

Family Guide to Academics for 2020-2021 School Year

Guiding Principles

1. The COVID-19 pandemic presents many challenges, but Frassati Catholic High School remains the **same school**. We are even more committed to our **mission**: to form agents of change who will help build “a culture that embodies the truth about the human person who is destined to share in God’s own divine life.”
2. We **do not plan** on moving to whole-school remote learning. This guide includes expectations for all students and specific information for remote learning, which may take various forms throughout the year.
3. Remote learning will have more **structure** than during 4th quarter emergency closing. This applies to synchronous learning and all-school remote learning.
4. We will remain **flexible** and realistic because of the many variables of working and learning in-person and remotely during this difficult time.
5. We will teach and expect **virtue** in a virtual space and at school.
6. We will try to make the remote experience as close to the **in-person** experience as possible, conscious that nothing can fully replace education in-person.

Communication

1. Students should take the initiative in communicating with their teachers before involving their parents. Face-to-face communication is the first and best option. Without that, students have the following options:
 - a. **Google Classroom comments:** Students may use the comment function to ask questions or share information with their teachers. Students should think carefully about whether a given comment is best made publicly (classmates can see) or privately (only teachers can see).
 - b. **Email:** Students may email teachers. Students should respect the fact that these are still student-teacher communications.
 - c. **Phone Calls:** In rare cases (such as poor Wifi), teachers may arrange, with parental permission, to talk with students over the phone.
 - d. **Google Meets:** Students may attend optional Google Meets to get extra help. In rare cases, they may also arrange to have a one-on-one Google Meet with a teacher for academic assistance. These are recorded.

2. Attendance:

- a. If students are remote learners and too sick to attend class virtually via the Google Meet, a parent will need to send an email to attendance@frassaticatholic.org by 8:00 am to notify the school of the absence for it to be excused.
- b. If students are in-person learners and are not going to be physically present on campus for any reason, a parent will need to send an email to attendance@frassaticatholic.org by 8:00 am to notify the school of the absence for it to be excused. These students have the option to attend class virtually via Google Meet and not be counted absent. To be “present” for a class, though, the students will be expected to log into the Google Meet within the **first ten minutes** of class and complete all work assigned by the teacher within the same time frame as the students physically present in class. If a student attends class virtually, a parent must still email attendance@frassaticatholic.org by 8:00 am to notify the school. If in-person learners are absent and too ill to attend class virtually, they will be afforded the amount of time for make-up work as stated in the *Parent and Student Handbook*.
- c. Virtual Learning Attendance Codes
 - RP - remote learner is present in Google Meet
 - RA - remote learner is absent from Google Meet
 - AV - in-person learner is off campus but present in Google Meet

General Information for Remote Learning (all students should be aware of this)

*This includes long-term remote learners, absent students joining remotely, and all-school remote learning. Some of these items also apply to in-person learners.

Student Responsibilities:

1. Manage and maintain an at-home device that has camera and microphone capabilities and the ability to use all of the Google Suite.
 - a. Communicate with the teacher if this is a difficulty.
 - b. Communicate with [Mr. Janise](#) for assistance with the Google Suite.
2. Check Google Classroom daily. This is the home base for class information.
3. Check PowerSchool regularly.
 - a. Communicate directly with teachers if there are questions.
4. Follow teacher directions about materials used, time limits, etc. in order to maintain academic integrity, particularly for quizzes and tests taken remotely. Violations will be treated as plagiarism and/or cheating (see Discipline section).
5. Communicate with the teachers regularly (see more details below).

6. Google Meet expectations:
 - a. Join at the beginning of class. Attendance will be taken within the ***first ten minutes of class*** and not adjusted afterwards. It is very important that all students who are learning from home get logged in early so that they do not have to worry about being late and counted as absent.
 - b. Wear the uniform shirt (some classes may require different apparel or the full uniform, depending on the activity)
 - c. Maintain all of the grooming requirements for school (see *Handbook*)
 - d. Students should be seated in a chair with a neutral background. Beds should not be visible at any time.
 - e. Students should be exclusively focused on the class while it is in session. Cell phones and other distractions should be put away, just as at school.
 - f. Images or video from remote learning may not be shared without explicit permission from Frassati Catholic personnel.
7. Discipline (can affect admission to NHS, exemptions, etc.)
 - a. Students will follow the directions of their teachers and school policy.
 - i. Failure to do so, even remotely, will be treated as other disciplinary issues are during in-person learning.
 - ii. For smaller infractions (lunch detentions in person)
 1. First offense: Warning to student
 2. Second offense: Email to parents, recorded as lunch det.
 - iii. For major infractions (equivalent of after-school/Sat. detentions)
 1. Phone call to parents
 2. Dean of Students enters the incident into records as an after-school or Sat. detention.

Teacher Responsibilities:

1. Share code for Google Classroom and teach students how to use it, as needed.
2. Share name for class Google Meet and teach procedures for using it.
3. Update grades on PowerSchool at least every two weeks.
 - a. Give zeros for missing work, with a code indicating the reason. Update these grades if and when the work is completed, according to absence/late work policy.
4. Include live teaching (via Google Meet) for **at least part** of each class period.
5. Provide regular skills practice and feedback so students can track their progress.
6. Maintain class discipline by issuing reminders, communicating with parents, and communicating with the Dean of Students, who will enter behavior incidents into the students' behavior record.
7. Initiate communication with students and parents for students who are struggling academically or otherwise.

8. Provide the appropriate accommodations listed for designated students, in consultation with the student, parents, and [Mrs. Bonini](#).

Specifics for Synchronous Learning*

***Note:** Other students are encouraged to use these same tools when they are home sick/in quarantine but well enough to do work. This option should help ease the burden of missing school.

1. **Morning Announcements:** Students will receive a typed copy each day.
2. **Attendance:** Taken according to presence on Google Meet within the first ten minutes of class. If Meet is not working, the student should try to communicate this to the teacher via email or the chat feature if that is working.
3. **Class time:** Once on Google Meet, class will continue under the teacher's direction. The students should have access to lectures and class activities, including quizzes and tests. Depending on the activity, the teacher may give alternative directions to remote learners.
4. **Google Meet:**
 - a. Students should keep their cameras *on* throughout the class.
 - b. Students should normally mute themselves and use the chat feature.
5. **Technology:**
 - a. Students are responsible to have a working device (with working microphone and camera) and Wifi such that they can be on Google Meet from 7:45 to 2:50 (with breaks).