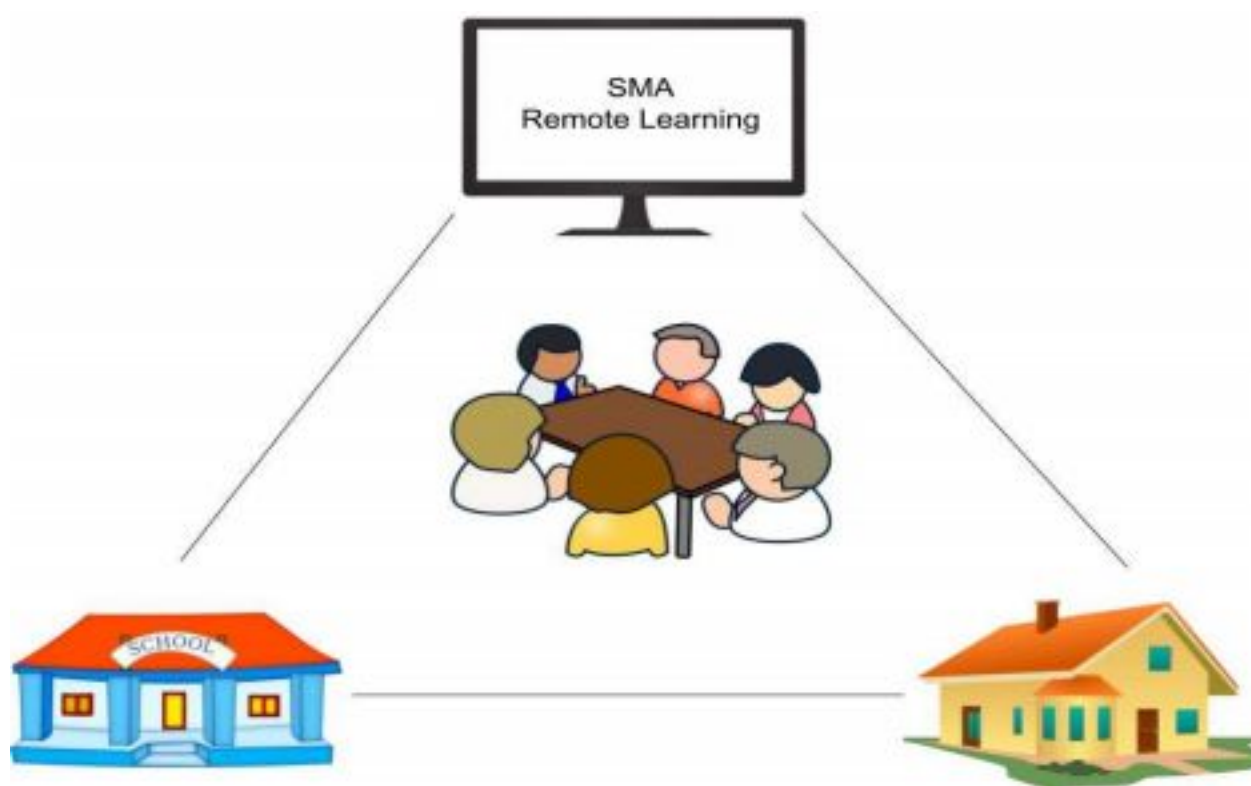


# St. Michael's Academy



## 2020-2021 Remote Learning Handbook

St. Michael's Academy Remote Learning Handbook

St. Michael's Academy will offer a remote learning option for the 2020-2021 school

year. We realize that many families have been impacted medically, physically, and emotionally by the COVID-19 pandemic and believe that their children's education could be better met through a remote learning program. All remote learning will align with SMA standards and guidelines and will parallel with the rigors of the daily instruction delivered in our brick and mortar building. Although we cannot offer everything that is offered in our traditional classrooms, we will strive to offer opportunities to help your child be successful and still feel like a part of the learning community. All families selecting this learning option will be provided Covid-19 appropriate opportunities for their child to participate in liturgical activities, special events, and selected outdoor classroom activities as the parent/guardian wishes.

The following is the current Remote Learning Handbook for St. Michael's Academy. As a new program, established during a time of flux, it is important to remember that adjustments may be made on an as needed basis to continue providing the quality education that St. Michael's Academy is known for. Changes and adaptations made to the program will be shared throughout the year with our families.

