



# Fairfield College Preparatory School

A Jesuit, Catholic School of Excellence

## Virtual Learning Guidelines and Notes

### INTRODUCTION

On the first two days of virtual learning, all classes will meet for at least the first ten minutes in a Zoom session. This will give the faculty member an opportunity to address the class as a whole and to make any class specific announcements due to the switch from in-class learning to Virtual Learning.

### CLASS SCHEDULE

The Day / Date order will be altered and will change to alternating Day G and Day H schedules. The Community Period time on Day H will stay on as scheduled – no academic classes should meet virtually during this time, but this will allow students a break and for them to catch up on work.

### ABSENCES

- If students are “absent” their parents should submit an absence form as they would during a regular school day. It is important to be specific with the timing of the absence
- Students will be marked present or absent from class in two of the following ways:
  - If class is being held live via Zoom, teachers will take attendance during the Zoom session five minutes after the class period has begun.
  - If class is not being held live, students must complete an “exit slip” that is to be submitted at the end of the class period. This should be an assignment that takes all students no more than three minutes to complete.

### CLASSWORK AND HOMEWORK ASSIGNMENTS

- Faculty members will create an assignment on Schoology for every task that a student is expected to complete for class, including Zoom sessions.
- All assignments and tasks for students will be posted before each class begins.
- All assignments (with the exception of an exit slip to take attendance) are due by 8:30 a.m. the next calendar day, not the next day the class meets.
- “Class” time will be devoted to the delivery of content (Zoom session, video, etc.)
- All communication by teachers regarding changes in assignments, due dates, etc. will be communicated via Course Updates on Schoology – this will give students one place to go for all tasks and major announcements.

### COMMUNICATION WITH STUDENTS AND PARENTS

- Faculty will be available to answer students’ questions throughout the school day.
- Faculty will check daily for students of concern and e-mail them and copy their parents and counselors. A student of concern is a student who:
  - Is not completing assignments online
  - Is not present in Zoom sessions or did not complete the “exit slip” from classwork and was not marked absent
  - Has not responded to prior communication from faculty.
- Students and parents should use e-mail as their primary means of communication to faculty.

## **ZOOM SESSIONS**

- Zoom sessions will be held for all classes at least once per week.
- Student dress code will apply to all Zoom sessions.
- Students should be sitting at a desk or table in their home during a Zoom session.
- Zoom class sessions will be recorded and archived so that content can be made available to students in an asynchronous format.
- Students should sign into Zoom with their name as “FirstInitial LastName”.

## **EXTRA HELP**

All faculty will be available in a Zoom session from 8:15 a.m. – 8:35 a.m. and 2:30 p.m. – 3:00 p.m. for extra help sessions.

## **COUNSELING**

- Counselors will be reaching out to students and parents through email and Naviance.
- Counselors will also be available between 2:30 p.m. and 3:00 p.m. Students should use their free periods and contact their individual counselors in order to set up Zoom appointments.

## **OTHER NOTES**

- Because this is taking place in the final few weeks of the third quarter, the third quarter designation will be eliminated, and students will receive a grade in each course for the entire semester (this will appear on student’s report cards as the Q3 grade. Final Grades will be calculated as follows:
  - Q1: 20%
  - Q2: 20%
  - ME: 10%
  - Q3: 40%
  - FE: 10%
- Students are expected to treat virtual learning days as regular school days – wake up and eat breakfast before the school day begins.
- Students should have a dedicated space where they will be during the school day to complete their work.
- Students should use the Schoology Calendar to organize their day.
  - Students are encouraged to reach out to their teachers and counselors with concerns.