
VIRTUAL MEETING POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Virtual Meeting Policy to apply to all students enrolled in SOCS. SOCS believes it is in the best interest of the student to conduct meetings in person. However, there is value in conducting meetings virtually to allow for unique circumstances, illness, extended educational trips, and other needs that require greater flexibility. Virtual meetings allow teachers, students, and parents/guardians to meet when in-person meetings are not able to take place.

General Guidelines:

1. Virtual meeting dates and times must be mutually agreed upon by the teacher, student, and parent/guardian.
2. Virtual meetings must take place using SOCS’ chosen virtual platform unless it is required by a state assessment to utilize a specified secure browser.
3. Virtual assessment (CAASPP, ELPAC, iReady, etc.) meetings must comply with all assessment requirements per the test guidance and should follow the requirements outlined in the Virtual Proctoring Policy.
4. The teacher, student, and parent/guardian listed on the master agreement must be present during the entire virtual meeting with cameras on.
5. During the duration of the virtual meeting, the video camera must be directed at the teacher, student, and parent/guardian such that there is a clear, unobstructed view of their face, head, and shoulders. Hats are not permitted during the virtual meeting, except for head coverings that may be worn for religious reasons.
 - a. Upon two (2) or more violations of this video camera guideline, SOCS may complete a home visit to conduct a welfare check of the student.
6. Teachers, students, and parents/guardians shall attempt to participate in the virtual meetings in a private, quiet location, and to limit any background noise or distractions.
7. Virtual meetings are considered equivalent to in-person meetings and must replicate the same level of interaction, engagement, and access to the student as face-to-face meetings. Attendance at all required virtual meetings shall be governed by the Attendance, Support, and Involuntary Removal Policy, which is available on the school website.
8. Virtual learning period meetings should be scheduled according to the learning period meeting guideline of one hour per student minimum. Teachers must review the entire body of work for the learning period and collect the appropriate documentation necessary to support it.
9. Virtual meetings must follow all requirements of the student Acceptable Use Policy and Personnel Acceptable Use of Technology Policy, which are available on the school website.

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10. Teachers and students must conduct themselves in an appropriate and professional manner complying with all applicable Charter School policies, including, but not limited to the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy; the Civility Policy; the Suspension and Expulsion Policy and Procedures; and any other applicable conduct related Charter School policies. Failure to comply with Charter School policies may result in disciplinary action, consistent with the applicable policies and their procedures.

The virtual meeting option may be revoked if:

1. Students or parents/guardians do not follow the general guidelines listed above.
2. It is found that a teacher, student, or parent/guardian are not conducting or participating in virtual meetings with the same level of excellence and with the same criteria as in-person meetings.
3. The Attendance, Support and Involuntary Removal Policy will be followed for a missed meeting and/or lack of work.