

Palma E-School Student Expectations Revised 8-12-2020

E-School Student Expectations

- Students are expected to be directly engaged and participate in Palma E-School classes
- Student behavior expectations will remain the same throughout the course of the Palma E-School schedule and in accordance with the school's Acceptable Use Policy (AUP) as described in our *Student-Parent Handbook*

E-School Attendance

- Students are expected to be logged in at or before the start time of each scheduled classroom meeting and remain in the class unless otherwise directed by the instructor
- When logging in, students must use their first and last name and their school-issued "gopalma" email address; students who are not recognized as such will not be permitted to attend class
- Students may not use any other name or nickname
- Students (or parent/guardian) are expected to contact their teachers prior to the start of class if they are unable to attend class or to log in on time

E-School Behavior Expectations

- Students are expected to be engaged and avoid distracting behavior during scheduled class time
- All language and communications are to remain Palma School appropriate
- In all video and still photo images, Chieftains are expected to participate in the best manner they can
- Teachers have the right to excuse students who do not meet the above expectations (*i.e. apparel, hair, props that distract from learning at hand and online*)
- Students are not permitted to take screenshots or otherwise record any part of class
- All work submitted during distance learning is to be the student's own
- Palma students are held to standards of the school's Academic Integrity Policies whether on or off campus

E-School Office Hours

- Dedicated time for students to meet with their teachers has been built into the Palma E-School schedule
- Teachers will be available to meet virtually with students during scheduled office hours
- Office hours are not scheduled on a "drop in" basis
- Where necessary, meetings must be prescheduled between the student and his individual teacher at a time that is mutually agreed upon by both
- Class meeting times may take place between 7:30am and 3:00pm Monday through Friday; Wednesdays are for independent study, preparation, student support, and the like
- Guidance Counselors will schedule virtual meetings with students as needed

Reporting Palma E-School Issues

- Communication will be provided as needed and may include updates and adjustments to these policies or schedules as deemed necessary
- Student and parent participation is crucial for our continued improvement of E-School services
- Palma School intends to distribute online surveys periodically to check on progress with E-School operations

Palma Tech Assistance

IT Director, Mr. Cunha, will be available from 8:00-3:30 every day school is in session via email. He can be contacted at:

- 422-6391
- cunha@palmaschool.org
- Zoom Meeting ID: 712 574 1571
- Google Classroom – Tech @ Palma (Class code: xvhgdx6)
- GoToMeeting app (Access Code 962-589-717)

Please be aware that an increase in need for tech support is anticipated; your patience is appreciated