Saint Martin Virtual Learning

These are the Guidelines and Expectations for the 2020/2021 School Year for Online Classes.

Guidelines and Expectations for Remote Learners.

- **Be On Time/Be Prepared/ Be Engaged** - Daily Attendance is taken every morning. Check into class a few minutes early, open your google classroom, and have work prepared or submitted on time.

- **School Appropriate Attire** - Be Presentable!!
  a. No Head Scarves/ Bonnets/Durags/ Hats
  b. Wear A Shirt- Short or Long Sleeve Shirts- No Tank Tops.
  c. No Pajamas- Often we will have guest speakers and it is important to look and be our best!

- **Keep Cameras On** - We need you to be visibly present in class. It is important that all of our students are engaged in active learning. To do that we need to both see you and hear you. Your camera should remain on unless your teacher gives you permission to step away.

- **Demonstrate Online Etiquette** - Be Courteous, take turns talking
  a. **Mute Yourself** - Background noise is often a problem, remember to mute yourself until you have a question or a response and you have been called upon.
  b. **Use Headphones if you have them** - They help block out background noise and make it easier for you to hear your teachers and classmates
  c. **Chat Responsibly** - Type in questions in the chat, when needed, remember all activity is monitored

- **Report all technical issues immediately to your teacher and/or Office of Student Success (OSS)**
  a. Mr. Prewitt - Dean Of Students- mprewitt@stmdphs.org
  b. Mrs. Robinson- Associate Dean- jrobinson@stmdphs.org.

- **All Students are expected to Follow the School Code of Conduct**
  a. No offensive background or inappropriate images or language at any time!
  b. Class Disruption- Refer to OSS
  c. Complete work with honesty and integrity
  d. No leaving class early without permission or being signed out.
• In place of going to CWSP work while we are learning remotely, CWSP Professional Development classes will take place on your workday and count towards your CWSP grade, which is GPA-bearing.

• All policies listed here are expected to be followed during your CWSP Professional Development workday:
  Monday = [Freshmen], Tuesday = [Sophomores], Wednesday = [Juniors], Thursday = [Seniors].

• Students are not permitted to work during school hours unless school is not in session e.g. after school hours or holiday breaks like Christmas. [Work permits] are mandatory by the State of Ohio and can be approved through CWSP for students under 18 years old.

• **Seek Help When Needed** (teachers, counselors, Dean, etc.) How we can support you...
  a. Students will have access to all of their teachers everyday
  b. Daily Office hours with Faculty, Counseling, And Staff (you will be sent a form with links to everyone’s office hours should you need assistance)
  c. Every Student will have an Advisor- we will all participate in small group advisories and every student will be given an advisor to support them throughout the school year. Advisories will meet weekly and are mandatory.
  d. Online Writing Center available with Mrs. McNerney (Tennent)
  e. Academic Coaching available to students as an Additional support if needed

• **Advisory will take place on your CWSP Professional Development Work Day.** Attendance at advisory is mandatory and all guidelines for remote learning will be followed.

We are excited to get started this year...
Welcome to Saint Martin!!