

# Saint Mary's College High School Distance Learning Resource Guide

## What is Distance Learning?

Saint Mary's employs Distance Learning during times when conditions affecting our community's public health and safety requires the closure of our campus and regular classes. It employs technology in order for formal instruction to continue remotely. It allows students to maintain connections their teachers and to allow students to engage in authentic learning experiences. Our approach is to minimize the amount of time that students and teachers sit isolated in front of computer screens while providing meaningful learning activities and experiences. Distance learning is not meant to replicate or replace the direct contact students have with their teachers and peers, but it allows students to progress in their academic studies.

## What will students do during Distance Learning?

Saint Mary's teachers use Zoom and PowerSchool's Unified Classroom to communicate lessons, guidance, and expectations. Teachers post instructions, links, and learning materials on the appropriate systems. Students are encouraged to reach out to their teachers during A-Block (9:00 to 9:55 am daily) if they have any questions, complications, or if they seek better understanding to master a concept or skill. Teachers also meet with their C-Block/SEL students every other day to check in on general wellness and solicit questions.

Our Distance Learning school schedule follows an Alternating Day (A-B) Schedule with a Two-Week Rotation. Each class will last 30 minutes

### Week 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00- 9:55 am	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments
10:00-10:30 am	First Period	Fourth Period	First Period	Fourth Period	First Period
10:40-11:10 am	Second Period	SEL/Wellness	Second Period	SEL/Wellness	Second Period
11:20-11:50 am	Third Period	Fifth Period	Third Period	Fifth Period	Third Period
11:50-12:30 pm	Lunch	Lunch	Lunch	Lunch-Intramurals	Lunch
12:30-1:00 pm	Spring Sports & Fitness/ Counselor Appointments	Counselor Appointments	Spring Sports & Fitness/ Counselor Appointments	Counselor Appointments	Spring Sports & Fitness/ Counselor Appointments
1:00 – 1:20 pm	Clubs	Clubs	Clubs	Clubs	Clubs
1:30 – 3:30 pm	Individual HW & Study	Individual HW & Study	Individual HW & Study	Individual HW & Study	Individual HW & Study

## Week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00- 9:55 am	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments	A Block & Counselor Appointments
10:00-10:30 am	Fourth Period	First Period	Fourth Period	First Period	Fourth Period
10:40-11:10 am	SEL/Wellness	Second Period	SEL/Wellness	Second Period	SEL/Wellness
11:20-11:50 am	Fifth Period	Third Period	Fifth Period	Third Period	Fifth Period
11:50-12:30 pm	Lunch	Lunch	Lunch	Lunch-Intramurals	Lunch
12:30-1:00 pm	Counselor Appointments	Spring Sports & Fitness/ Counselor Appointments	Counselor Appointments	Spring Sports & Fitness/ Counselor Appointments	Counselor Appointments
1:00 – 1:20 pm	Clubs	Clubs	Clubs	Clubs	Clubs
1:30 – 3:30 pm	Individual HW & Study	Individual HW & Study	Individual HW & Study	Individual HW & Study	Individual HW & Study

### What will a typical Distance Learning day look like?

Regular (a.k.a., synchronous) check-in times provide the opportunity for teachers to present the day's lesson, provide some direct instruction, and address questions.

- Students must be online between 10:00 am and 12:00 pm. Each class period (block) will check-in every other day for 30 minutes
- Individual study, projects, and assignments must be completed by students on their own time (a.k.a., asynchronously), with afternoon work time designated for students to study and meet in smaller remote break-out groups, if assigned. It is expected that students complete and submit work on time.
- We encourage students to use designated A-Block to communicate with faculty. Email is another format for Q&A, but we encourage both faculty and students to work within school hours.
- Counselors have designated time slots for students to book specific appointments.

