



HOLY CROSS ACADEMY

Virtual Log-ins and Virtual Policy K-8

Software Technology for the HCA Remote Classroom

Assignments

Google Classroom will be utilized for all assignments. Please make sure that you have the login credentials for your child(ren) to access and assist them with their work. Post these credentials in your student's educational workspace area. *Google Classroom* will provide parents with access to *Google Email*, *Google Classroom*, *Google Photos* and *Google Suite*.

Remote Learner: Core Content Teaching Routine

Core Content is defined as Math, ILA, History, Science, Religion, and Spanish (6-8). Students should log into the classroom and click the classes button to see the overview of the assignments posted by teachers. Remote learners must check Google Classroom in the morning by 8:00am to review the assignments and possible Zoom schedules/requests for the day. Students should be logging in daily and completing work, checking in, and commenting and posting appropriately in our digital space to receive credit for this course. All students should follow the tenets of common decency and acceptable behavior conducive to a positive learning environment outlined in the remote learning handbook. Assignments will be posted daily. **Expect about the same workload of a normal school day. Remote learners should follow the in-person schedule and times posted below. Your student will receive an individualized schedule to know which class to attend at what time.**

Remote Learners: Special Content

Special classes are defined as Art, Music, STEM/Tech, Life Skills, Guidance, Physical Education, Spanish (K-5). All assignments will be posted to Google Classroom with materials and resources provided, and students will complete independent work remotely and submit assignments through google classroom. Assignments may include virtual tools like Loom, ScreenCastify and FlipGrid, as well as other videos and tools within the Google Suite. Specials may assign work via recorded videos instead of Zooms. Remote learners must check Google Classroom in the morning by 8:00am to review the assignments and possible Zoom schedules/requests for the day.

Communication Tools

HCA will use the following communication tools based. Expect updates via email, Hangouts live support chat application, or Zoom. We ask that parents continue to use email as the primary way to communicate with teachers, make good use of the subject line in the email so we respond to questions.

- Email (student's HCA Email, Parent Email)
- ParentSquare
- Video conference: *Zoom*, *Google Video*, *Google Hangout* and *Google Meet*
- Group messaging services: *Google Hangouts*
- Learning management systems: *Google Classroom*



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After school help will be provided as needed by appointment only. Monthly remote learning feedback surveys posted on ParentSquare can be completed by parents/guardians and teachers. These results will be reviewed by administration who plan to provide feedback or a response when needed.

Assessment

Students will be assessed on the topics through a test, quiz, projects or graded worksheet in the Google Classroom using online assessment software, including one time submissions and time constraints. Students are asked to work independently.

Grades will be posted on Genesis Parent Portal. Teachers will be available to the students during the hours of a normal school day. After school/digital help would be provided as needed by appointment only in ParentSquare

Video Screen Capture Software

- *Loom* and *Screencastify* will be used as the teacher's prerecorded video screen capture software.
- If there are pre-recorded video submissions, we ask that the students use: *Flipgrid*, *Loom*, *Google Classroom* as an attachment, as specified by the teacher.

Live Virtual Conferencing Software

HCA will use *Zoom* to video conference and live stream lessons. Live stream lesson schedules will follow a master school schedule and the teacher will post when these opportunities are available to the student. The school has purchased an educational license to increase security during *Zoom* meetings.

Sharing the teacher's screen will be an asset to the *Remote Learner* and using the interactive whiteboard feature can further engage the *In-Person* and *Remote Learners*. The teacher will admit students by name from a waiting room. To maintain a learning environment, the teacher (with discretion) will disable a chat, screen share, or mute a student if need be. The video will be focused on the instructional materials and the educator. A teacher has permission to manage the digital classroom environment. **No party is permitted to record, capture or share any lesson without previous formal expressed permission from the teacher and the guardians of all students involved.**

We kindly ask that you respect the privacy of our learners in the HCA educational space. This will enable us to provide a learning experience of optimum productivity. If parents have specific relatable questions that arise during a live session, please email the teacher directly.



