



Holy Trinity CHS Distance Learning

Guidelines and Contract

Covid-19 Response Plan

2020-2021

Educating the Christian Leaders
of Tomorrow, Today.

HTCHS 2020-2021

Distance Learning Instruction

Overview

Holy Trinity Catholic High School is including Distance Learning as a form of instruction for the 2020-2021 school year. The following guidelines for Distance Learning have been created to comply with requirements set forth by the [Texas Education Agency \(TEA\)](#), the [Texas Catholic Conference of Bishops Education Department \(TCCB ED\)](#), and the [Office of Catholic Schools for the Diocese of Austin](#).

All students will have a Distance Learning component in their schedules, whether it is continuous (no In-School attendance/all Distance Learning), or part of the Hybrid schedule (alternating In-School/Distance Learning). Continuous Distance Learning must be selected for a minimum of two weeks at a time, renewable or rescindable every two weeks, as the in-school situation allows.

All Distance Learning classes will occur synchronously (“live”), where teachers simultaneously instruct both the students in class and the students tuned in from home via live-streaming. This way, class times are consistent and the school day schedule follows the regular schedule. All students who participate in Distance Learning are expected to attend school at the normal class time, in a synchronous manner with their in-school classmates.

We understand that exceptions to this might be necessary and the school will make those exceptions available on a case-by-case basis.

International students are permitted non-synchronous (not “live;” pre-recorded) participation due to time differences. If your child is not an international student, but you would like to request permission for non-synchronous participation for your child(ren), please contact the school as soon as possible. Permission to participate in non-synchronous learning will be granted on a case-by-case basis. Students may not alternate between Synchronous and Non-synchronous schedules. Holy Trinity CHS reserves the right to limit or deny access to non-synchronous participation.

Rules and Regulations governing Distance Learner conduct and guidelines

Distance Learners must display and project standards aligned with HTCHS expectations in keeping with [the Profile of a Holy Trinity Student](#) by the following the guidelines below:

LEARNING ENVIRONMENT AND SUPPLIES:

All Students should:

- Establish a learning space in quiet area of the home.
- Use their personal laptop or computer with webcam capability per the minimum requirements of [the Acceptable Device policy](#).
- Have access to a reliable internet connection
- Have regular school supplies
- Have textbooks and workbooks assigned per class
- Have Student Planner (provided by the school)

Continuous Distance Learner students should:

- Have access to a device to scan and submit assignments (free scanning apps are available on Apple and Android Appstores, ie: Adobe Scanner, Scanner App, etc..)
- Have access to a printer to print supplementary materials or handouts

PLATFORM FOR INSTRUCTION AND SUBMISSION OF ASSIGNMENTS:

- Instruction will be delivered primarily via Google Classroom and/or Zoom.
- Additional online resources may also be utilized by teachers as needed to deliver instruction.
- Assignments will be submitted primarily via Google Classroom.
- Additional resources may also be utilized by teachers as needed for the submission of assignments.

ZOOM ETIQUETTE

- Students must be sitting at a desk or table.
- Space behind the learner, visible through the screen, must be appropriate and be free of visible distractions.
- Uploaded background images are not permitted for class.
- Students should have their video on, and sound muted unless instructed otherwise.
- Students must use their first and last name as their Zoom name.
- Food is not allowed during class time.
- Water is allowed.
- Cell phones are not permitted in zoom classrooms.
- Students are expected to be engaged and participate.
- Students will not act in a way which causes a distraction to other students.
- Students will agree to do honest work using only the tools and resources allowed by the teacher.

UNIFORM EXPECTATIONS

- Students are expected to wear their HTCHS Uniform while attending class remotely
- Students can wear spirit wear on days indicated as Spirit Wear days.
- Students are expected to adhere to grooming standards outlined in the [HTCHS Parent/Student Handbook](#).

ATTENDANCE REQUIREMENTS

- Synchronous Distance Learning will follow the regular schedule of the school day. Schedules will be distributed during Trinity Days.
- Attendance and Tardies will be recorded by each teacher in accordance with regular classroom policies as outlined in our [HTCHS Parents/Student Handbook](#).
- Students must be logged in at the beginning of each class to be counted Present and remain until dismissed by the teacher.
- If a student is sick and unable to participate in Distance Learning, the parent/guardian must notify the school of the absence. At that time, an Absence will be recorded and make up work will be completed following the guidelines in the [HTCHS Parent/Student Handbook](#) for excused Absences.
- Undocumented absences will be considered as Unexcused as outlined in the [HTCHS Parent/Student Handbook](#).

ACADEMIC INFORMATION AND EXPECTATIONS

- All Core subjects offered through Hybrid in-person instruction will also be provided to Distance Learners.
- While most electives offered through Hybrid in-person instruction will also be provided to Distance Learners, some alterations or restrictions may be necessary for the more hands-on electives such as Art or Orchestra, at the discretion of the teacher.

ASSESSMENTS

- In order to ensure students are given every opportunity to display a solid understanding of content and skills, assessments will be administered in a variety of ways at the discretion of the teacher.
- PSAT, SAT, AP and any other standardized assessments guidelines are pending but may require in-school only testing.

GRADING POLICIES

- The grading expectations and policies for Distance Learning will not vary from the standard expectations for all HTCHS students.

ETHICS AND INTEGRITY IN MINISTRY (EIM):

- [Diocese of Austin policies on Ethics and Integrity in Ministry](#) apply to the use of telecommunication systems for distance learning. EIM requirements given to the schools by the Diocese of Austin ensure safe practices and will be enforced in all forms of instruction at Holy Trinity, including Distance Learning
- Per diocesan EIM guidelines, one EIM qualified adult can be in the room when the in-person class is in session and students are participating remotely.
- Per diocesan EIM guidelines, teachers are able to work with remote students one-on-one only in the event that a parent is present or the session is being recorded.

HTCHS 2020-20201

DISTANCE LEARNING CONTRACT

I/We have read the HTCHS Distance Learning Information and agree to follow the policies and procedures stated. I/We understand that at any time our student(s) are ready to return to in-person instruction an appointment can be made to discuss the transition with Mrs. Brogan.

Please sign and return one Distance Learning Contract per student.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Student Name: _____ Grade _____

Student Signature: _____

Date: _____