

DIOCESE OF WHEELING-CHARLESTON REMOTE LEARNING GUIDE

Parent/Student Edition

In order to ensure the continuance of academic excellence for all schools within the Department of Catholic Schools, Diocese of Wheeling- Charleston, guidelines have been established to support the continuation of high standards. Although every situation cannot be known or foreseen, this booklet sets a Framework for successful learning within the remote environment.

All policies contained in the Diocesan Catholic Schools Policy Manual as well as each Local School Policies for each diocesan school are in effect during periods of remote learning. Any adjustments must be approved by the local principal and designated pastor.

With a move to remote learning, students will be utilizing technology and different technology tools in the home. Please be actively involved and aware of what tools your child is using while learning from home for their classwork. Some of the technology tools that they may use with their classes, they may choose to use personally, as well. We want to ensure that parents are aware of their child's online activity.

Our remote learning platforms will include both synchronous (happens in real time) and asynchronous (not simultaneous or concurrent in time).

This Remote Learning Guide reinforces the local school policies and the Diocesan School policies which are in place and extends their application to the virtual classroom. The school principal, school Designated Pastor and Diocesan Superintendent appreciates our schools' efforts to maintain the highest standards during these unique and challenging times.

Technology Policies

A packet containing important permission forms must be signed by parents for each child attending the school.

Diocesan technology forms that need to be signed each and every school year and kept on file at the school include the following:

The forms included are:

Student/Parent Acceptable Use Policy- each student, every year must sign this form that outlines safe practices of using all technology. The faculty and staff also sign an acceptable use policy each year.

Photo Release Policy

Chromebook Policy/1:1 device policy (or any other local school policy)- If a school has a 1:1 program, a specific manual is provided to the students/parents and a permission form must be signed in order for the students to utilize the device.

Completion of **the Digital Dos and Don'ts Program** in grades 6-12 is a requirement every year for every student. This program was designed to address issues with cell phone use including their online activities with social media and the sharing of information including pictures.

Privacy Form for Classroom Tools- Parents will be provided a list of online tools that their child will be using in the classroom and potentially in the remote classroom. Parents will be provided a link to the specific policy for each tool so that they can review and consent to their use. If a new tool is added after the initial consent, parents would be notified in order to get their consent.

SCHOOL- PARENT COMMUNICATION

Communication is maintained between administration, faculty, parents and students to guarantee a successful transition to remote learning.

Essential school operating information such as Regular operating hours and availability of the school office staff of each school will be available to you throughout the school year.

Principal: Shannon Wall – swall@ccwheeling.net

Teachers:

Pre-School – Meaghan Stobbs – mstobbs@ccwheeling.net
Pre-K – Christine Kuhns – ckuhns@ccwheeling.net
Kindergarten – Meghan Porter – mporter@ccwheeling.net
1st Grade – Amanda Pletcher – apletcher@ccwheeling.net
2nd Grade – Betty Labishak – blabishak@ccwheeling.net
3rd Grade – Marla Perry – mperry@ccwheeling.net
4th Grade – Denise Basich – dbasich@ccwheeling.net
5th Grade – Kathy Shook – kshook@ccwheeling.net
Middle School English – Paula Heagy – pheagy@ccwheeling.net
Middle School Math/Religion – Kate Ross – kross@ccwheeling.net
Middle School Social Studies – Debra Grall – dgrall@ccwheeling.net
Middle School Science – Crystal Parsons-Tetrick – ctetrick@ccwheeling.net

Office Staff: Erin Vogrin – evogrin@ccwheeling.net

Technology Contact: Crystal Parson-Tetrick – ctetrick@ccwheeling.net

Counselors: Erin McFarland - emcfarland@stvincentschool.org

Finance: Brenda Gerney – brenda@corpuschristiwheeling.org

Regular Informational Parent newsletters which communicate important school news, tuition due dates, school community updates, parent/teacher conferences and other essential information will be sent via RENWEB or email.

Any changes or updates on contact information will be sent to quickly. If a family's contact information changes, be sure to contact the school office.

SCHOOL OPERATING SCHEDULES

In School Learning, Pre-School and Pre-K are to report by 9:00am, half day students will be dismissed at noon. Extended Day students will be dismissed at 3:20pm. K-4 Students must report by 8:45am and will be dismissed at 3:25pm. 5-8 Students must report by 8:30am and will be dismissed at 3:30pm.

As in the brick and mortar classroom, establishing a daily school schedule that is **consistent and regular**, keeping in mind the ages and developmental stages of the students being taught is critical. The principal and faculty are working to design the best curriculum and style of instruction that is most effective for your child.

It is critical that we incorporate our Catholic identity into our remote learning experiences. Opportunities for daily prayer will be present in the virtual classrooms just as they are in our brick and mortar classrooms.

If we return to remote learning, our general schedule for the day in grades PS-4 will be as follows:

9:00am – All assignments will be posted to your child's Google Classroom

10:00am – Students are to be on a Google Meet with their homeroom teachers. This Google Meet will start with Prayer and the Pledge of Allegiance. Attendance is MANDATORY for this morning meeting or your child will be marked as absent for the day.

During this meet, the schedule for the day will be discussed in PS-4.

11:45am – Students in Grades PS-4 will have a short Google Meet to answer any questions and lead the students in prayer before lunch.

2:45pm – Final Google Meet of the day to allow any students to ask questions concerning their work.