### Will students have homework?

Yes. Students are expected to complete and submit assignments while we are in distance learning mode. Teachers may assign homework with an average length of 30-40 minutes. Homework assigned for AP and Honors courses will take 60-75 minutes. Homework must be completed for the next class. Please remember that classes meet every other day.

### **Do Saint Mary's rules and policies apply?**

Yes. All rules in the Student Handbook apply. These include our policies for academic integrity, the school's honor code, expectations for student behavior, and respectful communication with peers.

- Attend class remotely from 10:00 a.m. to 11:50 a.m. in accordance with the school schedule.
- Follow our appropriate dress guidelines during the online school day.
- Check in to synchronized class periods for attendance.
- Ensure that you can view all of your teacher's online resources.
- Be flexible and supportive of your peers and teachers.
- Be patient and offer your suggestions for improvement respectfully.
- Communicate with your teacher or counselor if you are struggling.
- Do not gather in large groups and follow social distancing guidelines when outside the home. School closure is intended to slow down the spread of the virus and ensure the health of students and families.

### **Will attendance be taken?**

Attendance is taken for each class and for the SEL/Wellness class. The attendance office and the Dean of Students will monitor and follow-up on absences, just as we do in regular school. If your student becomes sick, parents are asked to phone in the absence to the attendance office and to communicate with teachers, so that they can support you getting back on track when your health improves.

### **What about athletics, co-curriculars, and activities?**

While the campus is closed for distance learning, all teams and clubs and other student groups are encouraged to hold virtual meetings via Zoom in order to maintain connections. The status of Spring interscholastic athletics is currently undecided, as is the status of the Spring Musical and other Arts performances. We will abide by governmental and health-agency reports and will make appropriate changes to future social events, including prom. Our goal is to resume school as soon as possible; however, we will prioritize student safety and health.

### **What additional support is available for my student?**

Ninety minutes per day is set aside for counselors and students to schedule one-on-one meetings. School counselors will use the Personal Meeting Space in Zoom (the "Zoom Room"). College Counseling appointments are made in the same manner as they have been, using "Youcanbook me." College Counselor meetings will be held virtually via Zoom. Please see the grade-level-specific email sent earlier this week by Andrea Panlilio, Director of Counseling, and Sonia Ryan, Director of College Counseling.

## How can parents help?

The transition to distance learning will be challenging for families and working parents. These guidelines will help parents to promote student success in a distance-learning environment.

- **Establish routines and expectations:** Help students set regular hours for school work in addition to the schedule set by the school. Keep normal bedtime routines for your students and do not let them stay up late and sleep in. Your student should move regularly and take periodic breaks as they study. **It is important to set these expectations immediately, not after it becomes apparent a young person is struggling with the absence of routine.**
- **Define the physical space for study:** Most students have a regular place for doing homework, but this space may or may not be suitable for the extended period of time necessary for distance learning. A distance learning work space should be a place that can be quiet at times and have a strong wireless internet signal. Have a space that is public in order to monitor a student's focus during the day. We encourage families to establish workspace outside the bedroom. For families who do not have reliable broadband, please communicate with Director of Educational Technology, Erick Molnar (emolnar@stmchs.org).
- **Check-in with students daily:** Start and finish each day with a simple check-in with your student. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. Although students may be reluctant to share, parents are encouraged to establish these check-ins for regular connection and consistency. Again, these check-in routines should be established early, before students fall behind or begin to struggle.
- **Take an active role** in helping students stay connected. In the course of a regular school day, your student engages with other students or adults dozens of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, it's helpful if parents regularly engage with their student about what they're learning.
- **Consider monitoring** how much time your student is spending online: Saint Mary's does not want students staring at computer screens for more than is necessary. Remember that most teachers are not experts in distance learning; it will require some trial-and-error before we find the right balance between online and offline learning experiences.

