



MALDEN CATHOLIC

The Codivisional High School

Malden Catholic (Students) – Distance Learning Model

This document outlines our Distance Learning Model expectations and guidelines for the Malden Catholic community. Our goal is to provide a learning environment that will provide direct instruction to each student and allow them to achieve academic success as if they were at 99 Crystal Street.

Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 AM	A Period	D Period	A Period	D Period	Faculty Office Hours (TBD) HW Catch Up Day
9:30-10:15 AM	Personal Learning Time (Break)				
10:15-11:15 AM	B Period	E Period	B Period	E Period	
11:15-12:00 PM	Personal Learning Time (Break)				
12:00-1:00 PM	C Period	F Period	C Period	F Period	
1:00-1:30 PM	Personal Learning Time (Break)				
1:30-2:30 PM	Wellness (Boys) Leadership (Girls)	G Period	Wellness	G Period	

Distance Learning Schedule.

1. All classes must meet using the Zoom platform. Classes should involve both direct instruction and student independent work.
2. Zoom classes are scheduled for one hour. Direct instruction, typically between 15-30 minutes, may include different varieties of interaction. Ex: Lecture, Homework Review, Class Discussion, Video Review and Discussion, Lab Demonstrations, etc.
3. Each class meets 2 times per week. Three classes meet on Monday & Wednesday and four classes meet on Tuesday & Thursday. No classes are scheduled on Friday (time is provided to catch up on homework and contact teachers for extra help).
4. Following each class there is personal learning time for students to complete homework or further study.
5. The expectation is that students complete work during the class hour. If additional work is required for the class -- typically no more than 20 minutes -- students should plan to work on it during the break/personal learning time following that class and submit per teacher's instruction. The goal is that each student can complete all homework assigned that day with the time given.

Coursework

- The work assigned should be reasonable and reflects curriculum that would have been done in the classroom (reading, viewing video, written work, completing assessments)

- These structured assignments are meant to move the curriculum forward while we are in distance learning mode. The material will not be re-taught when we return to school, but it could be reviewed to check for understanding.

Daily Procedures:

1. Check student email, Lancer Link and Google Classroom early each morning, where you will find notifications for new assignments and meeting invites.
2. Make sure you have a quiet place to work and your technology is in good working order.
3. Join the first Zoom class at 8:30 a.m. and follow the schedule below.
4. Attendance is required. Teachers will notify the school office of missing students.
5. Students must have video on and remain visible for the entire class to meet the attendance requirement.
6. Procedure for all Zoom classes:
 - a. Join the Zoom class on-time.
 - b. Wait for your teacher to open the class.
 - c. Be prepared with your notebook/pen to write down information that your teacher is covering.
 - d. Teachers may choose to mute the students while teaching. If you want to ask a question, you should use the 'Raise Your Hand' feature.
 - e. Students should always be respectful and should not use any part of the classroom lesson in a way that is distracting to students or teachers or damaging to the school.
 - f. If a student abuses the privilege of learning in any way, Mr. Smith will be notified, and the student will be held accountable.
 - g. When the class concludes, teachers will clearly give expectations to students for homework and post it on Lancer Link.

Student Expectations

1. Attendance:
 - Students must attend all scheduled classes.
 - Missed classes will count as an unexcused absence.
 - Excessive absences could result in a student's being removed from the class and receiving a failing grade.
2. Preparedness:
 - Students must be prepared for class each day.
 - This means all assigned work needs to be completed on time.
 - In addition, students need to be presentable, respectful, and ready to participate.
3. Collaboration vs. Copying:
 - It is important for students to understand that every assignment submitted must be his/her own work.
 - Discussing an assignment with a friend is very different from copying and pasting someone else's work and submitting it as your own.

- Remote learning does not mean that students may copy information from the internet or each other and submit it as their own.
- Please note, teachers are using software that detects plagiarism and copying among students.
- If you take part in these unethical practices during distance learning, there will be serious consequences. Students may be withdrawn from the class. Plagiarism is a serious infraction and will not be tolerated.

4. Digital Citizenship:

- Online classes follow the same policies and procedures as if they were conducted at 99 Crystal St.
- Every student is expected to maintain a respectful approach in all interactions online and in writing.
- In the interest of protecting the privacy of the members of the Malden Catholic community, no one is allowed to use any camera, video camera, smart phone, iPad or any other electronic device to take any photo(s) or video(s) of any student, faculty member, administrator, staff and any other personnel on or off campus at any time without awareness and/or permission of that individual.
- A student is never allowed to share electronic content from a photo or video obtained without permission.
- Anyone who violates this policy is subject to disciplinary action.