

Holy Family Academy

Remote Learning Model



Remote Learning Model

Student Expectations

Technology/Equipment:

Students/Parents will promptly communicate with Holy Family Academy about any issues related to technology and specifically internet needs. If a student does not communicate any issues with internet access, and work is not completed by due dates, a failing grade may be issued.

Holy Family Academy students will need to have access to Google Classroom, Google Chat, and any other platform the teacher may utilize. Microphones as well as a camera are necessary. Laptops/Tablets are the best devices to be used in the online forums. Holy Family Academy does not recommend a cell phone as a form for online learning. A dependable wireless internet service will also be necessary. If the above is not available for the student, parents should contact Mrs. Tavaska.

Parent/Student Communication:

Communication needs to be established prior to the beginning of the online learning platform. Students will utilize the Google Classroom, as well as Google Chat. Communication will be pivotal to the ultimate success of the student. Parental/Student communication needs to be on-going with teachers and administration at Holy Family Academy.

Students will need to have access to camera and microphone capabilities on their laptop/tablet in order to fully communicate with their specific teacher. Internet via wireless connection will also be necessary. Any issues with the above aforementioned will need to be expressed as soon as possible to ensure the best student success. Technology issues arise, and students need to inform Holy Family Academy of such issues as soon as they are capable to do so.

Class Participation:

Students will communicate with teachers using email as the form of communication, using their Google email address provided by Holy Family Academy. Assignments will be available via Google Classroom and students will be responsible to check their personal email account regularly.

Students will be graded on the assignments given. If there is no communication about any issues with submissions or attendance of class meetings, the student may receive a failing grade. The student will not pass the assignment given if communication is not established with the teacher/administration. Google Meet may be used if questions arise with a particular assignment.

All material given to students is expected to be read, and any links provided by the teachers/staff need to be acknowledged and utilized as per the assignment. Students are expected to understand the importance of the online learning model. This model is just as important as in class work within the school. Students are to login each day to check for assignments, notes or instruction with their teachers and peers.

Online behavior will be done in a constructive and positive manner. Teachers will emphasize these practices, in the event a problem may arise with a given student. Administration will be made aware of any issues with online behavior, and action will be taken accordingly.

Textbooks and other classroom materials will need to be brought home by the students, as instructed by their teachers. Notes, handouts or any other online assignments given during the distance learning forum will need to be available, and will be the responsibility of the student to have all needed materials.

Plagiarism will result in an automatic failing grade. This includes using sources without proper citations, information that is copied and pasted from an online source, as well as the use of another student's work.

Expectations within Holy Family Academy Staff:

For online/In person classes, teachers will need to create a syllabus that is clear to families and students. The syllabus should contain the expectations of students in the classroom, as well as learning online. Some of the questions to consider within the syllabus are as follows:

How will online work, homework and in class work be graded?

What online tools will be the most effective for students to be successful in their online work?

How will work be collected?

How will attendance be taken during the online learning forum?

What will be the participation policy?

What will be the forms of communication for students and families?

Will there be rubrics, extra credit, and how will late work be assessed?

How much time will be designated for communication for going over online course work?

There will need to be instruction on the policies for students who may not be able to login at a specific time.

A weekly lineup of all assignments should be used as a guide for weekly instruction.

Structure within the Class:

Students will be given dates and instruction as to when the assignments are due, and how to proceed with the assignments given. Online classrooms should be instructed and discussions over weekly accomplishments should be expressed to the students. Google Classroom will be the main source of communication and students are expected to be able to navigate the program efficiently. Students are expected to conduct themselves as they would within the classroom.

Students may be given the opportunity to take home items to work on when there are days when there is not much online learning taking place. Specific assigned tasks may be shared within the Google Classroom forum.

Communication:

Online assignments that students are working on should have information provided by their teachers, as to when their prep period may be. During which time, questions may arise and the teacher may assist the student. It is imperative that the questions being addressed be answered in a timely manner, no more than 24 hours after the student has reached out.

Attendance:

Mandatory attendance is expected from students when online learning is the format Holy Family Academy presents. It is imperative that students know the importance of attendance during online learning. Students are to be aware that participation online is just as important as with in class instruction. This will also apply to daily login to Google Classrooms; complete check-ins, assignments, reading etc. by the time frame given by the teacher. Students will be aware of when they can submit any questions or concerns to their teachers. Prep periods will be posted on Google Classroom by the student's teachers.

Teachers will need to make the students aware of any penalties given for noncompletion of any given assignment. Teachers may instill a policy where the students will know the consequences such as a percentage of their grade will be deducted for noncompliance of assignment.

