

## **St. Edward Central Catholic High School** **Remote Learning Procedures and Expectations**

The 2020-21 school year will involve remote learning for all students at some point. Some have opted to learn remotely full-time and all others will learn using a hybrid method of in-person and remote learning for the first portion of the year. **Please note an important distinction – the schedule below DOES NOT apply unless we are mandated by the State of Illinois governing bodies to close in-person learning or a COVID-19 outbreak forces us to close the school building for a time.**

However, all other policies below for remote learning apply to hybrid and remote learners beginning on the first day of the 2020-21 school year. Please read the policies carefully with your student.

Remote Learning will follow a structured daily schedule which has been designed to include a significant amount of synchronous instruction. Teachers will deliver lessons “live” via video streaming for a substantial portion of the learning day. Students will have opportunities to interact with their teachers as well as complete assignments which are meaningful to the outcomes of the course and essential to the pacing of the curriculum. Microsoft Teams, OneNote and email will be utilized for video conferencing/class meetings, assignment distribution/collection and for general communications. Other various applications may be used to enhance the learning process. Remote learning will follow traditional grading and attendance protocols.

### **Schedule**

\*Again, this schedule ONLY APPLIES IN A RETURN TO FULL REMOTE LEARNING FOR ALL STUDENTS. This does not apply to the hybrid learning method.

Students will follow an alternating schedule of “A” and “B” Days. Each day will consist of four 60-minute class periods with a break for lunch.

<b>A Day Schedule</b>		<b>B Day Schedule</b>	
<b>Time</b>	<b>Class Period</b>	<b>Time</b>	<b>Class Period</b>
8:00 – 9:00	1	8:00 – 9:00	4
9:10 – 10:10	2	9:10 – 10:10	5/6
10:20 – 11:20	3	10:20 – 11:20	7
11:20 – 12:00	Lunch	11:20 – 12:00	Lunch
12:00 – 1:00	0 Hour	12:00 – 1:00	8
1:00 – 2:45	Independent Study	1:00 – 2:45	Independent Study

Students will “attend” class virtually during the above scheduled periods. Additional work will be assigned for each class to be completed during the independent study time and/or as additional traditional homework.

## **Attendance Procedures**

- Attendance will be taken during each of the above stated class periods. Students should not be late or plan to leave early.
- If a student cannot participate in a Remote Learning day due to illness, appointment or no power/Internet, parents are instructed to call the St. Edward CCHS absence line (847-741-7535). Please leave a detailed message about the reason your student cannot attend remote learning.
- If a student is marked absent and not reported on the absence line, parents will be contacted.
- Student needs to be on camera for the duration of each class period.

## **Student Expectations**

This remote learning format will deliver instruction and maintain teacher/student interaction as it normally occurs during a regular in-person class day. In order for this to be successful, full participation by the students in each remote learning class period is necessary.

- Technology – students experiencing issues with technology should troubleshoot/follow routine procedures to solve the problem. Students should consult the run books which have been developed and distributed on Teams to assist in dealing with some common problems. Should the issues persist, contact [technology@stedhs.org](mailto:technology@stedhs.org) You should also notify teachers so they understand the situation. All students can access their Teams and other Microsoft products from any tablet, computer, laptop, or phone. Go to Office.com, use your school email and school password and launch the Teams, Word, PowerPoint and other applications from the new device.
- Work Area – students should work in an area without distractions. Due to privacy regulations, parents, siblings and others should not join their students on video calls. No student is allowed to screenshot or record live teaching sessions.
- Dress Code – students should follow the student handbook on dress down day attire. Pajamas are not acceptable.
- Schedule – students should attend and participate in Remote Learning class periods as outlined in the schedule above. During Teams Meetings, students must appear on camera and utilize the prescribed virtual background on Teams. The background is the first option in Teams and blurs the user's room behind them. Instructions will be given by teachers to utilize this background.

- Assignments – students should complete and submit assignments and assessments as instructed by the teacher. Late assignments or missing work will be graded in the traditional manner and points will be deducted at the discretion of the teacher.
- Academic Integrity: students should consult the student handbook regarding policies relating to academic dishonesty and plagiarism. The same policies that apply to in person (classroom) instruction will be applied to remote learning as well.
- Discipline – Students will be removed from the group video if they do not follow the code of conduct for classroom behavior as outlined in the student handbook. Inappropriate outbursts or discussion, inappropriate chat, dress code, not using the prescribed background for video, and other violations will result in removal from the video forum and a deduction in credit for assigned work during that class period. Classroom expectations remain the same in a virtual learning environment.

### **Teacher Expectations**

- Outline clear expectations for behavior with students from the outset of remote learning.
- Post class work in Microsoft Teams/OneNote on a daily basis.
- Assign work which is meaningful to the outcomes of the course and essential to the pacing of the curriculum.
- Meet with students in real-time according to the schedule (hybrid or fully remote) to provide direct instruction/interaction. Instructional practices will vary and will be teacher-led and student-led learning. A teacher might provide instruction and then have students complete a related assignment. However, the teacher will be available to answer questions, provide direction, etc. for the entire 60 minutes.
- Create specific deadlines that include: date and time due and the specific platform to be utilized to complete and submit the assignment or assessment.
- Provide timely feedback to students.
- Update grades weekly.

### **Grading Policies**

Updated 8/15/2020

During Remote Learning, grading policies for each class will be the same as those outlined in the class syllabus.

Updated 10/20/2020