- **Keep your children social, but set rules** around their social media interactions: Students will start missing their friends, classmates, and teachers. Help your children maintain contact with friends, but monitor your children’s social media use. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are *not* official, school-sanctioned channels of communication.
- **Expect to communicate with the school through email** and remember that teachers and administrators receive emails from many students and families. We request that email be essential and succinct, allowing 24 hours for a response.

**How will I know when distance learning begins and ends?**

Our current plan is to continue Distance Learning up to Easter Vacation, which begins April 16. Given the contagion-rate expectations of COVID-19, it is possible, if not probable, that Distance Learning will continue for the entire Spring term. We will keep you posted.

**Whom should I contact if I have questions or concerns?**

Should you have any questions, please reach out to your child’s classroom teacher or advisor.



## Saint Mary’s Distance Learning Expectations

### Behavioral Expectations While on Zoom:

1. Situate yourself at a desk or table, sitting upright, in an environment that is free of distractions. **Do not lie in your bed or on the couch.**
2. Log in to Zoom several minutes prior to the start of each class, with your microphone muted and your video on. Attendance will be taken for each session.
3. Use the feedback features (i.e. raising a hand, providing reactions, or giving feedback) appropriately. Be patient and do this in a timely manner. It is strongly recommended that you use the feedback features sparingly. Our experience has been that, in this situation, overcommunication overwhelms teachers and students.
4. Use the chat function appropriately. *What you say will be recorded.* This function is very useful when students have questions or feedback to provide. This function is intended to enhance our communication in the class and help our learning as a community.
5. When in Breakout Rooms with your peers, maintain your focus on the assigned task and treat one another respectfully. While your teacher can and will check in on your Room and survey your progress, it is your responsibility to use this time well and behave appropriately.
6. **Exemplary digital citizenship is expected.** Make sure when you are online or interacting with one another outside of the “classroom” that you behave appropriately at all times and in all ways with one another. Bullying, trolling, and inappropriate comments will not be tolerated. *(Yes, you can face significant consequences for cruelty and other misbehavior, even in*

*distance-learning school.*) If you see something, say something. This environment will be completely safe.

We understand that you are in the comfort of your own home; however, you must treat this like a classroom. Avoid distractions and set yourself in the best environment to learn. Get headphones if needed, get your notebooks, and keep your laptops plugged in. Be the best students that you can be.

We encourage online social interaction with your peers, but it must be done outside of our Zoom class time. Use this time for academics.

We do not expect any student to violate these policies; we know the quality of our students. That said, any student who violates these standards will face significant sanction. Even in the cyber world, Mr. Banks' office is not a place you want to be.

### **Assessment & Grading Expectations:**

1. You are expected to attend all class sessions on time and stay for the duration of the lesson.
2. All work assigned to be completed outside of class-time must be completed. It will be reflected in the gradebook either as a formative (it does counts in the Habits of Scholarship mark) or a summative assignment (it does count in the transcript grade).
3. All major summative assessments (tests, projects, papers, performances) must be completed in order to pass the course. These will be identified by the teacher.
4. All formative assignments (EdPuzzles, Khan Academy Modules, Seesaw Assignments, & Google forms quizzes) will be tracked daily and marked in the gradebook in one of three ways. These assignments do not affect the final grade but do affect Habits of Scholarship.
5. Students who fail to submit multiple assignments will receive a U in Habits of Scholarship.
6. A-Block is designed to provide you with additional help that cannot be provided during formal online class time. It is recommended that you attend A-Block should you have a need. If a student continues to struggle with content, the teacher will reach out to them individually and require that they come to A-Block. If students fail to attend when required to come, parents, counselors, and administrators will be contacted. You don't need that, and you don't want that.
7. When individual tests/quizzes or projects are assigned (summative assessments), must be completed by each student without inappropriate assistance from anyone or any unauthorized source. Academic Integrity violations will be treated seriously.

Please understand that this is a new and learning experience for everyone. Be patient with each other and with our adoption of new technology during this time. We want to make the most of this learning experience, enjoy learning, and develop community, even in these unusual times.