

Saint Jude School School
Guidelines and Procedures: Virtual Learning Option
2020-2021

As part of Saint Jude School's COVID -19 Health and Safety plan, a virtual learning option is available to provide instruction for students who have a pre-existing medical condition considered high risk, or has a family member with a pre-existing medical condition considered high risk, or the student and or parent(s) / guardian(s) do not feel comfortable returning to in-person 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, moveable tripod, and microphone. Students will login through Google Meet (grades 3-8) and Zoom (PreK - 2nd), and will be a participant in the classroom.
- Students will follow the daily schedule livestream in their classroom.
- No recording of a livestream of academic instruction will be maintained.
- 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 can't ensure that he/she 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 at 8:30 am and participate in lessons at the same time each day. Prayers and announcements will end the day at 3:10 pm.

STUDENT ADMISSION / ENTRANCE REQUIREMENTS

- Parents who opt for virtual learning for their children must notify the principal by August 15, 2020 of their intention.
- The virtual 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 SJS Students are expected to:

- Adhere to the St. Jude School Dress Code.
- Follow the SJS Handbook policies to provide a safe and respectful environment for teachers and students.
- Follow the SJS Responsible 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 SJS grade-level expectations for digital citizenship, which teachers will review at the beginning of the school year.
- Check Google Classroom or other teacher communication formats daily.
- Maintain a log of usernames and passwords for all virtual learning platforms.
- 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

In order 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 Option C. Teachers will be communicating regularly with parents.

Responsibilities of the parent are outlined below. These expectations must be agreed upon and followed in order for the child to participate in virtual learning at Saint Jude School School.

Parents are expected to:

- Set up a dedicated learning space in the home - free from distractions and interruption (pets, siblings, television, etc.). This includes 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 SJS platforms (Google Classroom or SeeSaw or teacher website) for assignments and grades.
- Provide school and teachers with the most current contact information (phone numbers, emergency contact, and address).
- 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 SJS 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. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Read, review, and follow the SJS Responsible Use Policy for Technology and the SJS Parent-Student 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, parent notes/doctor notes should be submitted. All virtual students are held to the same attendance policies/guidelines as students who are in traditional schools.

CODE OF CONDUCT

Students who participate in a virtual learning program offered by SJS 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. Please see the SJS Parent-Student Handbook for expectations and consequences. Improper use of any computer or the network (including SJS Gmail) is prohibited. Please see the Parent-Student Handbook and Responsible 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 any and 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

These will all be live-streamed so that all students can participate.

MATERIALS

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

REPORT CARDS

Families will continue to receive report cards according to SJS'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

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.

Catapult Services will be offered for remedial reading, math, educational screening, counseling, and psychological/educational testing. Bucks County Intermediate Unit will provide Speech/Language services.

Arrangements for these services will be made through the Catapult and IU staff. Please contact the school principal for contact information.

Accommodations and Modifications:

Accommodations and modifications are provided regardless of the educational setting. The teachers and administrator will work collaboratively with parents to determine if an accommodation or modification plan is appropriate.

Counseling:

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