



DISTANCE LEARNING HANDBOOK

2020 - 2021

“So that they may all be ONE,
as you, Father, are in me and I in you”
John 17:21

Introduction

ACS values our families and respects the right of each family to make their own choice in returning to campus. As such, we are prepared to support and accommodate decisions to learn from home. Families may select to begin the school year via distance learning. This option requires a nine-week commitment AND the family's adherence to following the policies stated within this handbook. Regular tuition and fees still apply.

Currently enrolled ACS students in Grades K-8 can enroll in the ACS Distance learning Option. This is a nine-week commitment. This is only being offered for the Fall Semester (Quarters 1 and 2). Distance Learning will not be available in the Spring Semester (Quarters 3 and 4). Families may elect to enroll in the first quarter and are not required to enroll the second quarter and vice versa. Regular tuition and fees apply.

Family Commitment to Distance Learning

As the teacher will not be physically present, Distance Learning will place greater responsibility on the family. Families who enroll in the Distance Learning option will be required to commit to the policies stated within this handbook in addition to the ACS Parent/Student Handbook.

Families must make a 9-week commitment to distance learning to participate. Remaining consistent for the students in and out of the classroom is a priority. Students who demonstrate a decline in progress will have the option to transition back to the classroom in collaboration with the Instructional Leadership Team.

Microsoft Education

Teachers, students and parents were provided training on the Microsoft Education platform at the beginning of the school year. Training included webinars from Microsoft Education. Video tutorials were provided as a resource to families for Distance Learning.

Synchronous Learning

Students must participate in live-streamed lessons for all core classes via Microsoft Teams. Videos will **not** be made available for viewing later if a student misses class. Microsoft Teams will be utilized for video conferencing in real-time for these classes so that the student can listen to and see instruction happening in real-time. Teams will also be used to allow the student to ask and answer questions, participate in class discussions and participate in group collaboration.

Right to Amend

Assumption Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to families via email.

Roles in Distance Learning

Student Role:

- Follow the digital schedule provided by your teacher in Teams and commit the recommended hours of learning each day. Take breaks for movement throughout the day.
- Login to Microsoft Education each morning for information on classes, assignments, and resources.
- Check school-issued email regularly using Microsoft Outlook.
- Gather and have materials ready for each school day the night before (ie. supplies, printed resources, texts and workbooks). All assignments and materials for the next day are ready for view and print by 6pm each evening.
- Ensure that you can easily access usernames and passwords for instructional resources.

- Identify a comfortable and quiet space to learn and study.
- Engage in online learning activities being offered by your teachers and/or provided through online resources. This includes both synchronous (live) and asynchronous (pre-recorded) lessons.
- Submit all assignments by due dates established by your teacher(s).
- Communicate needs or questions to appropriate personnel (i.e.. your teacher, school counselor, ESE teacher)

Family Role:

- Assure that a working device (desktop, laptop, tablet), printer and internet access are available at home. Contact the school office via kbowman@assumptionjax.org if your student is in need of a device and/or internet access for at-home use. The school cannot guarantee device availability/internet access but will work to help provide access, if possible.
- Monitor school communications for up-to-date information regarding school closures, distance learning plans, and distance learning resources.
- Visit www.assumptionjax.org for tutorials, resources and up-to-date information on distance learning.
- Ensure that your children know their usernames and passwords for instructional resources and encourage appropriate participation in distance learning.
- Maintain communication with your children’s teachers, school counselor, and ESE director.
- Engage your children in conversations regarding assignments.
- Monitor time spent engaging in online and offline learning.
- Support your children’s emotional balance by providing time for physical activity and play.

Microsoft Teams

Microsoft Teams

The school’s preferred communications platform is Microsoft Teams. Microsoft Teams is a digital hub that brings conversations, content and assignments together in one place. Teams integrates all Microsoft Office 365 applications (Excel, Forms, OneNote, PowerPoint, Word, etc). These applications are all available to students using their school-issued email addresses. In addition to Teams, teachers may utilize OneNote, FlipGrid, and other online applications for Distance Learning.

Each student has received a Microsoft Education account issued to them and managed by the school. This username and password must be used when accessing everything Microsoft, including Teams.

Assignments and Class Materials in Teams

All ASSIGNMENTS and CLASS MATERIALS will be made available to students by 6:00 pm each day for the following day’s instruction and assignments. Students are required to print all materials and assignments the evening before school.

Assignments are due in REAL TIME. Assignments may not be completed early as the student must receive instruction from the teacher during the Live Class first. If a student submits an assignment early, the assignment will be graded as is and the student will not have the opportunity to redo the assignment. Upon completion, all assignments must be submitted digitally within Teams in the assignment. Completed assignments may never be emailed to a teacher. All work will be received, submitted and then provided feedback within Microsoft Teams.