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Grading Policy, Missing/Late Work, and Progress Report

- All academic guidelines outlined in the HCA handbook remain in effect.
- Assignments assigned to the remote student need to be submitted to receive credit.
- Assignments that are not submitted by **4 p.m.** on the due date will be marked late for the remote student based on teachers discretion.
- Please refer to the handbook for late and missing work policy.
- Please expect additional communication from teachers regarding student progress. The teacher will communicate the grade on daily assignments and will post grades for tests, quizzes, projects and papers within one week of the submission. Project-based learning (i.e., slide shows, collaborative projects, reports, video submissions) may require additional time to assess.
- Parents are encouraged to check their child's progress on *Genesis* frequently.
- Mid-Trimester Progress Reports will be sent to parents of students who are at risk of failing.

Policy on Attendance

An online class meeting or assignment is equivalent to an *In-Person* class. Attendance and assignment completion are mandatory. Unexcused absences will be reported to the administration the same as would occur when attending school in person. When a student is absent, parents should inform the nurse's office. If the student is repeatedly absent or unresponsive, there will be an intervention between the student, parent, and administration. Poor attendance will have a negative reflection on a student's grade.



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Virtual Whole School Remote Learner

*In the event the state mandates a school wide virtual only plan, anticipate the following routine.
Scroll down to find your learner's grade level plan*

Lower School Learning Plans and Teaching Routines K-2

In the event that we have a state mandate to go to all remote instruction, we will be using the following technology resources and the plan detailed below:

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Kindergarten, First Grade, Second Grade

Period	Subject	Time
Period 1	Prayer, Calendar, Weather, Intro to the day's activities	8:30-9:00
Period 2	Integrated Language Arts	9:00-9:30
Period 3	Reading, Writing, Phonics...	9:30-10:00
Period 4	Math	10:00-10:30
Period 5	Snack	10:30-11:00
Period 6	Religion	11:00-11:30
Period 7	Science/Social Studies	11:30-12:00



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Period 8	Activity Time - assigned to reinforce, review and/or enrich skills and concepts previously taught.	12:00-12:30
Period 9	Parent/Student conference at parent and/or teacher request	12:30-1:00

* The Special Schedule can be found on Google Classroom each Friday

Google Classroom- “Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.”

Zoom “Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.” <https://zoom.us/>

Flipgrid

“Flipgrid is a simple, free, and accessible video discussion experience for PreK to PhD educators, learners and families. Create a Topic and engage your community...together!”
<https://info.flipgrid.com/>

Raz Reader/Raz Kids “Raz-Kids is an award-winning teaching product that provides comprehensive leveled reading resources for students. With hundreds of eBooks offered at 29 different levels of reading difficulty, it's easy to put the right content in every student's hands. Kids access their leveled text through an interactive learning portal designed to keep them motivated and engaged.”

<https://www.raz-kids.com>



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IXL “At IXL Learning, we are passionate about creating and supporting the best educational technology possible. We develop first-of-their-kind products used by millions of learners, from children to adults. People count on us to make learning as effective as it can be, and we are deeply committed to solving the real-world challenges faced by students and teachers around the planet.”

<https://www.ixl.com/>

BrainPoP & BrainPop Jr.

- Engaging: learning games, animated movies, and activities. Designed with relevance, depth, and humor to encourage kids on their unique learning paths.
- Educator-Focused: Supporting teachers’ roles and needs with classroom-optimized tools, shaped by millions of hours of use by students and teachers in diverse learning settings

<https://www.brainpop.com/>

<https://jr.brainpop.com/>

Go Noodle

- Students who move and practice mindfulness with GoNoodle® are more focused, engaged, and ready to learn.
- GoNoodle provides ample opportunities for students to move and teaches explicit mindfulness skills to manage emotions. As such, students who use GoNoodle are involved in fewer behavioral incidents.
- GoNoodle infuses fun into the classroom, boosts student confidence, and provides opportunities for peer-to-peer connections.

<https://www.gonoodle.com/>

Discovery Education Streaming & Discovery Education Techbook Science

“Discovery Education *Experience* provides engaging high-quality content, ready-to-use digital lessons, creative collaboration tools, and practical professional learning resources to give educators everything they need to facilitate instruction and create a lasting educational impact in any learning environment.”



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<https://www.discoveryeducation.com/>

Spelling City

Students are encouraged to choose activities to reinforce and retain current spelling words

<https://spellingcity.com/>



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Remote Learning Student's **Username and Password for Educational Software K-2**

Website	Username	Password
Google Classroom		
HCA gmail		
Flip Grid		
IXL		
Spelling City		
Scholastic		
Brain pop		
Discovery Ed.		
RAZ		
Go Noodle	try	
<i>Google Classroom Join Classroom Codes</i>		
Guidance/LS		
Spanish		
	Homeroom	Math
	STEM/Tech	Art
	PE	Music

Please refer to the schoolwide schedule for Friday specials in this document.



