



ST. MARK CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE MEET

Off-Campus Learning Platform

2020-2021

(by parent choice)

Overview

St. Mark will utilize a video conferencing approach so our Off-Campus Learners (OCL) can actively participate in class. We believe our established high level of academic instruction will be maintained with this platform.

Families must understand that attending school via the OCL platform is considered equivalent to being on campus. All policies and procedures agreed upon in the [Parent-Student Handbook](#) still apply.

****Please Note:** The Off-Campus Learning platform will be implemented for students if any of the following situations occur:

1. For a whole class if it is quarantined for 2 weeks
2. For one student if he/she is quarantined for 2 weeks
3. For the whole school if it is quarantined for 2 weeks
4. For the whole school if a shelter-in-place order is issued

Program Structure

*Students can begin OCL at any time during the school year. Not all students in a family must make the same decision. To start OCL during the school year, parents must notify [Ms. Steinkirchner](#), [Mr. Michniak](#), and [Mrs. O'Connor](#) via email no later than 36 hours prior to the student beginning OCL.

*Students may only return to on-campus learning at the beginning of each quarter. To return, the parent must notify [Ms. Steinkirchner](#), [Mr. Michniak](#), and [Mrs. O'Connor](#) via email by the following dates:

For 2nd quarter – by October 12; start on campus on Monday, October 26

For 3rd quarter – by January 4; start on campus on Tuesday, January 19

For 4th quarter – by March 15; start on campus on Monday, March 29

*Tuition rates will remain the same for families whether students are participating in on-campus or off-campus learning.

*St. Mark will provide school supplies and a class set of books (workbooks and textbooks). Planners will be provided to students in grades 3-8. Students in 6th grade and new to 7th and 8th grades will receive the Chromebook laptop they purchased.

*OCL students will not participate in:

-Friday All-School Masses (OCL students will not attend mass physically, but can watch the live-streamed version)

-On-Campus Service Projects

-On-Campus Activities (Living Rosary, Living Saints Museum, etc.)

-Band

-Class Pictures (students will participate in individual school pictures, but not class pictures)

-Iowa/CogAT Standardized Testing (Applies to grades 1-5 only. Middle School students will participate.)

-The Dallas Parochial League (DPL) has canceled all school sports until further notice.

Home Expectations

*Parents must provide an electronic device for use during the school day for each child (Chromebook, iPad, computer), keyboard, download the Google Meet app as well as other grade level specific apps on this device, and have a printer and reliable internet service.

*Families must have the ability to take and email pictures to the teacher.

*Google Meet will be used in all grades. All students must be able to function with audio and visual for prolonged periods of time using this app.

*St. Mark will be introducing ClassLink, a single-server sign-on that provides students with easy access to multiple apps and programs.

*Periodically, parents may need to provide some manipulatives/supplies.

*Parents must be willing to come to the school campus on a weekly basis to drop-off/pick-up school supplies as follows:

Grades 1 -8: On the last school day of the week, bags with the next week's materials will be in the Cafeteria, sorted by grade, ready for pick-up and return of the other bag. Please park and enter the Cafeteria doors to drop-off your bag and pick-up the new one.

-For full-day dismissal: 11:30 AM – 1:00 PM

-For half-day dismissal: 12:15 PM – 1:00 PM

ECE: On the last school day of the week, bags with the next week's materials will be available in the ECE circle drive area, either outside the building or in the foyer.

-For full-day dismissal: 10:45-11:45 AM

-For half day dismissal: 12:15 PM – 1:00 PM

Most items a student would be given in the classroom will be in the bag. Please keep everything in the bag until the work is done with the class. Worksheets will not be turned in through the bag system, as they are due to the teacher at the same time as the on-campus students.

The bag you are picking-up will have a large green "check" on the nametag indicating that it is ready. When you return the bag, please remove the green "check" indicating to the school that it is being returned.

It is the parent's responsibility to keep track of supplies. If not returned within 2 weeks, you will be charged a supply fee for the missing items through the Business Office.

If there is nothing to pick-up, you will receive an email from the teacher by 10:00 AM advising you that there is no need to come to school.

If you need to return a Library book, you will need to wait until the next Library book rotation.

*Parents must oversee an appropriate learning setting for their child(ren) including a table/desk/chair.

*Grade 3-8 students are encouraged to write their assignments in their planners.

*Students are expected to be on time to all Google Meet classes or they will be considered tardy.

*Students are expected to have all needed supplies, materials, worksheets, and textbooks ready for use at the start of each lesson.

