



## Holy Family Regional Catholic School

### Guidelines and Procedures: Virtual Learning Plan 2020-2021

As part of Holy Family Regional Catholic School's COVID -19 Health and Safety plan, there is a need to provide instruction for students who have a pre-existing medical condition considered high risk, has a family member with a pre-existing medical condition considered high risk, or the student and or parent(s) / guardian(s) don't feel comfortable immediately returning to any form of face-to-face instruction. Virtual instruction will align with all state and Archdiocesan standards and guidelines and will parallel with the rigors of the daily instruction delivered in our school building. Our students will be livestreamed into the traditional classroom where they will be part of the class virtually.

#### **COMPONENTS OF VIRTUAL INSTRUCTION**

- Each classroom will be equipped with an iPad and a tripod. Students will login through Google Meet (for Google Classroom) or Zoom (for Seesaw) and will be a participant in the classroom.
- Students will be notified of the daily livestream schedule for their classroom via their teacher and their HFRCS email account.
- No recording of a livestream of academic instruction will be maintained.
- Student's classroom teacher is available for any child who needs extra help, in the same capacity as they are available for students in the traditional classroom.
- Teachers providing livestream instruction will be simultaneously providing face-to-face instruction to other students. The teacher will do his/her best to ensure that the student is able to see the essential parts of each lesson but cannot ensure that the teacher will be visible 100% of the time.

- Lessons will take place at the typical times in a student's regular schedule. Students will have to log on and participate in lessons at the same time each day.
- Student devices can be provided for students in grades 3-8 with the payment of opt in insurance.
- No support for devices not owned by HFRCS can be provided.

## **STUDENT ADMISSION / ENTRANCE REQUIREMENTS**

- Parents who opt for virtual learning for their children must complete the Google form and submit it by **Thursday, August 27, 2020**.
- Parents may opt into or out of the virtual option monthly, but this option is only available until the COVID-19 concerns have passed.
- If there is a need at any time for a student to transfer over to the virtual platform because of sickness or mandatory quarantine, those students will be transitioned immediately.

## **STUDENT EXPECTATIONS**

### **ALL HFRCS STUDENTS ARE EXPECTED TO:**

- Adhere to the HFRCS Dress Code.
- Follow the HFRCS Handbook and Disciplinary policies to provide a safe and respectful environment for teachers and students.
- Follow the HFRCS Acceptable Use Policy when utilizing technology. Proper behavior, as it relates to the use of computers, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner.
- Be 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.
- Follow HFRCS grade-level expectations for digital citizenship, which teachers will review at the beginning of the school year.
- Check GOOGLE Classroom (Grades 3-8) or Seesaw (grades K-2) daily.

- Maintain a log of usernames and passwords for all virtual learning platforms. Using Clever from home will be a benefit to the student for sign ons.
- Attend virtual lessons with their classmates and teacher and participate in synchronous lessons daily.
- Be active participants in virtual activities as directed by the teacher.
- Submit assignments as directed by the teacher. The same deadlines and policies will be in place for students in the classroom and virtually.
- Advocate for personal needs and additional support when needed.
- Be accountable for meeting the teacher's virtual classroom policies.

### **PARENTAL SUPPORT / EXPECTATIONS**

For a student to be a successful virtual learner, a true partnership must be established between the parent, student, and the virtual teacher. It is imperative that all contact information be kept current in MSP. Teachers will be communicating regularly with parents. Responsibilities of the parent are outlined below. These expectations must be agreed upon and followed for the child to participate in virtual learning at Holy Family Regional Catholic School.

Parents are expected to:

- Set up a dedicated learning space in the home - free from distractions and interruption (pets, siblings, television, etc.). This may include a quiet space, no movement behind the student, and appropriate background.
- Set up and maintain a daily work schedule for the student in accordance with the synchronous class schedule.
- Check HFRCS platforms (GOOGLE Classroom for grades 3-8, Seesaw for grades K-2 and) MSP for assignments and grades.
- Ensure that all contact information is updated in MSP.
- Maintain open lines of communication (phone and email) with teachers and communicate any concerns or questions to the teacher.
- Attend parent-teacher conferences in person or virtually.
- Ensure that the student is communicating appropriately with teachers and classmates.
- Ensure that the student follows the HFRCS dress code.

- Support academic integrity by allowing students to work independently and by monitoring resources used.
- Monitor student work and ensure that assignments are submitted according to directions by the teacher. This includes due dates and format.
- 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.
- Read, review, and follow the HFRCS Responsible Use Policy for Technology and the HFRCS Family Handbook.

## **OTHER GENERAL POLICIES AND PROCEDURES**

### **ASSESSMENTS**

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.

### **ATTENDANCE**

Parents/guardians have the legal responsibility to ensure that their child is fully participating in virtual school by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction due to illness, parent should contact the attendance line- 215-269-9600 ext. 250. Medical notes are still required if a student is absent three days or more. All virtual students are held to the same attendance policies/guidelines as students who are in traditional, in person instruction.

### **CODE OF CONDUCT**

Students who participate in a virtual learning program offered by HFRCS are held to the same academic standards as students who choose face-to-face instruction. Academic integrity must be maintained at all costs. Virtual 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 virtual program.

Improper use of any computer or the network (including HFRCS Gmail) is prohibited. Please see the Family Handbook and Acceptable Use Policy for expectation and consequences.

## **MAKE-UP WORK**

If a student must be absent from virtual learning for any reason, he/she shall be given the opportunity to make up all assignments that were missed during the student's absence. Teachers shall set a reasonable time for the completion of the work.

## **MASS AND PRAYER SERVICES**

Cohorts will be assigned to attend Mass as spacing permits. Readings of the day, songs and prayers will be shared with those not attending so that they can be used during the classroom Religion period. Prayer services will be shared with teachers to be used in the classroom.

## **MATERIALS**

Materials needed for the year will be ready for pickup during scheduled days/times. If there are weekly materials, such as manipulatives or other class items that come up as the year goes, the teacher will notify the parent/guardians, and parent pickup will be required.

## **REPORT CARDS**

Families will continue to receive report cards according to HFRCS's regular schedule.

## **SCHEDULES**

Student schedules are the same as the traditional classroom. In instances where we cannot stream students in, such as PE, students will be supplied activities to do independently.

## **STUDENT SUPPORT SERVICES**

**Individual Learning Plan Meetings:** HFRCS will continue to provide families the opportunity to meet with the team members (Resource Room teacher, Classroom Teacher, Admin). Staff will work with families to determine if virtual or in-person meetings are appropriate.

**Catapult and Speech:** Teachers and service providers will work with families to prioritize services that provide access to the general curriculum and enable student progress. Services for students will be addressed in collaboration with families on an individual basis.

**Accommodations and Modifications:** Accommodations and modifications are provided regardless of the educational setting. The HFRCS Resource Room teacher and team will work collaboratively to identify alternative solutions if it

is determined an accommodation or modification is not appropriate or successful in a particular learning environment.

**Counseling:** School counselor is available for students who choose virtual learning. Parents and teachers should work together to determine the need for referral.