Acceptable indications of attendance in an online classroom, may include:

Student submission of an exam

Student submission of an academic assignment

Student posting showing the student's participation in an online study group assigned by the teacher

A posting from a student in a discussion forum showing that the student participated in an online discussion concerning academic matters

Emails or other forms of communication showing that the student has had contact with a faculty member to ask a question about academic material provided

Grading:

Online assignments have the same merit and importance as face-to-face instruction. Teachers will post homework and reading assignments during your online time. The reading will be utilized during the student's in-school instruction time. It is imperative that students complete all the reading and assignments in the given online classes. Emphasis on plagiarism will be established as presented in the Parent/ Student Handbook: Cheating on quizzes and tests, copying and allowing work to be copied (homework or schoolwork) will result in loss of credit and disciplinary action. Students plagiarizing and paraphrasing from the internet or another source will face the same consequences.

Testing:

Online Testing may be an option during the online learning forum, and would be initiated by the teacher. Google Forms may be used to give an online test which has an option to block outside sites to open while the student is taking the test. Teachers are aware that resources are available during a test, which the teachers will create tests or quizzes to challenge and assess the student's abilities and retention of the material being presented.

Students will need to adhere to time management skills in order to ensure proper completion of tests

being given. Students will use allotted time to complete tests, and there will be no ability to start over once the student has begun the exam. All directions need to be read and comprehended as you would with a regular test, so that an understanding of what is being asked to complete by the teacher.

If technical difficulties arise the student will need to take a screenshot of the problem at hand. Students will need to know how to take a screenshot on their particular device, so that the teacher can be immediately notified.

Students will need to ensure that there has been completion of all items before hitting submit, as students will only be able to submit once.

Google Meet Guidelines:

During distance learning the students will have the ability to interact with their teachers. Links will be sent if applicable, for specific times where students can meet virtually with their teacher. When the link is provided for a specific meeting, you would click on the link provided by the teacher, and then click "Join" the student will be unable to join unless the teacher has actually started the meet. Students can keep microphones on mute unless a comment needs to be expressed, or a question needs to be asked. If the student has the ability to use the camera option, it should be used in order to know that it is the student who is actually signed in.

Students are to abide by the school's acceptable use policy signed each year, which is available online and at the school. Students should be dressed appropriately when attending the online forum. Professional and polite language is to be used during the Google meets.

Every attempt to keep background noises and other distractions should be kept to a minimum. A mute option is available and students should mute their microphone when the teacher is teaching. There is a chat box available to students for questions that may arise. Once the meeting is over, students are to promptly exit, the teacher will be the first one on the meeting, and the last one off the meeting.

Students will only accept Google meet invitations from Holy Family Academy staff. Students should put their best effort while participating in the online forums.

Testing Accommodations: Meeting Needs for IEP accommodations/504

There are students that may have accommodations that apply to test taking situations. One of the challenges will be having to read a test aloud for a student. Chromebooks have the ability of text to speech. The directions to convert text to speech is as follows:

Step 1: Turn on Select-to-speak

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "**Text-to-Speech**," turn on Enable select-to-**speak**.

Extended time-Students will know that it will not be timed. Students may have access to notes: Ensure you have emailed notes, or notes will be available on the online class in a materials section.

Cohesive Set Up in Google Classroom:

In order for students to fully utilize the online forum, it is of importance to assist students with organization of online work, and an understanding of where to go when they are accessing work outside of Holy Family Academy, the following recommendations are included:

As a unit, Holy Family Academy should determine a similar format across the board. Suggestions include:

Setting up your assignments/materials in a weekly manner and labeling them similarly such as; Week 1, Quarter 1, September 1-5

Setting up your assignments/materials in a Unit manner such as; Unit 1, Weeks of...

Holy Family Academy teachers and administration should determine a minimum and maximum amount of assignments given. A DEMO student account should be available during Week 1.



HOW TO PACKAGE Digital Assignments

Package your assignments so that students have **EVERYTHING** they need in one place!

- 1** Give each assignment a dedicated number (#001).
- 2** Include DETAILED directions.
- 3** Include student-friendly learning goals.
- 4** Explain how it will be assessed & include a rubric.
- 5** Explain how much class time will be given.
- 6** Include DUE DATE and TIME.
- 7** Include collaboration guidelines.
- 8** Explain the "turn in," process.
- 9** Explain what to work on if finished early. (enrichment, etc.)
- 10** Include ALL attachments & links!

 shakeup.link/package