

## **Student Participation in Distance Learning**

The School will be utilizing Google Meet ([meet.google.com](https://meet.google.com)) and our course pages to conduct lessons remotely via distance learning. Students will virtually participate in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School, including individual and group meetings with teachers, advisors, and other forms of academic support. Students will have access to Google Meet by using their School-issued email address. Distance learning and communications will take place during the school day from 8:00 a.m.-4:00 p.m.

The education provided by the School through distance learning is considered a continuation of the School's educational program in the same manner as if the program was being provided on-campus. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Students are expected to come to class in a timely manner, prepare in advance for the lesson, and participate in a meaningful and respectful manner. Tests and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the School's rules related to cheating, plagiarism, or other violations of the School's honor code.

The School's Student Handbook, including but not limited to the Acceptable Use Policy, Privacy Policy, and other policies and procedures related to electronic communications, shall apply to your child's participation in distance-learning classes. You understand and acknowledge that all of the School's policies and procedures apply to students while participating in distance learning, you will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all School policies while participating in distance learning.

Classes conducted through Google Meet may be recorded by your child's teacher for educational purposes and may be shared with other students or employees of the School. As a result, your child's image, likeness, or voice may be recorded while he or she is participating in distance learning via Google Meet. Recording of the class or other online interactions with a student or students may not be recorded in any manner by anyone other than a representative of the School without permission in writing from a Division Director or the Head of School. Failure to comply with this restriction may result in disciplinary action of the student regardless of who made the recording, including but not limited to removal from the School.

In summary,

- Classes will continue via distance learning on April 1 using Google Meet as well as other online tools. Please see our [coronavirus update page](#) for more information on [distance learning](#).
- Policies and procedures in the Handbook continue to be in effect, including but not limited to:
  - Expectations for academic honesty, including the Honor Code, as stated in each division's Student Handbook.
  - Acceptable Use and Privacy Policies
  - Bullying and Harassment Policy
- Group and one-on-one consultations (including email) will continue to occur between students and teachers, advisors, learning specialists, counselors, deans, staff, and administrators between 8:00-4:00 p.m. EST Monday-Friday (with the exception of athletics and performing arts). Email correspondence sent after 4:00 p.m. will not be responded to until the following day.
- Teachers/administrators may record classes (not advisory sessions or 1:1 meetings) to facilitate the review of direct instruction for students who are absent or who need reinforcement.
  - Students should not record classes or meetings.

While minimal, there may be risks related to the use of online platforms. It is important that parents/guardians recognize and accept those risks as we move to distance learning. Your child's participation in school starting on the first day of distance learning, April 1, 2020, serves as your acknowledgment and understanding of Holton's distance learning program.