

## **Sandusky Central Catholic School Remote Access to Live Instruction (RALI) Handbook**

Sandusky Central Catholic School will provide a remote access to live instruction (RALI) option to students for whom an online, faith-based education is appropriate during the current pandemic. Students who choose to participate in RALI will still receive a rigorous curriculum, with direct instruction from SCCS teachers. If you feel this is the best option for your student, you must complete the opt-in form by Friday, August 14.

Timely completion of assignments and participation in live lessons are expected for students to receive grades and course credit. The due dates for online work will be the same as those students going in person. Your student will need to use the SCCS provided device and the home will need a dependable internet connection for remote learning. Please contact SCCS if you have connectivity issues.

Students will be requested to sign up for RALI for the full school year. At the end of each quarter, if space is available, students may be able to move into the in person classroom. Requests for program changes will need to be submitted no later than two weeks before the end of the grading period. Requests can be submitted by calling the guidance office at 419-626-1892 ext. 226 or email [mhowman@sanduskycc.org](mailto:mhowman@sanduskycc.org).

**Google Classroom/See-Saw:** The learning management system used for grades K-3 will be Google Classroom/See-Saw. Grades 4-12 will use Google Classroom and must check their school email daily.

**Google Meet:** Course specific Google Meet links will be found in each teacher's Google Classroom. All students should "arrive" at their Google Classroom page before the actual start of class in order to be "in" the Google Meet on time. Please follow the daily schedule to make sure you are on time for each class period. Teachers may give permission for remote learners to log-off if they have watched instruction and are working on an independent activity. Students will need to log-in when the next class begins.

**Google Meet Expectations:** Teachers will seek daily visual and verbal confirmation of student participation in instructional time and record daily attendance. The student should intend to fully participate by being in the Google Meet on time, with video on, and first and last name on the screen. No nicknames or virtual backgrounds are allowed for the Google Meet. Students should also move to an appropriate learning environment in the home. This environment should be free of television and other possible distractions. If policies are not followed, parents and/or legal guardians may receive notice that the remote option is not appropriate or permissible for their student.

**Attendance:** Students are expected to attend and participate in their virtual courses as fully as they would attend and participate in a traditional classroom course. Students will be expected to follow their current course schedule and arrive to the Google Meet link of the class on time in order to be marked present and not tardy. Both teachers and Parent/Guardians are expected to monitor student attendance and class progress. Students must be willing to complete all assignments by the deadlines established in the class. Students MUST continue to meet attendance requirements and remain on pace in each class. If your student is unable to attend virtually you must report the absence by calling the school attendance line.

**Plagiarism/Academic Honesty:** Academic integrity is critical to remote learning success. Students are expected to do their own work. Issues regarding a violation of these policies will result in disciplinary action consistent with the student handbook.

**Textbooks/Devices:** Students who are starting the 2020-21 school year remotely will be able to pick up their textbooks and devices before the start of the school year.

**Guidance/Campus Ministry Support:** Please continue to access your guidance counselor and campus ministry for the services they provide by calling or emailing them whenever necessary.

- Meagan Howman (6-12 Guidance Counselor) [mhowman@sanduskycc.org](mailto:mhowman@sanduskycc.org)
- Jan Trent (PK-5 Guidance Counselor) [jtrent@sanduskycc.org](mailto:jtrent@sanduskycc.org)
- Brittany Sternberg (PK-12 Campus Ministry) [bsternberg@sanduskycc.org](mailto:bsternberg@sanduskycc.org)

**Course Issues:** If a student is experiencing a problem with a course, the following procedures should be followed: 1. The student should consult the teacher for ways to improve. 2. The student is expected to engage in the solutions offered by the teacher. This may include virtual tutoring with the teacher. 3. If the problem still exists, the parent should communicate with the teacher. 4. If the problem continues to exist, the parent can request a school meeting to include the appropriate school employees to form a plan of action.

**Behavior:** Students are expected to follow the SCCS Student Handbook as well as adhere to all school policies. As with any classroom, the instructor should attempt to address discipline problems directly with the student prior to referring the student to another individual. However, if the instructor is unable to resolve the problem or if the infraction is such that it requires administrative notification, the instructor will contact the parent. The student code of conduct will apply to students in remote learning.

**Dress Code:** Students must be dressed for a classroom setting. They must be wearing a school appropriate collared shirt. No hats or any obstruction of the face is permitted. All grooming rules are in effect for remote learners to be consistent with face-to-face learners.

**Extra-Curricular Activities:** Students will have the same opportunities to participate in athletics/after school extra-curricular activities as students attending face-to-face classes. Students are responsible for contacting the coach or club sponsor of any extra-curricular activity in which they wish to participate. Students will comply with all of the policies and procedures of the school while on campus. Students who participate in athletics will be subject to all OHSAA rules and regulations as well as the rules set in the athletic handbook. Remote students will be subject to the same disciplinary actions as well as meeting the same attendance and grade expectations for participation as all other students.

**Lunch:** When your student is scheduled to eat lunch they do not need to report to a Google Meet. They will eat their lunch and wait for the next instructional course to begin.

**Grading:** Grades will be issued to students based on formal evaluations conducted by teachers. This includes quick checks, quizzes, course assessments, graded discussions, projects, and tests. Grades will be updated in PowerSchool weekly.

**Parent Expectations:**

1. Monitor student learning by checking progress in PowerSchool
2. Assure student is in “attendance”
3. Provide internet access
4. Check email daily

**Teacher Expectations:**

1. Teachers will provide a consistent learning management system and actively involve remote learners in the classroom.
2. Teachers will check emails daily and respond to questions from students and parents within 24 hours.

**Sandusky Central Catholic School Expectations:**

1. Provide students with dependable devices that are to be used for online learning
2. Ensure that each classroom has the appropriate technology in order to support online learning. Classrooms will have web cameras and microphones so that hearing the teachers in the classroom is possible.