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Upper Elementary Grades 3-5

In the event the state mandates a school wide virtual only plan, anticipate the following routine.

Virtual Whole School Remote Learner Teaching Routine

Daily Routine Based Classes: A set Zoom Schedule will be sent to parents to follow

- **Math classes**, students will refer to their leveled teachers daily instructions on the Google Classroom. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons. Live instruction will be utilized via Zoom
- **Integrated Language Arts:** Live virtual classes will be scheduled 3-5 days per week. Class assignments and reviews will be posted daily. Zoom invites will be posted in advance.
- **Religion, Science and Social Studies classes:** Students will refer to Google Classroom for instructions. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons. Zoom as needed.

Virtual Plan for Specials Classes:

Specials classes (Art, Music, Physical Education, Life Skills, Tech/STEM, Guidance & K-5 Spanish) will use Google Classroom to post lessons and assignments for each grade level every Friday morning by 8am. Students will have until the next Friday at 8am to complete any work. Lessons may use virtual tools like Loom, ScreenCastify and FlipGrid, as well as other videos and tools within the Google Suite.

Below is a suggested schedule for students and families to follow, and in the event a teacher would like to Zoom live with a class, that teacher will use this schedule and announce the Zoom in advance via Google Classroom.



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Upper Elementary (Grades 3-5)

Virtual Only Schedule. Each homeroom teacher will communicate the final Zoom times.

* Take Screen Breaks as needed.

Monday/Wednesday		Tuesday/Thursday		Friday Specials Day & Evaluation, Assessment, Submission Day			
<i>Zoom and Work Submission Schedule</i>		<i>Zoom and Work Submission Schedule</i>					
Prayers/Pledge Login	Student led independant	Prayers/Pledge Login	Student led independant	Prayers/ Pledge Login	Student led independent		
ZOOM Opportunity Class Meeting Subject TBD/ <i>Teacher led</i>		ZOOM Opportunity Class Meeting Subject TBD/ <i>Teacher led</i>		Each Special would have lessons scheduled with their grade level Art Music Guidance/LS STEM Technology Spanish Lower Grades PE Lower Grades			
Tech Break		Tech Break					
ZOOM Opportunity Subject TBD <i>Teacher led</i>		ZOOM Opportunity Subject TBD <i>Teacher led</i>					
Independent Reinforcement/ Work Submission	Teacher available for online help	Independent Reinforcement/ Work Submission	Teacher available for online help				
ZOOM Opportunity Subject TBD <i>Teacher led</i>		ZOOM Opportunity Subject TBD <i>Teacher led</i>					
Snack & Tech Break		Snack & Tech Break					
ZOOM Opportunity Subject TBD <i>Teacher led</i>		ZOOM Opportunity Subject TBD <i>Teacher led</i>					
Independent Reinforcement/ Work Submission	Teacher available for online help	Independent Reinforcement/ Work Submission	Teacher available for online help			<i>Submit all Assessments for other subjects</i>	
Lunch & Recess		Lunch & Recess				<i>Lunch/ Recess</i>	
<i>Student homework/ Teacher Prep Time 1:1 Conference by appointment</i>		<i>Student homework/ Teacher Prep Time 1:1 Conference by appointment</i>				<i>Submit weekly assessments & MIA Work Teacher Prep Time</i>	
<i>Student homework/ Grading /Communication</i>		<i>Student homework/ Grading /Communication</i>		<i>Grading Communication</i>			



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Friday Specials Day Upper Elementary (Grades 3-5)

**Art, Music, Phys. Ed., Life Skills,
STEM/Tech, Guidance, Spanish K-5**

1.	SP 5/GU4	8:30-9:00
2.	SP4/GU3/PE5	9:00-9:30
3.	SP3/LS4	9:30-10:00
4.	Art 5/STM 4/LS3	10:00-10:30
5.	Art 4/STM5	10:30-11:00
6.	Art 3/Music 4/GU5	11:00-11:30
7.	Music3/GU5	11:30-12:00
8.	Music 5/PE4	12:00-12:30
9.	STM3	12:00-12:30
	<i>Teacher Consultation Opportunity By Appointment</i>	12:30-2:00



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Middle School Plan for Content Delivery

Daily Routine Based Classes Departmental

- **Math classes**, students will refer to their leveled teachers daily instructions on the Google Classroom. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons.
- **History classes**, students will refer to their grade level daily instructions on the Google Classroom for instructions. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons. Note taking, reading, current events and historical videos will be used weekly.
- **Religion classes**, students will refer to their grade level daily instructions on the Google Classroom for instructions. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons. Note taking, reading, liturgical events and prayer will be addressed.

