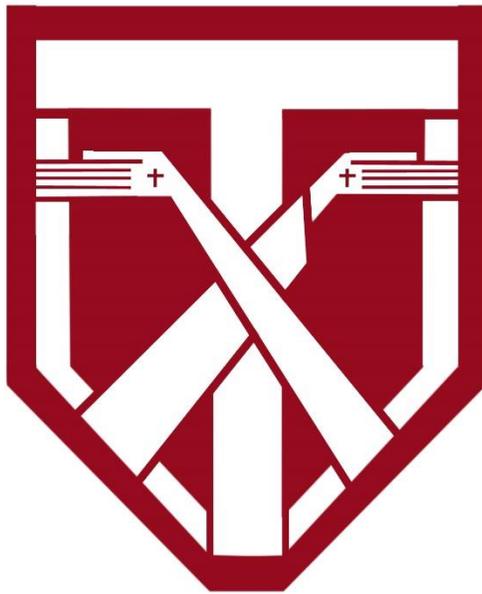


ST. MARGARET REGIONAL SCHOOL



Remote Learning Parent Guide 2020-2021

OVERVIEW

The 2020-2021 school year provides the opportunity for students to learn in the classroom or remotely, according to their families' preferences and circumstances. The intent of remote learning is to maximize student learning in a safe environment. While our school is open for in-person instruction, we have the ability to offer remote learning for students with health concerns. The school's instructional plan leverages technology so that instruction and learning are as fluid and transferable as possible between onsite learning and remote learning. The intent of this parent guide is to outline the process and expectations for remote learners.

How will students participate in Remote Learning?

Our school will be using videoconferencing technology through Zoom or Google Meets for remote learning students to be live "in the classroom" and interact with the teacher and classmates as much as possible. Each classroom has the capacity to livestream class every day so that remote learners and in-seat students will receive synchronous instruction. Remote students will have access to instructional materials and assignments through the school's Learning Management System (LMS) Google Classroom.

How will Remote Learning for 2020-21 differ from Remote Learning this past March-June?

Remote learning will mirror the in-seat experience as closely as possible. This represents a change from some approaches taken during 2019-2020, which often were a combination of online activities and "seatwork," with limited synchronous instruction. The intent is for instruction to be as similar as possible, and as simultaneous as possible, for students in-seat and learning remotely.

Most teachers advanced considerably during the 2019-2020 school year in their use of technology to support student learning. Our school has heavily invested in technology and professional development for teachers. We have contracted with Lincspring, a leader in providing synchronous and asynchronous, to provide personalized professional learning in the area of 21st Century learning for our teachers. Lincspring also provides coaching support and guidance for teacher collaboration through Professional Learning Communities.

THE REMOTE LEARNING EXPERIENCE

What will Remote Learning look like for students each day?

Given that our goal is for remote learning to track the schedule for in-classroom learning as closely as possible, the expectations for all students are:

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- St. Margaret remote learners should join the Morning Prayer and Pledge of Allegiance as it live streams on Facebook.
 - These students must wear their school uniform, be well groomed and seated at a desk or table with all of their supplies at the ready for learning just as they would be if they were in the classroom.
 - Students must be “live” on screen for the duration of the class. They may not post a static picture of themselves, change their background or access any of the features to change their appearance.
 - Students will follow the instructions of their teacher(s) to access all information about remote lessons.
 - Teachers have been asked to provide students and parents with a schedule and comprehensive instructions for each remote class.

What will assessments/assignments and grading be like for students on Remote Learning?

Student assessments will continue the expectation of rigorous, authentic, age-appropriate assessment in a variety of ways in all subjects. Teachers will regularly engage remote students in assessment for learning (formative assessment) and assessment of learning (summative assessment), as they would in-seat classroom and learning conditions.

Assessments/assignments may take many forms, such as electronic tests and quizzes, through the school’s LMS Google Classroom. Each teacher will provide information regarding the grading for each assessment. For example, will the assignment count as classwork, a quiz, or a test. When appropriate, teachers will provide a rubric to accompany a specific assignment.

Teachers will also provide a due date for each assignment. Many assignments will be due on the same day it is assigned. Some assignments will have a special identified due date. ***It is the responsibility of each student to meet coursework deadlines as established by the teacher.*** The grade of a late assignment will reflect the “late policy” consequences established by each teacher.

