.

Contact the Attendance Office if the problem results in an absence from a class. (541) 686-2234

Email help@marisths.org if there is problem with your iPad or you need assistance with technology troubleshooting.

All communications to faculty and staff should be professional and courteous. (Students should use Schoology messaging to communicate with Marist staff) Whenever possible, send communications during business hours (7:30 am to 4:00 pm).

Faculty/staff will do their best to respond to communications within 24 hours or by the next school day if an email is sent on a weekend or holiday.

Attendance

When students are working from home during a hybrid or online learning environment, they will be expected to check in to their classes via Zoom.

Students are expected to attend all classes according to the posted schedule. The first step will be to log in to Zoom on time, using the link found in your Schoology "Reminders" feed. Teachers will take attendance at the beginning of every class. Whether synchronous (live) or asynchronous (independent work time) activities are planned, The teacher will remain available through the entirety of each period to guide and check in with students as necessary. Attendance will be taken during each Zoom check-in. Students who are not present will be marked absent, and students who join the Zoom meeting late will be marked tardy.

Video Conferencing

Video conferencing through Zoom is a key component of online and hybrid learning at Marist. We expect students to follow these guidelines when engaged in any video conferencing for classes or Marist co-curricular activities:

Students must be fully dressed in appropriate daywear. Clothing visible on camera must meet all Marist dress codes guidelines. (Pgs. 47-50 Family & Student Handbook) Students should not wear sunglasses, masks, or head coverings unless specifically permitted by faculty or administration.

Students should choose a quiet location with good lighting and a background that is appropriate and does not distract others. Virtual backgrounds should be static (no animation) and should not contain words or other distracting features. Students should not attend class while in a moving vehicle, walking, cycling, or while movement or motion is visible in the background.

Students are encouraged to use headphones with a built-in microphone to ensure higher quality sound and audio.

During a video conference, students should:

- Join the conference on time
- Enter first and last names when prompted
- Mute audio upon entering and when not speaking
- Show your full face and shoulders on screen when your teacher requires video to be on
- Listen attentively, use appropriate language, and be respectful and caring toward all participants
- Avoid distracting, disruptive, or otherwise inappropriate behavior. Students should never share or post a video conference link to anyone outside of their class or join a video conference that they are not invited to
- Students should never record or take screenshots of any part of a video conference without permission. However, students and families should be aware that faculty may record and post class video sessions on Schoology for students who are not present in class
- Families are asked to give students privacy and space to engage independently in their classes without interruption, interference, or monitoring

Faculty may remove students who do not follow these expectations from a video conference and their behavior will be reported to administration. Repeated or severe violations of these expectations may result in additional disciplinary action per the policies in the student Handbook.

**Students who need to turn off their video to preserve wireless bandwidth at their home or for privacy purposes are asked to contact their counselor to work through possible options.*