Weekly Routine Based Classes

- **Science** The 5Es are an instructional model encompassing the phases Engage, Explore, Explain, Elaborate, and Evaluate each way of thinking will have a designated day. *Due to the nature of science labs and projects there may be a few days to complete work without daily submission.* Documents/Labs/Videos Etc are posted in the Google Classroom. Zoom as needed and posted in Google Classroom. Some pre-record video lessons will be used to enhance the digital experience of asynchronous lessons.
- **Integrated Language Arts:** Classes will follow the school schedule. Live virtual classes will be scheduled 3-5 days per week. A set schedule will be posted in advance in Parent Square and Google Classroom. Class assignments and reviews will be posted daily. Zoom invites will be posted in advance. In addition, a day will be designed for extra help as need be for both modalities of ILA.
- **Spanish (6-8):** Classes will follow the school schedule. Live virtual classes will be scheduled according to the block schedule listed below. Check Google classroom Assignments and for Zoom opportunities.

Virtual Plan for Specials Classes:

Specials classes (Art, Music, Physical Education, Life Skills, Tech/STEM, Guidance & K-5 Spanish) will use Google Classroom to post lessons and assignments for each grade level every Friday morning by 8am. Students will have until the next Friday at 8am to complete any work. Lessons may use virtual tools like Loom, ScreenCastify and FlipGrid, as well as other videos and tools within the Google Suite.

Below is a suggested schedule for students and families to follow, and in the event a teacher would like to Zoom live with a class, that teacher will use this schedule and announce the Zoom in advance via Google Classroom.



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Virtual Only Schedule. Each homeroom teacher will communicate the final times and when virtual only is mandated, here is our template for the Middle School.

*** Take Screen Breaks as needed. Period 5 no classes meet as this is when lunch is scheduled.**

Monday/Wednesday P1 - P4		Tuesday/Thursday P6 - P9		Friday Specials Day	
Prayers/Pledge Login	Student led independent	Prayers/Pledge Login	Student led independent	Prayers/Pledge Login	Student led independent
Period 1 8:30-9:00	Check into Google Classroom Zoom opportunity or Lesson Posted	Period 6 8:30-9:00	Check into Google Classroom Zoom opportunity or Lesson Posted	Page Down to find the Friday Schedule for Specials Art Music Guidance/LS STEM Technology Spanish Lower Grades PE Lower Grades <i>Make sure all your weekly or late assignments and assessments are submitted.</i>	
Period 2 9:15-9:45	Check into Google Classroom Zoom opportunity or Lesson Posted	Period 7 9:15-9:45	Check into Google Classroom Zoom opportunity or Lesson Posted		
Period 3 10:00-10:30	Check into Google Classroom Zoom opportunity or Lesson Posted	Period 8 10:00-10:30	Check into Google Classroom Zoom opportunity or Lesson Posted		
Period 4 10:45-11:15	Check into Google Classroom Zoom opportunity or Lesson Posted	Period 9 10:45-11:15	Check into Google Classroom Zoom opportunity or Lesson Posted		
LUNCH 11:30-12:00 Independent Reinforcement/Work Submission of Period 1 <i>Teacher online for help</i>		LUNCH 11:30-12:00 Independent Reinforcement/Work Submission of Period 6 <i>Teacher online for help</i>			
12:00-12:30 Independent Reinforcement/Work Submission of Period 2 <i>Teacher online for help</i>		12:00-12:30 Independent Reinforcement/Work Submission of Period 7 <i>Teacher online for help</i>			
12:30-1:00 Independent Reinforcement/Work Submission of Period 3 <i>Teacher online for help</i>		12:30-1:00 Independent Reinforcement/Work Submission of Period 8 <i>Teacher online for help</i>			
1:00-1:30 Independent Reinforcement/Work Submission of Period 4 <i>Teacher online for help</i>		1:00-1:30 Independent Reinforcement/Work Submission of Period 9 <i>Teacher online for help</i>			
1:30-2:30 <i>Student homework/ Teacher Prep Time</i> <i>Student homework/ Teacher Grading and Communication</i>		1:30-2:30 <i>Student homework/ Teacher Prep Time</i> <i>Student homework/ Teacher Grading and Communication</i>		1:30-2:30 <i>Submit weekly assessments & MIA Work</i> <i>Teacher Prep Time</i>	