Microsoft Office Lens

It is recommended that students use Microsoft Office Lens when required to submit a scanned image of their work. This is a free app that allows the student to easily scan a document with a device. Once downloaded, the app requires the student to sign in using their school-issued Microsoft email address. Every document that is scanned in Office Lens automatically saves to the student’s Microsoft OneDrive account for easy access when submitting assignments.

Resource Classes

Resource teachers will post weekly pre-recorded lessons and assignments each Friday afternoon. Completed assignments will be due the following Friday by 8am. Spanish (Gr K-5) and Library (Gr K-4) classes are live.

DISTANCE LEARNING POLICIES

Scholar's Distance Learning Pledge

All students are required to work with fidelity and submit their best work. The Diocese has provided the school with a "Scholar's Distance Learning Pledge". All families are required to sign this pledge. This pledge will further support the requirement for students to work honestly, pursue their education with diligence, renounce mediocrity, and much more. [Click this link to sign the pledge. Scan and email to Mrs. Churchill.](#)

Assessments and Grading

Teachers are instructed to continue grading just as they would in the regular classroom. Grades are based on mastery, not completion. If a student fails to submit an assignment within the due date and time, the grading policy set forth by the school and teacher will go into effect. Extensions of time for assignments will not be provided for Distance Learners. All missed work will show as a Zero (0) in the student's Gradebook on FACTS SIS.

Tests will be administered by the classroom teacher or the classroom aide in the student's LIVE CLASS. Tests are available for printing at 7am the day of the test(s). Families are responsible for printing all assessment materials and having them ready prior to the scheduled testing time. If a student is not present or tardy to a testing time AND/OR does not have materials for testing printed and available, they may receive a zero on the assessment and will not be provided time to make up the assessment. This issue may be cause for the student(s) to return to the physical classroom.

Students are required to keep their camera on throughout the duration of testing. They must be visible and present the whole time. Students who leave a meeting during testing will be penalized. Students must adhere to the Scholar's Distance Learning Pledge.

Attendance

Daily and hourly attendance will be taken and recorded. Students will be required to attend and participate virtually during regular school hours 7:55am – 2:55pm. This means students are required to be present, visible, and active during **HOMEROOM and all LIVE CLASSES**. Students learning from home must adhere to the Attendance Policy outlined in the Parent Student Handbook as it refers to daily attendance and tardiness.

Just as in the regular classroom, the student must be present and **visible** for the entire duration of the class. If a student leaves the class and/or turns their camera off and are not visible in the screen, they will be marked absent for that class. The student will not be readmitted into the class for that period. The student will then be required to complete the missed work in accordance with the Missed Work Policy outlined in the Parent Student Handbook.

Device and Internet Access

We ask that families utilize their own devices at home if they have them. Each student in the household must have a separate device. Recommended devices include a desktop, laptop, or tablet with adequate internet access. A phone is NOT a recommended device. The device must have a working camera and microphone AND must be able to support interaction in Microsoft Teams online. Adequate WIFI is necessary for a student to be enrolled in Distance Learning. It is also recommended that students use headphones for sound quality. Families needing assistance in acquiring a device must state this in the Distance Learning Parent Survey that was provided. We will work to loan families a device, if needed. Availability is not guaranteed.

Dress Code

Students must adhere to the ACS Parent Student Handbook uniform policy. This means students will be required to wear the school uniform for at-home learning during all LIVE CLASSES.

Norms for Teams Meetings (LIVE CLASSES)

To provide seamless instruction for both in-class and distance learners, students must follow the below norms for Teams Meetings/Live Classes:

1. The microphone must be muted when you are not speaking. This allows for better sound quality for all.
2. Make sure your sound on your device is on so that you can listen to instruction from your teacher.
3. The video camera must be on throughout the duration of the class. This is one way we can ensure your attendance in class.
4. Only the student should be visible in the camera, not the parent/guardian.
5. Check your video background. Have a wall behind you or blur your background.
6. Check your video angle. Your teacher wants to see your face.
7. Use the chat feature or virtual hand feature to ask questions.
8. The chat feature is only for asking the teacher questions. Students may not use this chat to talk to peers, unless directed to by the teacher.
9. Only the student can ask questions in the class, not the parent/guardian. If the parent/guardian has an essential question, they may contact the Distance Learning Coordinator. If the parent/guardian has a question for the classroom teacher, the teacher must be contacted via email.
10. Students must be considerate with their words when using the chat feature and/or asking questions verbally in class. The student should not call out to the teacher. Just like in the physical classroom, the student must wait to be called on before unmuting and speaking.
11. Students should not be doing anything they would not do in the physical classroom. This includes leaving to use the restroom unless asked or unless it is a break time, using a cell phone, chewing gum, eating, etc.

