



CBGS Student Expectations for Digital Learning

As a community of learners, it is important that we participate meaningfully and respectfully in an online context. The CBGS Handbook applies to all virtual interactions. To ensure success, all students are expected to regularly and proactively communicate, thoughtfully engage with their coursework, faculty and peers, and self-advocate when assistance or support is needed.

Synchronous Schedule and Attendance:

CBGS will hold synchronous instruction during our regularly scheduled school hours 8:00 a.m. -10:30 a.m., four days a week. Students will participate in independent learning one day each week and have an opportunity to schedule remediation and office hours with the faculty. Students are expected to login promptly based on their assigned schedules. Student attendance will be recorded for each class period. Students should participate in Zoom sessions with audio and video or may alternatively utilize a call-in option in instances where internet connectivity is limited. Our goal is for a majority of our students to participate synchronously; however, if there is an extenuating circumstance and a student cannot regularly participate in synchronous instruction, permission must be granted from the Director, Dr. Rachel Ball. Please email her at rball@cbgs.k12.va.us to schedule an appointment to discuss the conditions of this request.

Video Conferencing Expectations:

1. Be on time and present according to your class schedule.
2. Be an active participant and pay attention.
3. Check your connectivity and technology PRIOR to logging in.
4. Mute yourself when not speaking to eliminate background noise.
5. Wear appropriate clothing.
6. Remove distractions from the background setting.
7. Be mindful of your presence during discussion time with others. Refrain from dominating online discussions.
8. Use the chat box for course-related questions.
9. Respect the privacy of others. Do not repost or share school content or conferencing links.
10. Stay on task when working in breakout rooms.

Discussion Board Expectations:

1. Read what others have written BEFORE responding. .
2. Cite information you have included.
3. Respond to others' ideas respectfully and thoughtfully.
4. Be mindful about the length of your responses.
5. Be mindful of *when* you post to ensure you've allowed time for others to meaningfully engage.
6. Refrain from using ALL CAPS and sarcasm. It will get lost in translation.

Assignment Submission Expectations:

1. Submit assignments on time.
2. Submit assignments in the appropriate format.
3. Submit assignment using the appropriate file-naming protocol.
4. Communicate issues regarding assignment completion to Faculty well in-advance of their due date.
5. READ and REREAD the directions before beginning an assignment AND before submitting.
6. Include a statement of the honor pledge, when required.

Digital Communication Expectations:

1. Respond to Faculty inquiries within 24 hours during weekdays.
2. Read Schoology messages promptly and thoroughly.
3. Ensure Schoology text and email alerts are turned ON so that you are aware of new information.
4. Communicate to the Faculty if you have extenuating circumstances.
5. Take initiative and self-advocate.
6. Seek to find answers to questions before immediately asking the Faculty.
7. Use appropriate communication etiquette when sending messages to faculty (include a salutation, be respectful, use your name, proofread your writing, etc.).

My signature acknowledges that I have read and I understand the CBGS Student Expectations for Digital Learning and will agree to abide by these expectations during the 2020-2021 academic year.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date