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Friday Specials Day K-8 Art, Music, Phys. Ed., Life Skills, STEM/Tech, Guidance, Spanish K-5		
1.	Art 6/Music 8/SP 5/STM 7/GU4/PE2/LS1	8:30-9:00
2.	Art 7/Music 6/SP4/STM 2/GU3/PE5/LSK	9:00-9:30
3.	Art 8/Music 7/SP3/STM 6/GU2/PE1/LS4	9:30-10:00
4.	Art 5/Music K/SP2/STM 4/GUK/PE6/LS3	10:00-10:30
5.	Art 3/Music 2/SP1/STM5/GU8/PEK/LS6	10:30-11:00
6.	Art 4/Music 3/STM1/GU5/PE7/LS8	11:00-11:30
7.	Art 2/Music 4/STM 8/PE3/GU5/LS7	11:30-12:00
8.	Art 1/Music 5/STMK/PE4/GU6/LS2	12:00-12:30
9.	Art K/Music1/STM3/PE8/GU7/LS5	12:00-12:30
	<i>Teacher Consultation Opportunity By Appointment</i>	12:30-2:00



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Student Name: _____ HR: _____ Class # _____

*table below will be completed by student in-person remote learners will have log-in page emailed

Website	Username	Password
Google Classroom/Drive		
HCA gmail		
Math IXL		
Pearson		
Genesis		
Spelling City		
Scholastic Scopes		
Quizlet		
DE Techbooks		
realidades.com		
Google Classroom Join Classroom Codes	Given to you in class listen and write	Math
Guidance/LS	STEM/Tech	Art
Spanish	PE	Music

Attached you will find your personal schedule and remote learner passcodes



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Conduct Agreement: Guidelines for Success in the HCA Remote Classroom

Remote learning is equal to learning in person, therefore the behavior that is expected and accepted in the classroom is the same behavior that we expect when you log in remotely. The policies that are outlined in our *Holy Cross Academy Handbook* apply to our remote learning classroom as well as the items listed below, by example but not limited to:

1. Educational workspace set aside for *Remote Learning*.
2. Education routines suggested by the teacher should be supported at home.
3. Availability of internet connection and a functioning device to be used daily. Prompt parent/student communication when situations arise.
4. HCA class materials (such as binder, textbooks, workbooks, lesson materials, etc.) as communicated by the teacher must be available in the educational workspace. All information is posted digitally. Please reference your teachers' *Google Classroom* and *ParentSquare*.
5. Assignments given need to be submitted via *Google Classroom* to receive credit, unless otherwise specified.
6. Attendance is mandatory for the scheduled online instruction. Students are required to appear on the screen for the duration of the video class. Teachers will report unexcused absences to the office. Please enter the live class with your correct name so a teacher can take attendance.
7. The use of cell phones, gaming, toys, eating or other distractions is NOT acceptable at school therefore they will NOT be tolerated in our digital classroom.
8. Students are to wear HCA gear when they are attending our digital classroom and log in from an educational workspace in their home.
9. Refrain from at home disruptions of any kind during a live video class. The teacher has permission to manage the digital classroom environment.
10. Students/parents are required to regularly check *Google Classroom*, Email, and *Parent Square* and read class-related news and announcements throughout the school year. We ask that you reply to any teacher/administrator communication in a timely fashion. We also ask that you respect the teacher's school hours.
11. Assignments that are not submitted by 4 p.m. on the due date will be marked late at the teacher's discretion.
12. Students are reminded that academic integrity is an ongoing expectation at HCA.
13. Any student conduct which is inappropriate will be reported by the teacher to the administration. Administration will follow-up with parent/guardian.
- 14. No party is permitted to record, capture or share any lesson without previous formal expressed permission from the teacher and the guardians of all students involved.**



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Above you have read the:

Conduct Agreement: Guidelines for Success in the HCA Remote Classroom

Return this page to your homeroom teacher

Homeroom teacher _____

Parent Acknowledgement _____

Student Acknowledgement _____