Students learning remotely will be accountable to the same assignments and grading standards as in-seat students.

Will accommodations be made for students with learning needs and/or an ISP?

In order for teachers to continue their work in helping a student meet their academic goals for the year, teachers will continue to make appropriate modifications for remote learners as needed.

TECH SUPPORT

What if a student learning remotely has a problem with the school LMS such as Google Classroom, their school issued device iPad or technology in general?

If a student is having a problem with Google Classroom, their school issued device, or technology in general, he/she should contact Mrs. Santarelli at ksantarelli@stmargarets-rs.org or 856-845-5200.

If a student is unable to access the Internet due to lack of connectivity, electrical failure or other extenuating circumstances, this must be documented by the parent in the form of a signed note and sent to the school. Parents/guardians should make every effort to troubleshoot and ensure internet connectivity in the home or remote location.

Do parents have access to their child's LMS such as Google Classroom account to help facilitate assignments if needed?

Parent access to the LMS account in Google Classroom is available. For assistance accessing the account, parents should contact the homeroom teacher first. If the issue cannot be resolved then contact Mrs. Santarelli.

WORTHY OF NOTE

How will attendance be taken for students on Remote Learning?

Students on remote learning are required to log-in to the LMS (Zoom or Google Meets) for live streaming of class **every** day beginning at 8:10 AM. If your child is not logged in and visible for the live stream class, the student will be considered absent for the day.

Renweb will display an attendance code for students who are attending school remotely.

If a remote student is ill and cannot participate, parents should follow regular call-out procedures and contact the school before 7:55 AM. *In the event of an absence, a student is still responsible for completing the day's assignments in a timely manner as per the Student Handbook (pg.14).*

What if my student needs to meet with the counselor, principal, or other staff member?

Parents or students should call or email to schedule a telephone call or video conference. To be a valuable resource to help a student in need of assistance, a parent must approve the form of communication and be present during the communication between the student and counselor.

How does the Student/Parent Handbook apply to Remote Learning Days?

The Student/Parent Handbook applies to all school days, including Remote Learning Days. This includes the uniform policy. Students need to be in their school uniform shirt and pants/skirt/jumper/skort (according to the time of year) when working from home or a remote location.

Please be reminded that all other policies apply including: Academic Integrity Policy, Mutual Respect Policy, Electronic/Computer Use Policy and laptop/iPad Policy, Tobacco/Controlled Substance Abuse Policy, Drug, Steroid and Alcohol Policy, and Law Enforcement Reporting Policy.

What are student expectations during Remote learning?

- Access lessons for all classes
- Engage in and complete lessons/learning/assessments as directed by teachers
- Ensure they set up a remote workspace and/or calendar to help manage their time
- Contact teachers with questions about activities and assignments
- Submit assignments within a teacher assigned framework
- During live instruction and interactions with class, the video must be on with no artificial backgrounds
- Exercise academic integrity with all work completed and assessments
- Follow the teacher's guidelines for online/remote expectations (uniform, materials, etiquette for live streaming)

What are parent/guardian expectations during Remote learning?

- Monitor and/or review lessons with your children
- Ensure students set up a remote workspace and/or calendar to help manage their time
- Always communicate issues or questions with the teacher first
- If an issue cannot be resolved at the teacher level, then contact the principal
- Report student illnesses following our school illness policy
- Support students with remote learning as needed
- Prepare your child for daily virtual lessons and are school ready (i.e. uniform, materials, computer charged).
- Ensure students are academically honest and supportive of the learning process

Parent/Guardian Agreement for Remote Learning

Families who choose remote learning will be permitted to change their selection at the end of each academic quarter (i.e., transition from remote learning to classroom learning).

All Parents and Guardians are asked to sign the form below acknowledging that you are aware, accept and agree to abide by the policies, rules, guidelines and procedures for remote learners. Please sign and return this document (electronically if necessary) by September 14, 2020.

St. Margaret Regional School

773 Third Street

Woodbury heights, NJ 08097

856-845-5200

www.stmargarets-rs.org

I/We am/are aware, accept and agree to abide by the policies, rules, guidelines and procedures for remote learners. Please return this document (electronically if necessary) with signature by September 14, 2020.

Student Name: _____ Grade _____

Parent/Guardian Printed Name and Signature

Parent/Guardian Printed Name and Signature

Date: _____