

Dear Parents,

The following information will be helpful as we utilize our distance learning platforms the week of January 4-8.

This week is intended to be treated like a school week, not an extension of the Christmas break.

Each teacher will send information specific to their class regarding lesson plans and assignments.

The school office will be staffed and ready to provide assistance as needed.

Merry Christmas and Happy New Year!

Goals of Distance Learning

Throughout the distance learning process, it is important for families to establish learning routines, as this constant helps children adapt to their changed learning environment.

How Distance Learning Works at Christ the King Catholic School

Google Classroom/G Suite Tools

- PreK-5th grades use digital classrooms
- 6th -8th grades use Google classroom

- Login instructions have been reviewed with the students.
- Families can contact our technology coordinator (scook@ctkcsdaphne.org) if they are having difficulty logging into Google Classroom or if they have questions about login information.

Teachers will provide checklists or detailed information to help students keep track of their assignments.

Zoom/ Google Meet

- Teachers at all grade levels may use Zoom or Google Meet to meet with students in real-time.
- The sessions may be recorded and those not present will be responsible for watching the recording.

Schedule of Assignments

- Monday through Friday, homeroom teachers and specialist teachers will assign activities.
- As age-appropriate, these assignments are graded and participation is required to receive a passing grade.
- Homeroom teachers assign work in core subjects. Specialist teachers may assign activities for the following subject areas:
 - Art
 - Spanish
 - Music

- Physical Education
- Library
- If you are having a difficult time completing core and specialty area assignments, please contact your teacher.

Retrieving and Submitting Assignments

- Families and/or students should check their Google Classrooms or other online platforms for information about the day's learning activities.
- Assignments should be posted by 8:15 AM each day.(they may be posted early)
- Students should make every effort to turn in their assignments at the time assigned by their teacher.

Helping Students Maintain a Daily Routine During Distance Learning

Families are encouraged and recommended to create a schedule and maintain a routine.

Online Communication

- Students are taught that all online communication should be thoughtful and polite.
- Communication with others during remote learning is considered academic in nature, and as such, the expectation is that students' academic communication is respectful and words are written using age-appropriate language.
- Online behavior should be guided by our technology acceptable use policy (AUP)

Teacher Work Hours

Teachers are available weekdays between the hours of 8:00 a.m. and 3:00 p.m. via email for any questions families might have.

The school office employees will be available by phone to provide assistance.

Video Dress Code

- When students are on live video with a teacher and other classmates, they must be dressed appropriately.
- Students may not wear hats, masks, or sunglasses during a video session. Costumes are not permitted.

Video Behavior

- Distance learning students must be seated at a desk or table.
- Be respectful at all times.
- Be Prepared. Be ready with your supplies before the set video time.
- Keep your button on mute until the teacher calls on you.
- Raise your hand to ask questions or speak.

Daily Routine

- Wake up at a set time everyday.
- Get ready for the day by changing clothes, cleaning up, eating breakfast.
- Set a schedule for the day to include academic time, leisure activities, physical activity, and alone time.

- Have the schedule placed where everyone can see it.
- Put your distractions away. This includes television, tablets, and phones.
- Check into your Google Suite for Education to see your assignments.
- Check to see if you have a scheduled video today with your teacher.
- Begin your assignments.

Grading and Expectations

- Distance Learning students should check their teacher's Google platforms daily.
- Assignments are expected to be completed by their due date.
- Teachers will communicate to the students, parents, and administrators of students who have excessive incompletes and missing assignments.