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. Attendance will be taken each period.
• Students or parents are asked to contact teachers prior to the start of class if unable to log in on time or to attend a class. Parents are asked to notify the main office if a student will be absent for all classes for a day. The Palma office and individual teachers will work to be in touch with families regarding excessive absences.

E-School Behavior Expectations

• Students are expected to be engaged and to avoid distracting behavior during scheduled class time.
• All language and communications are to remain Palma School appropriate.
• In all video and still photo images, students are expected to be appropriately groomed and in appropriate attire (no sleepwear, visible undergarments, or shirts with vulgar/offensive language or imagery).
• Students may not take screenshots or otherwise record any part of the online class without the prior permission of the teacher.
• When logging in, students must use their first and last name and their school-issued “gopalma” email address. Students may not use any other name or nickname.
• All work submitted during distance learning is to be the student’s own. Palma School students are held to standards of the school’s Academic Integrity Policies whether on or off campus.

E-School Office Hours

• Class meeting times take place between 9:00 am - 3:00 pm Monday through Thursday; Fridays are for independent study, preparation, student support, and the like.
• Teachers will be available to meet virtually with students during times outside of scheduled classes, but such meetings must be prescheduled between the student and his individual teacher at a time that is mutually agreed upon by both. Office hours are not scheduled on a “drop in” basis.
• Guidance Counselors will schedule opportunities to meet virtually with students as needed.

**E-School Schedule**

Palma E-School begins Wednesday, March 18, 2020. The schedules of classes can be found below:

<table>
<thead>
<tr>
<th>Mondays and Wednesdays</th>
<th>Tuesdays and Thursdays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Day Schedule</strong></td>
<td><strong>Gold Day Schedule</strong></td>
</tr>
<tr>
<td>9:00 – 10:00 Period 1</td>
<td>9:00 – 10:00 Period 3</td>
</tr>
<tr>
<td>10:30-11:30 Period 2</td>
<td>10:30-11:30 Period 4/5</td>
</tr>
<tr>
<td>12:30 – 1:30 Period 6</td>
<td>12:30 – 1:30 Period 7</td>
</tr>
<tr>
<td>2:00 – 3:00 Period 0</td>
<td>2:00 – 3:00 Period 8</td>
</tr>
</tbody>
</table>

**Fridays: Independent Study and Preparation**

**Palma Tech Assistance**

IT Director, Mr. Cunha, will continue to be available via email: cunha@gopalma.org from 8:30-3:30 pm every day school is in session. Daily live support is also available via Zoom (Meeting ID: 712 574 1571), Google Classroom - Tech @ Palma (Class code: xvhgdx6). Please be aware that we are anticipating an increase in support requests so your patience is appreciated; the more you can help one another the better for everyone.

**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 at a later time to check on progress with E-School operations.