June 1, 2020

IMPORTANT NOTICE – PHALANX FAMILY SERVICES ONE SUMMER CHICAGO VIRTUAL ETIQUETTE

POLICY LETTER

To: All Phalanx Family Services One Summer Chicago Instructors

From: Tina Sanders                 Sharon Simmons
         Executive Director               Director of Youth Services

Subject: Virtual Etiquette

Date: June 1, 2020

Purpose:

The purpose of this communication is to establish and ensure that all youth participants and staff are safe from predatory behavior and bullying. To establish and ensure that all participants are treated with respect and participate fully in the summer employment experience.

Background:

One Summer Chicago is an employment experience for youth ages 14 – 24, to gain valuable, marketable skills that may lead to a career pathway and permanent employment. Youth will engage in a virtual work/training experience for up to 20 hours per week. Each participant will follow the attendance and curriculum of their assigned class. Youth must participate fully in order to be compensated for their summer experience. Youth are expected to follow basic code of conduct (in application) and etiquette while participating virtually. Instructors must also adhere to and ensure that all posted etiquette is followed.

Policy

Students and instructors must follow etiquette below:
Virtual/Remote Etiquette
Students & Instructors

- MUST sign-in (be in attendance) on time according to your class/work schedule. Instructors, sign in early, be prepared.
- MUST be in a quiet place while attending class/work. Minimize distractions.
- MUST have video on during the complete virtual session.
- Instructor must have the capability to monitor and control all aspects of your chosen virtual platform (i.e., ability to mute students, ability to terminate a participant if unwarranted behavior is visible or audible, etc.)
- MUST be dressed appropriately. Must have on neat clothing. No sleepwear, hair bonnets, hats that may obstruct their face, etc.
- No food or eating during class/work.
- Stay seated and stay present.
- Speak loudly and clear.

Remember, this is a work experience. Youth and instructors are being paid to participate. Youth and instructors MUST be fully engaged. Let’s make this an AMAZING experience for our youth!