### Student Admission and Entrance Requirements:

- Students who opt for remote learning will maintain their enrollment at St. Michael's Academy and agree to follow all general tuition and fee requirements.
- Each individual student participating in remote learning must have their own device, which includes a camera feature, so that they may be "present" in required classes. (Students must show their own face and not only a digital icon.)
- In order to participate in remote learning, families must complete the St. Michael's Academy Remote Learning Registration Form, Contract, and agree to all student and parent expectations.
- Once the remote learning option has been selected students may only transition back to in-person learning with the prior consent and approval of the school (classroom space is limited).
  - If St. Michael's Academy is given approval to return to near normal operational guidelines, students will be expected to return to the school building.

### Student Expectations:

- Students, along with a parent/guardian, will be required to attend the SMA Remote Learning Orientation appropriate to the students' specific grade level.
- Students must adhere to the Dress Code when participating in remote learning

classes and/or attending functions at the school.

- Students are expected to follow all SMA rules to provide a safe and respectful environment for teachers and students.
- Students are expected to follow the Acceptable Use Policy when utilizing technology.
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Students will follow SMA grade-level expectations for digital citizenship.
- Students are expected to check their Google Classroom daily.
- To meet the attendance guidelines, students must touch base with their homeroom teacher at least once per day. Students must be visible in all classes taught live each day to be counted "present."
- Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments. (Students may be required to come to school for these assessments at a designated time).
- Students will attend synchronous lessons (learning directly with teachers) and/or participate in asynchronous lessons (independent) daily.
- Students are to be an active participant in virtual discussions as instructed by the teacher.
- Students are to submit assignments in a timely fashion as designated by the teacher.
- If a student fails to complete an assignment and there is no communication within 3 school days, a conference will be held between the student, parent, and teacher.
- Students must maintain the pace of the course.
- It is expected that students keep online interactions positive and constructive.
- Students should report any assignment centered technical issues directly to the designated teacher as soon as an issue arises.
- Students will maintain best practices for virtual learning sessions.

o Best practices for remote learning sessions:

- 📖 Dress appropriately in the designated school uniform for all classes.
- 📖 Show your face during all instructional activities so that you can interact with the class.
- 📖 Consider the environment behind you that can be seen in video chats and ensure there are no inappropriate images, materials, etc. for school.
- 📖 Mute audio when entering chats.
- 📖 Mute audio when not speaking.
- 📖 Be appropriate and respectful in your actions.
- 📖 Listen to the educator or individual speaking.
- 📖 Stay engaged throughout the lesson or activity.
- 📖 Ensure that all work is your own. (See Characteristics of the Remote

Learner)

## Characteristics of the Remote Learner:

Students who participate in the remote learning program offered by St. Michael's Academy are held to the same academic standards as students who choose face-to-face instruction. Academic integrity must be maintained at all costs. Remote learning students who choose to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action and parents will be contacted should a violation occur. If violations are repeated, the student could lose the opportunity to continue his/her education through the remote learning program.

Plagiarism will be defined as "presenting someone else's ideas, research, or opinion as your own without proper documentation, even if it has been rephrased." It includes, but is not limited to, the following:

1. Copying verbatim all or part of another's written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its

creator. Cheating is defined as representing any other person's work or work from any source as your own.

### Some examples of Using Social Media to transmit any work:

1. Texting a friend the answers to an assignment
2. Using Snap Chat or other applications to share answers to a test
3. Sending photographs of completed work to a friend to copy.

## Parent/Guardian Expectations:

- A parent/guardian, along with the child who will participate in remote learning, will be required to attend SMA's Remote Learning Orientation appropriate to the child's grade level.
- Parents are expected to ensure the student either follow the daily work schedule (Grades 6-8) or set up and maintain a daily work schedule (Grades 1-5) for the student, including participation in virtual class meetings.
- Parents are expected to set up a dedicated learning space in the home - free from distractions and interruptions (pets, siblings, television, etc.).
- Parents are expected to check Google Classroom with their child (Grades 1-5) or FACTS Family Portal (previously PRAXI) for assignments. Parents of students in Grades 6-8 should use FACTS Family Portal to monitor student grades.
- Parents are expected to ensure that the student follows all school policies. •

Parents are expected to ensure that the student follows the established classroom rules and expectations for remote learning.

