

MARET

CONTINUITY OF LEARNING (COL)

MS and US Student Expectations

During COL, all members of our community are expected to uphold Maret's Mission and Core Values and abide by the School's [Code of Conduct](#). Student responsibilities and guidelines for COL are no different than our accepted and understood campus teaching and learning expectations outlined in Maret's Responsible Use Policies, Student and Faculty Handbooks, and Code of Conduct. These expectations are summarized below.

Do

Be courteous to other participants.

Be punctual.

Speak clearly and at a regular volume.

Avoid eating during the sessions.

Keep body movements and distractions, including other noise, to a minimum.

Follow your teachers' directions about muting mics and asking questions.

Be present—avoid interrupting others, having side conversations and text chats.

Be Mindful ...

Of your distance from the camera and how you are seen on screen.

That shades/blinds/curtains behind you should be closed to reduce glare.

To sit at a suitable space prepared to work and avoid lounging on couches or beds.

To avoid sitting outside to keep background noise to a minimum.

That the school dress code is in effect during all sessions.

MARET

CONTINUITY OF LEARNING (COL)

Be Mindful ... (continued)

During COL, teachers value seeing and hearing from students as often as possible in order to make connections and build community with their classes. On occasion students may need to turn off their camera during synchronous classes; if this is a continued need, the teacher will reach out to the student.

In order to allow students to maintain a sense of privacy in their home spaces and to avoid the erosion of student-teacher trust, teachers will not ask students to turn their cameras on during class or in a meeting, club, or advising time. If parents/guardians have been in conversation with a teacher and have requested that the student's camera is turned on, the teacher may send a private Zoom chat note or an email to the student during class as a reminder.

Teachers have the option after the class, meeting, or advising time, to email students to ask if they need support, different teaching, or something else from class.

Students must understand that having cameras off can make it difficult to build connections with other students and with teachers. Having cameras off can also lead to a lack of focus on class content, as well as an openness to digital distractions (messages, emails, notifications, etc.). This could lead to lower-than-desired academic performance.

MARET

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Use of COL Platforms

Maret uses SeeSaw, PowerSchool, Zoom, Google Meet, and other online platforms and tools deemed appropriate by the School to conduct meaningful teaching and learning. COL platforms used by Maret are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by Maret School is prohibited. Failure to comply with this directive may result in disciplinary action.

Policies and Procedures

The Maret community understands and acknowledges that COL is a continuation of daily teaching and learning, not only for our faculty and students, but also for their parents and guardians. In addition to the expectations outlined above, it is critical to understand and abide by the following:

1. Participants in a video conference (or any other aspect of COL) are expected to comport themselves as they would on campus. Only faculty are to initiate, record, post, and share class videos. Students should not mute and/or disconnect any participant during a session.
2. As is provided during our on-campus program, advisors, teachers, learning specialists, and administrators often conduct one-to-one meetings with students when appropriate. These meetings usually entail academic and/or social-emotional support. Maret faculty members may meet virtually with students to discuss a range of educational, personal, and/or social development issues. Toward that end, participation in COL and its virtual one-on-one meetings constitutes acceptance of this approach and agreement to release and indemnify Maret and its faculty from any claim whatsoever in the implementation of services, including counseling and related emotional support sessions.

MARET

CONTINUITY OF LEARNING (COL)

Policies and Procedures (continued)

3. In order to support students during COL, faculty are encouraged to post any lecture notes proactively on PowerSchool so that all students can access them.

Faculty will use a variety of methods to share information missed by students who were not able to attend a class or would appreciate a review of a class. These methods can include, but are not limited to posting of any daily/weekly notes, slides, or reference material; providing relevant segments of class video and/or audible recordings, and one-on-one meetings with students.

4. Without express and written permission from a Division Director or Head of School, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created through these or any other platforms. Only representatives of the School may capture or post such content. Failure to comply with this directive may result in disciplinary action.
5. Each platform that Maret employs for teaching and learning has specific user agreements. Please review these agreements.

While minimal, there may be risks related to the use of online platforms. As participants in COL, parents and guardians recognize and accept those risks. A student's participation in school activities via COL serves as a student's and parent's/guardian's acknowledgment and acceptance of Maret's COL program and adherence to all of the COL Expectations, including this addendum.