Pace and Rigor

Learning will reflect the same pace and rigor of in-person instruction. Students will be required to complete all assignments administered in the same time period as the students learning in the classroom. Extensions will not be provided for distance learners.

Parent Student Handbook

All students will be required to follow the policies set forth in the Parent Student Handbook. Families will receive this handbook during the first week of school. Families will be required to sign the “Family Signature Page” and submit this to the principal by August 31st. [Click the link for the Parent Student Handbook. Sign, scan and email the signature page to Mrs. Churchill.](#)

Recording Meetings

Meetings may not be recorded. In the state of Florida, it is a crime to record participants without permission. The school does not give permission for any type of recording to occur.

School Work

Homework, class work and assessments will follow the ACS Parent & Student Handbook as well as the teacher’s classroom policies. The grading policy for students learning remotely will follow the same grading policy as in the physical classroom.

Student Materials

Textbooks, pre-ordered school supply boxes, and any class-issued materials were scheduled for pick up at the start of the school year. Families are required to print any worksheets or assignments at their own expense that cannot be accessed within the textbooks, workbooks or completed digitally.

Student Schedules

A student schedule will be provided with in Teams in the General Channel. The schedule will outline times for live classes, resource classes, lunch, breaks, etc. As in the regular classroom, time allotted for subjects taught in the classroom can change. Any changes to the schedule will be emailed by the teacher, if they occur, and set up on Teams for viewing. It is recommended that each student post a printed schedule in their workspace.

Student Workspace

Each student working at home needs to have a dedicated workspace. This space will be used to organize materials so that they are easily accessible, will be the location for all the student's live classes, and will serve as a place for completing schoolwork throughout the school day. This space should be in a quiet location of the house free of noise and traffic. The teacher should see only the student in the workspace, no other persons in the house should be visible as this can be a distraction. The workspace should include a desk or table where the student attends classes and completes work.

Student Support

Progress Monitoring

The STAR Reading and Math test must be administered to all students three times a year. This is one of the ways ACS monitors student progress. Students who are learning from home must come into the school for testing. This will be pre-scheduled and in a designated, isolated and sanitized location of the school. Testing allows the school to monitor a student's progress and to ensure that they receive appropriate instruction and resources.

If there is a decline in student progress during Distance Learning, the school will require that the student return to the physical classroom for instruction. Our goal is to ensure student success academically, behaviorally, and emotionally.

ESE Services

The ESE teacher will continue to monitor progress and check in with students who utilize documented IEPs, 504 Plans or Student Support Plans. It can be difficult to provide accommodations for online learning. Research shows that online/virtual program makers do not take into consideration the needs of students with disabilities when they design their programs. Online learning limits the modalities/formats of learning, meaning it can be difficult for some students with disabilities to be successful learning virtually. Considering the above, while working alongside the school's ESE Director and School Counselor, the school will work with families to ensure that accommodations that can be provided are provided. Additional interventions may be provided if the student is regressing.

Guidance Services

The School Counselor will check in with students who do NOT receive accommodations in order to ensure that adequate progress is being made in Distance Learning. If progress declines, the counselor will work with the teacher and parent on providing additional support to the student. The School Counselor will also provide Social Emotional Learning support, as needed at an age appropriate level. She will also be available to meet with students for counseling online if needed. This will be scheduled between the counselor and parent.

Extra-Curricular

The Distance Learning Option is designed for student safety. Students who enroll in Distance Learning will **not** be permitted to participate in any school-sponsored extracurricular activities. This includes but is not limited to sports and after school activities and clubs.

Contacts

Help in the Classroom
Your Classroom Teacher

Distance Learning Coordinator
Kelli Rennert
krennert@assumptionjax.org
(904) 651-2460

ESE Services
Tammy Whitcomb
twhitcomb@assumptionjax.org

Accelerated Reader
Jackie Conrad
jconrad@assumptionjax.org

Login Username & Password Help
IT Department
tech@assumptionjax.org

Guidance Services (Social Emotional)
Kelli Rennert
krennert@assumptionjax.org

Distance Learning Handbook Signature Page

I have read the 2020-2021 ACS Distance Learning Handbook and agree to follow the school policies and procedures as stated. I understand that non-compliance with these policies

Family Name (Print)

Parent Signature

Student Signature

Student Signature

Student Signature

SIGNED FORM DUE TO MRS. CHURCHILL by September 2, 2020.

SCAN and EMAIL your signed form to jchurchill@assumptionjax.org