- Parents are expected to ensure that the student follows the grade-level expectations for digital citizenship.
- Parents are expected to maintain open lines of communication with teachers through email.
- Parents are expected to ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc.)
- Parents are expected to support academic integrity by allowing students to work independently and by monitoring resources used.
- Parents are expected to support their child in a grade appropriate manner. (Grade 1 students will need the highest levels of support throughout remote learning decreasing in appropriate increments so that 8<sup>th</sup> grade students should be able to monitor themselves independently within the remote environment).
- Parents are expected to ensure students are submitting assignments as directed by the teacher.
- Parents are expected to communicate any issues or questions directly with the teacher. Academic questions for students in grades 6-8 should only be directed to the teacher after the student has made direct contact first.
- Parents are expected to ensure the student attends mandatory testing/conference/check-in sessions at the school or virtually.
- Parents are expected to make arrangements to pick up needed textbooks, supplies and resources from the school as needed. Maintaining these textbooks, supplies, and resources is the responsibility of the family. School owned items must be returned at the appropriate time.
- Parents are expected to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Parents are expected to read, review, sign and follow the Acceptable Use Policy for St. Michael's Academy.

### Attendance:

Parents and guardians have the legal responsibility to ensure that their students are fully participating in remote learning by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction, a phone call to the school/parent notes/doctor notes should be submitted. All remote learning students are held to the same attendance policies/guidelines as students who are in physical attendance for the day. Attendance for remote learning varies by grade level.

- Grade 1-2
  - o 2 hours of live total instructional time and 1.5 hours of independent

working time are expected 5 days a week.

- Grades 3-5
  - o 3 hours of live total instructional time and 2 hours of independent working time are expected 5 days a week.
- Grades 6-8
  - o 6.5 hours live total instructional time are expected five days a week.

Daily contact of some type is required with each assigned teacher. This can include Zoom Meetings, Google Classroom, E-mail, or other documentable communication method.

These are the optimal expectations for our remote learners. It may take St. Michael's a few weeks to work to the optimal educational levels. Variances in schedules such as mass, fire drills, and hot weather mask breaks may impact the learning time as well.

### School Advisors:

Since the students are still enrolled in a homeroom classroom, parents and students can always contact their homeroom teacher for assistance. However, school advisors will also be available to each students and will be an additional person to support both the student and family with remote learning.

### Engagement:

All students participating in Remote Learning are expected to engage in the learning environment and content. Student engagement is measured through pacing in the course. If a student is not on pace as shown by not participating in remote classes and meetings, not completing or attempting assignments, fall a week behind in work completion, are found not responding to teacher communications – then the following steps will be initiated.

1. Parent/Teacher/Student Conference – digitally or on the phone – to determine areas of need.
2. Should dis-engagement continue, then the Parent and Teacher will develop an initial two-week action plan for the student identifying the services necessary for the student to regain pace with the class and show success at remote learning.
3. Should a student continue to be off track in the course even with an action plan, withdrawal from Remote Learning will be initiated, and the student will return to face to face instruction at school or secure a different educational placement.

### Required Time:

All students are required to participate in virtual instruction daily. Participation in virtual instruction includes: whole group and small group Google Classroom/Zoom meetings, individual work, Moby Max, Khan Academy, and work in other programs as assigned by the teacher in both synchronous (teacher directed) and asynchronous (independent) environments. All student schedules will be developed based on student needs and remote offerings. This time does not include “homework” time as defined in the St. Michael’s Academy Parent-Student handbook.

Each student is an individual and as such the approximated times below cannot account for the speed in which independent assignments may be completed.

■ Grades 1-2 should expect 3.5 hours a day of dedicated learning time. ■ Grades 3-5 should expect 5 hours a day of dedicated learning time.

■ Grade 6-8 should expect 6.5 hours a day of dedicated learning time.

A remote learning orientation for each grade level will be held during the 1<sup>st</sup> week of school so that all remote learners will be prepared to start full time during the 2<sup>nd</sup> week of school.

## Assessment and Grading:

Teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments. Parents are encouraged to track their child’s progress through communication with the teacher, Google Classroom, and FACT Family Portal (grades 6-8).

## Late Work:

The procedure outlined below describes the approach to late work for the remote learning program. If questions about late work arise, please communicate with the individual teacher.

- It is critical that both students and parents pay close attention to the date and time that all assignments are due. Consistently ignoring preset assignment deadlines is unacceptable.

Consistently handing in late work is not acceptable. Students must not assume teachers will repeatedly accept late work without prior approval. If there is a serious disruption to the normal family routine that prevents a student from completing their work in a timely fashion the student/parent should speak to the teacher directly. Always make every effort to contact each teacher prior to turning in late work, if possible, or as soon as possible afterwards. Continued failure to turn in work on time could result in a lowered grade.

## Making Up Assignments:

If a student must be absent from school for any excused reason, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.