*Parents must support students as a "learning coach" and ensure they are engaged in OCL learning activities without doing the work for them. Doing too much for your child, though well-intended, will not be in your child's best interest. Work needs to truly represent your child's progress towards mastery of objectives in order for him/her to be successful long term. Additionally, it allows the teacher to monitor a child's progress so interventions can be made if necessary. Quizzes and tests need to be completed independently by the student. All students are expected to be on the honor system during all graded assignments. Students need to be honest with themselves and their teachers.

*Please notify the teacher immediately of any technical difficulties **or other issues.**

*All video conferencing instruction is the property of St. Mark Catholic School and cannot be recorded or shared on any platform.

*It is important to note that these OCL guidelines are mandatory.

Daily Procedures

*Students will report to OCL school in either their St. Mark uniform or a St. Mark spirit shirt.

*School hours are 7:55 AM to 3:15 PM, and students are required to attend the full day.

*Attendance will be taken at 7:55 AM each day. If your child is not logged-in by that time, he or she will be counted absent. If you are experiencing any issues with logging-in, or any other technical difficulties, please email your child's teacher no later than 8:05 AM and he/she will get back to you at the first available opportunity (please keep in mind that it may be later than 8:05 AM).

*At 8:00 AM, students will stand and participate in the regular morning announcements, prayer, and Pledge of Allegiance.

**Our Time* sessions will take place on Fridays at 8:05 AM followed by 8:30 AM All-School Mass. Masses will be live-streamed on the St. Mark Catholic Church Facebook page at:

<https://www.facebook.com/StMarkCatholicChurchPlanoTx>. Friday classes will resume at 9:30 AM.

*Attendance will also be taken at the beginning of each new class period.

*Students will be held to the same standards as if they were on campus: dressed in uniform, classroom participation, appropriate conversation, no background distractions (no putting on makeup, playing with pets or toys, eating, etc.).

*The video picture showing the student's face must be on during the entirety of all Google Meet sessions.

*Students can still receive sanctions and consequences for inappropriate actions.

*Middle school students will have a designated snack time.

*Middle school student elective time will consist of an independent Study Hall from 2:45 – 3:15 PM daily.

*Absence notes are required to be submitted to [Mrs. O'Connor](#) (electronically) on the day of the student's return to school.

*Students are responsible for contacting their teacher for all make-up work and assignments.

Instructional Procedures

*Direct classroom instruction will be done through video conferencing, allowing students the opportunity to fully participate in conversations, discussions, and questions.

*Students will be assigned to a class roster, however instruction may come from a variety of teachers.

*For the purpose of simplifying communication between school and home, middle school students will be assigned to a specific home base teacher.

*Students will follow their class's regular school schedule.

*Student assignments will be graded the same as their on-campus counterparts.

*Deadlines for assignments will be the same as their on-campus counterparts.

*Quizzes and tests will be given at the same time as their on-campus counterparts.

*Students will attend all "specials" classes, except P.E. (Specials classes include Art, Music, Computer Lab, and Spanish.)

*P.E. coaches will post an at-home activity in FACTS Family Portal.

*At this time, the Library will be used for checkout purposes only.

1. Students use Destiny to determine which book he/she wants to checkout and to confirm the book is available for checkout.

2. Checkout is done weekly for TK-5th grades, and biweekly for 6th-8th grades.

3. Students may checkout books as follows:

- **Kindergarten-2nd grade:** 1 book
- **3rd-5th grades:** 2 books
- **6th-8th grades:** 3 books

4. The student or parent will email School Librarian, [Alison Hughes](#), on Monday before 5:00 PM with their book selection(s).

5. Parents will come to the school campus on Fridays between 1:00-3:00 PM to drop-off and pick-up library books. Do not enter the building. Upon arrival, text Rene O'Connor at (469) 441-3145.

*Students who have qualified for pullout programs with the St. Mark Resource teachers will still receive the service.

*If needed, individual instruction time with the teacher may be scheduled in advance at an agreed upon time between 7:15 AM – 3:15 PM.

*Students will not participate in SmartLab® activities.

*Students will need to work independently on any group activity such as Science Fair or STEM projects.

*On Friday by 4:00 PM, parents will be able to access lesson plans and homework in FACTS Family Portal for the following week.

***To print Lesson Plans and Homework from FACTS Family Portal, please follow these steps:**

- Login to FACTS Family Portal
- RenWeb left-hand side
- Student
- Lesson plans
- Print Week
- Print Homework

General Information

*Students will follow the same lesson plans and homework assignments as the on-campus learners.

*Completed homework and classwork will be scanned by the student/family and emailed as an attachment to the teacher, submitted through SeeSaw, or posted in Google on the same day/time that it is due for the on-campus class.

*Quizzes and tests will be proctored virtually with audio and video supervision.

*Projects and/or experiments done at home must be recorded and submitted to the teacher on the same day and time that they are due for the on-campus class.

*Students will receive Progress Reports and Report Cards as scheduled.