



SHCS



Revised 08.21.2020

Remote Synchronous Instruction Information and Contract

2020-2021

Overview

St. Helen Catholic School will provide a Remote Synchronous Instruction program for students not returning to in-person instruction at this time. The following plan has been created to comply with requirements set forth by the Texas Education Agency (TEA), the Texas Catholic Conference of Bishops Education Department (TCCB ED), and the Office of Catholic Schools for the Diocese of Austin.

Learning Environment and Supplies

- Learning space in quiet area of the home (per student - provided by parent)
- Computer or Chromebook with webcam capability (per student)
- Device to scan and submit assignments
- Strong, reliable internet connection
- Regular school supplies
- Textbooks (will be provided by the school)

Platform for Instruction And Submission of Assignments

- Instruction will be delivered via Google Meet or Zoom
- Assignments will be submitted via ClassDojo (**PK-2**), Google Classroom (**3-8**), digital platforms which accompany textbooks, online support programs, or Hard copy packets delivered to the school by parents.

Uniform Expectations

- Students will be required to wear their SHCS uniform polo or PE shirt while attending class remotely.

Attendance Requirements

- Remote Synchronous Instruction will follow the regular schedule of the school day. Schedules will be distributed as part of Parent Orientation information on August 12.
- Attendance will be recorded by each teacher as RP (Remote Present) or RA (Remote Absent).
- Students in Grades 3—8 must be logged in at the beginning of each class to be counted RP and remain until dismissed by the teacher.
 - Grades 6-8 = 4 hours (240 minutes)
 - Grades 3-5 = 3 hours (180 minutes)
- Students in Grades PK-2 will be logged in receiving instruction for 30 minutes a day Monday—Thursday. Work packets will be prepared for pick up, and completed work packets will be dropped off.
- Parent-led instruction, time spent on completing assignments, and homework do not count toward minimum daily instruction requirements.
- If a student is sick and unable to participate in remote instruction, RA (Remote Absent) will be recorded and make up work will be completed following the guidelines in the SHCS Parent/Student Handbook.

Behavior Expectations

- Students are expected to be engaged and participate. This will be the time when remote students are expected to ask questions and receive assistance from the teacher.
- Students will not act in a way which causes a distraction to other students.
- Students will agree to do honest work using only the tools and resources allowed by the teacher.
- Students will not share the link for instruction with others.

Academic Information and Expectations

- **Subjects Offered Through Remote Synchronous Instruction:**
Religion, Language Arts, Math, Science, Social Studies

Assignments:

- Will be the same as those given to students attending in-person instruction
- May be issued via ClassDojo
- May be issued via Google Classroom
- May be issued as hard copies to be picked up at and delivered to the school
- Must be completed according to due dates set forth by the teacher - assignments may not be done ahead of time or late (ex. All assignments for the week cannot be completed on Monday nor can they be put off and completed all on Friday)

Assessments:

- In order to ensure students are given every opportunity to display a solid understanding of content and skills, assessments will be administered in a variety of ways at the discretion of the teacher.
- Some assessments may be given via the digital platforms being used.
- Some assessments may be given after school hours one-on-one with the teacher at the school (Accelerated Reader tests, Chapter or Unit tests, etc.)
- STAR Reading, STAR Math, CoGAT, ACRE and any other standardized assessments will only be administered to Remote learners on campus.

Grading Policies:

- The grading expectations and policies for Remote Synchronous Instruction will not vary from the standard expectations for all SHCS students.

Ethics and Integrity in Ministry:

- There are EIM requirements which have been tailored for Remote Instruction and given to the schools by the Diocese of Austin. The main points which apply to schools are:
- One EIM qualified adult can be in the room when the in-person class is in session and students are participating remotely.
- Teachers are able to work with remote students one-on-one only in the event that a parent is present or the session is being recorded.

Contract

I/We have read the St. Helen Catholic School Remote Synchronous Instruction Information and agree to follow the policies and procedures stated. I/We understand that at any time our student(s) are ready to return to in-person instruction an appointment can be made to discuss the transition with Mrs. Sims.

Printed Parent Name: _____

Parent Signature: _____

Date: _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____

Printed Student Name: _____ Grade _____

Student Signature: _____

Date: _____