



# TRENTON CATHOLIC ACADEMY

*The Lower School at McCarristin Campus*

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## **Remote Online Learning (ROL) at TCA – Guidelines and Best Practices**

Trenton Catholic Academy offers ROL for students either unable to attend the traditional school program or are at home self-quarantining. Read and complete the following ROL request application.

**ROL requires you fully understand what ROL at TCA is and what it involves, so you can be sure home learning is right for you.**

**Enrollment in ROL is evaluated quarterly/marking period by your teacher and administration.**

**Failure to follow guidelines or maintain a satisfactory grade may require your attendance in the traditional school program in the next marking period. A 5-day transition period is necessary for requests to and from ROL.**

### **Overview of ROL@TCA:**

Education is a partnership and ROL requires special oversight by the parent. TCA uses Google Classroom for virtual learning. Check your child's progress with logging in to classes at the times the teacher requires. Daily attendance is taken and will be recorded on the report card. The ROL requires home Wi-Fi, an organized, quiet learning space. Most importantly the school provided laptop must be fully functional. Contact the School Technology Director with any questions or concerns: [jkocsis@trentoncatholic.org](mailto:jkocsis@trentoncatholic.org) or 609-586-5888 ext. 159.

### **Parent and Student Responsibilities:**

Log in and be ready to learn based on the schedule provided by your teacher. Work in an organized and quiet space without distractions. Check your email regularly. Practice submitting assignments as the teacher requests, either through Google Classroom or email. Ask for help when needed!

Assignments are listed on Google Classroom. Help your child make a daily plan, including how to break up larger assignments into smaller chunks. When completing homework, encourage a 15-minute break every hour, if possible.

When completing schoolwork, help keep distractions to a minimum. Although a phone call or text to a classmate can sometimes be helpful, encourage limiting the use of media (TV, phone, internet browsing, online games, etc.).

Given the extraordinary nature of online learning in this time, even higher behavioral expectations for school are required.

Students will not share videos, documents, chats, etc.

***Expect the Exceptional***

Student must adhere to the Trenton Catholic Academy Acceptable Usage Policy.

Student should stay in frequent communication with their teachers through email. Ask for help. Email your teachers if you are unable to complete an assignment and ask them for help and/or an extension.

Students should follow Handbook Dress Down protocol when attending Google Meets (e.g. no hoodies, no pajamas, neatly dressed).

Students should utilize the Google Meets background tool located in settings.

**Teacher Responsibilities:**

Your teacher will be checking up on you regularly. Follow due dates and understand teacher expectations. The teacher will expect you at all scheduled classes!

**Grading:**

Teacher will use grade/subject-level assessments. Assessments will be virtual, formative, and summative through our online platforms and by student work. Student progress will be continuously monitored and addressed.

- Grading policy can be found in the TCA Student Handbook.
- Students are expected to complete assignments to receive credit for the courses for this school year.
- Parents are to check the Genesis Parent Portal to stay informed on student’s progress.

**Attendance:**

- Attendance will be determined by online contact through Google Classroom, Meets, class participation, email, and Genesis. If students are not completing work or participating in learning, teachers will be contacting parents to develop plans for student engagement based on the needs of each student.
- All students should attend online classes with video on and microphones muted.
- Elective Remote Online Learning has the same attendance policies as being in school.
- Attendance will be noted on your report card/transcript.

Students and families wishing to use ROL at TCA must:

1. Be dedicated to the course of study, use self-discipline and responsibility.
2. You must be motivated and disciplined AND be a competent user of technology.
3. Read the TCA Family and Student Handbook.
4. Plan ahead, manage deadlines; complete all assigned tasks. Work independently and collaboratively.

**Elective ROL@TCA Agreement**

_____ Student Name / Grade	_____ Student Signature	_____ Date
_____ Parent/Guardian Name(s)	_____ Parent/Guardian Signature	_____ Date