



## **Columbia Central Jr./Sr. High School**

# **Online Meeting Expectations**

Office hours will be available on Wednesdays for all online and in person students. Office hours will be held on Zoom or another online meeting system. A link and password will be emailed shortly before the beginning of the office hour time. Students may also schedule an appointment for extra help if needed or email teachers any day Monday - Friday. If you have questions or uncertainties, get them cleared up right away. Do not wait until it is too late! Ask questions so that your teachers know you need help. We are here to help you. All of us become confused at some point so please ask!

### **The following are the expectations for all online meetings:**

1. Zoom/online meetings are for school business. You should attend a meeting if you need to ask questions about school or a specific class. Again, you may also email teachers questions any day Monday - Friday.
2. For the safety of all participants, Zoom/online meetings will be recorded and saved. Teachers will not post the meetings online or share the recordings with others. Recordings of meetings may be provided to administration if necessary.
3. If you attend a meeting please keep in mind that you are entering a professional school/work environment. This means that appropriate behavior, dress, background and language is expected of all participants.
4. If you are attending a meeting please make sure you enter your correct first and last name. You will not be granted access to the meeting if you do not enter your correct first and last name.
5. If necessary, participants will be removed from a meeting for any inappropriate conduct.
6. If you need to schedule an individual appointment with a teacher on Zoom/online, the teacher will need email documentation from a parent/guardian granting permission ahead of time. The meeting will be recorded and follow all of the above expectations.