The Middle School Schedule will be as follows:

10am – 1st Period

10:30am – 2nd Period

11:00am – 4th Period

11:30am – 5th Period

12:00pm-1:00pm – Lunch

1:00pm – 6th Period

1:30pm – 7th Period

2:00pm – 8th Period

Our goal, at Corpus Christi, is for the Remote Learning Day to run similar to a regular school day. Students will have until 11:59pm to complete any work for the day; however, the staff will be available only throughout the school day just as in a regular schedule. They can be reached on their Google Classrooms or via their email listed above.

What should we, as a family, expect when operating in the remote learning environment?

Expectations include:

- ❖ regular communication between home & school.
- ❖ Emails checked and answered by teachers and by students within 24 hours.

- ❖ Student work is completed as assigned and returned in a timely manner.
- ❖ Student work is graded and returned.
- ❖ Assigned work has clear directives and clear due dates.
- ❖ Regular updates sent to parents/students.
- ❖ Concern is given to the social, emotional, spiritual and academic well-being of your child(ren).
- ❖ Classwork will be authentic instruction and learning.
- ❖ Reinforcement of skills is an important part of building foundational skills.
- ❖ Prayer will be included within the remote classroom environments.

Teachers will be online teaching assigned classes as determined by the principal in collaboration with each teacher. The specifics for each grade level/subject will be communicated to the families.

As much as possible, there should be consistency between the “brick and mortar” classroom and the remote learning environment. This is critical for student success.

Online/remote learning, similar to in-school learning, includes, but is not limited to, the following methodologies of instruction:

- Introduction of skills
- Reinforcement of skills
- Authentic instruction
- Experiential learning
- Assessments (quizzes, tests, etc.)
- Projects

REMOTE LEARNING ENVIRONMENT

Students and Teachers

Several considerations when switching to the VIRTUAL classroom:

- ❖ Teachers and students should maintain a school work environment; be mindful of what may be visual to your teachers or students from your camera view.
- ❖ When working synchronously with students, teachers and students should choose a quiet spot removed from distractions.
- ❖ Check for strong internet connection before classes begin to avoid connection problems during class.
- ❖ Check for technology tools such as headsets, cameras and other tools and be prepared for class.
- ❖ Teachers establish classroom rules & procedures and make them clear to all students and parents.
- ❖ Teachers will set a learning objective and set goals for each class session. Review classroom rules often.
- ❖ Teachers will take attendance in every class.

DRESS CODE

Appropriate dress for both teachers and students while attending online classroom is expected. While it is not necessary to dress in a school uniform, students are expected to be well-groomed,

dressed and ready for instruction. Being in pajamas is never permitted in an online synchronous class. The goal is to be sure that we maintain a positive, respectable appearance.

ATTENDANCE & PUNCTUALITY

All students should follow schedules provided to them, meet deadlines, and uphold high standards. Strive to follow attendance and punctuality policies determined by the school administration and teachers.

Students are expected to attend scheduled classes and follow attendance policy as in student handbook. Parents should contact the school if a student will be absent for a class or for the entire day. Follow the directives given by school administration for what instructions to follow.

In the event that a teacher cannot teach a specific class, the teacher will notify the students and/or parents as soon as possible before cancelling class to discuss alternate plans or posting of assignments.

Attendance and tardiness will be recorded for every scheduled class and may affect grades. Student and/or parents should communicate with the school when missing class or when assignments are late. Constant communication is the key to success in the classroom. It is expected that students fully participate in all components in the virtual learning environment both synchronous and asynchronous.

GRADING/ ASSESSMENT

Grades are based on **essential assignments** for each class that reflect priority goals and objectives and account for participation in the class, demonstrated achievement and growth as determined by the teachers.

All classwork should be linked directly to class objectives, WVDE State Standards and critical skill development.

Online/remote learning, similar to in-school learning, includes, but is not limited to, the following methodologies of instruction:

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- Reinforcement of skills
- Authentic instruction
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- Assessments (quizzes, tests, etc.)
- Projects

Because of the unique and challenging learning environment that both teachers and students must now maneuver never hesitate to contact the teacher first when grading is unclear or there is an issue of disagreement. Flexibility, balance and understanding is important when considering both assessment and grading.

Maintain learning routines and goals:

- 1) Follow teacher guidelines & suggestions
- 2) Participate in every class to the best of your ability
- 3) Ask questions about content and assignments when unsure
- 4) Practice Academic Honesty

BEHAVIOR & DISCIPLINE EXPECTATIONS

Whether instruction is conducted in a brick & mortar building or in a virtual/remote platform, the consistently high standards of behavior held by our Diocesan Catholic Schools must be maintained. Virtual classrooms are real classrooms and appropriate student behavior is expected both in speech and in action.

Our Student Code of Conduct as stated in the school handbook is expected to be followed.

Overall expectations:

- Teachers are encouraged to review all Student Handbook policies with their class and specially Student Code of Conduct, infractions and consequences.
- Students will communicate with teachers and classmates in a polite and courteous manner.
- Students will be instructed in classroom procedures for raising hand to participate and be a part of classroom discussion.
- Never use obscene, profane, threatening, or disrespectful language or images in any communications with fellow students, faculty or staff.
- Always be respectful and courteous to other students and teachers during class.
- Inappropriate offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior will not be tolerated and will merit disciplinary consequences following school Code of Conduct.
- Login information for any tool may never be shared.
- Follow school rules/policies and contribute to a positive classroom session.

ACADEMIC HONESTY

Policies on academic honesty and cheating as stated in the Student/Parent handbook in which a student is enrolled also applies in the virtual classroom. Due to the nature of virtual learning, a greater challenge is presented for students to practice integrity and academic honesty.