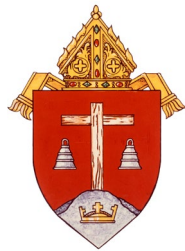




Diocese of Monterey Catholic Schools Distance Learning Expectations

For School Families

2020-2021



Last Updated July 30, 2020

Diocese of Monterey Catholic Schools
Distance Learning Expectations
For Families

Introduction

Our communities thrive because of the strong partnerships between the school and its families. We are able to come together around our shared faith to ensure an excellent Catholic education, whether in person or remote. Faculty, students, and parents alike will have certain expectations to embrace when we are in a distance learning situation. This document serves as a resource for families during distance learning in the 2020-2021 academic year.

The California Department of Education describes **distance learning** as instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

While distance learning does replicate onsite learning, teachers can deliver powerful instruction based on a robust curriculum that allows students to meet expected standards in an online environment aligned with the mission of our Catholic schools.

The guidelines in this document are subject to change as the school year progresses to meet the needs of our community.



Student Attendance

- A pupil who does not participate in distance learning on a school day or class period shall be documented as absent.
- Attendance will be taken at the start of each class period.
- If a planned absence should occur, parents/guardians will notify the school of the absence in advance.
- For purposes of this section, daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between teachers and pupils or between teachers and parents/guardians.
- Students are expected to be logged in at or before the start time of each scheduled classroom meeting and remain in the class unless otherwise directed by the instructor.
- If it is necessary due to a family's long-term work scheduling conflict, an independent study program may be arranged with the principal on a limited basis.

Communication

- Families are encouraged to communicate with teachers and school administration throughout the school year.
- The school will provide regular communications to keep families informed of important school updates.
- Teachers will provide regular communication to keep students and families informed of grade specific or course specific information.
- Middle School students are expected to check their school email and Google Classroom twice every school day.

School Campus

- The school office will be open between 7:30 a.m. - 3:30 p.m.
- The school campus will be open for picking up and dropping off items throughout the week at specific times.
- When visiting campus, please ensure that you and your child have proper face coverings and follow all health and safety protocols implemented by the school.

Behavior Expectations

- Teachers will follow schoolwide rules set for students during online learning and in the virtual classroom.
- Students will be explicitly taught expectations, routines and procedures for the virtual classroom and those expectations will be communicated to parents.
- Schools will rely on parents or caretakers at home to help reinforce expectations as teachers are not physically on hand to assist students in making good behavior choices.
- Student technology expectations will remain the same throughout the course of Distance Learning in accordance with the school's policies as described in our Student-Parent Handbooks.
- In all video and still photo images, students are expected to be appropriately groomed and, in a school uniform shirt (polo with or without logo), sweatshirt, sweater, or spirit shirt in accordance with the school's policies as described in the Student Parent Handbook. (Jeans or other pants are acceptable in place of the uniform pants or skirt since the video is from the waist up.)
- Students are expected to be engaged and to avoid distracting behavior during scheduled class time. All materials/devices must be pertinent to each respective class. This includes, but is not limited to; no pets, toys, musical instruments, video games, or texting.
- Students should not be eating or drinking beverages other than water during Zoom sessions. Stretch breaks and snack times are scheduled into the day.
- Written, posted, and spoken comments must be appropriate and in keeping with the mission of the school and with the school's handbook rules.
- All microphones should be muted until the student is called on.
- Virtual backgrounds will not be permitted.
- As always, students are expected to be respectful, responsive, kind and collaborative in the classroom with teachers and classmates.

Learning Environment and Technology

- Each student should have a quiet environment and designated organized work space with a desk or table and chair.
- **Device Access** - Have a working device to support synchronous video with support for G-Suite and/or Microsoft products and other required apps and software. School devices will be available for checkout.
- **Internet Access** - Reliable internet connection **with at least 4 MB up/down per user** for synchronous learning.
 - [Internet Troubleshooting guide](#)
 - [Internet Essentials from Comcast](#)
- Parent/guardian permission is required for student participation in video conferencing (Zoom, Google Meet, etc.). Sessions may be recorded to ensure continuity of instruction for students who are unable to attend live.
 - Permission slip
- Students must be seated properly in a location that they can write/work (no laying on a bed or lounging back on the couch) with appropriate and non-distracting backgrounds
- The computer must be on a stable surface to minimize shaking and the student's face must be seen. Keep other devices (phones, ipads, video games, electronics, etc) away during the conference time.
- When logged in students will use their school-issued email address.
- Students or parents may not take screenshots or otherwise record any part of the online class without the prior permission of the teacher or school in order to protect the privacy of all students.
- Safe Environment Policies prohibit one-to-one conferences between students and staff without the presence of an additional supervising adult. Conferences with two or more students and the teacher do not require an additional adult.

Instruction

Asynchronous and Synchronous Instruction

- **Asynchronous** instruction provides a learning environment that does not require teachers and students to be online at the same time. Since teachers, students, and families are all working on various childcare and work schedules, this is an essential part of the distance learning program.
- **Synchronous**, real-time instruction provides opportunities for students to participate in interactions with their teachers and classmates in real time.
- Teachers in the Diocese of Monterey will provide a hybrid of synchronous and asynchronous learning for students.
- There must be **synchronous** time scheduled each day.

Instructional Minutes and Homework Time

Grade Level	Instructional Minutes	Focused and Engaged Instructional Screen Time
TK-Kindergarten	180 - 240 minutes	1.5 hours
Grades 1-2	230 - 290 minutes	2.0 hours
Grades 3-5	230 - 290 minutes	2.5 hours
Grades 6-8	240 - 300 minutes	3.0 hours
Grades 9-12	240 - 360 minutes	4.5 hours

- The minimum number of minutes in each range is the California state minimum.
- Instructional minutes are based on **asynchronous** time value of assignments as well as the **synchronous** whole-group and small-group instruction for all content areas.
- Homework will be assigned as appropriate to support the learning goals.
- Notes about Screen Time
 - Independent practice with teacher supervision is not factored in screen time limits
 - Homework, projects, reports, etc. created with technology is not factored in screen time limits

Online Office Hours

- Teachers will provide availability by appointment for both students and parents to provide academic support and update student progress.
- Teachers will communicate these office hours to parents and students and post to the school's Learning Management System

Required Subjects

The following subjects are required to be taught. Schools may decide to include additional subjects.

Elementary School

- Religion
- English Language Arts
- Mathematics
- Science
- Social Studies/History
- Physical Education
- Safe Environment
- World Language, Music, Art as applicable

High School

- Theology/Religion
- Course requirements for high school graduation
- Safe Environment

Assessment and Grading

Assessment

- Teachers will implement a variety of assessment types and strategies to ensure student progress of learning goals.

Renaissance STAR Testing for Elementary Schools

- Plans are being developed to administer STAR testing remotely
- Remote administration will require strong partnership with families to ensure test fidelity
- Fall Screening: September 14-25

Grading

- All work submitted during distance learning is to be the student's own. Students are held to the school standards of integrity whether on or off campus.
- Grades will be assigned in all required subjects, except Safe Environment.
- Teachers will update their gradebooks at least bi-weekly.
- Progress reports and report cards will be provided as scheduled.

Progress Monitoring

- Parents will have access to the school's learning management system in grades 6 through 8 to monitor their child(ren)'s academic progress. Once graded, student work will be returned in the lower grades for parents to monitor their child's progress on assignments.
- If a student is having difficulty completing work or making acceptable progress, parents and teachers should schedule a check-in meeting to assess what steps can be taken to remedy the situation.