



## MSM Distance Learning Guidelines 2020-2021

### Philosophy

The safety of our faculty, staff, and students is the primary factor when making decisions about implementing distance learning. Distance learning will allow students to continue meaningful learning and receive teacher feedback without having to meet in person. We differentiate distance learning from “Cyber Day” in this way: Distance learning is guided by a lesson objective and assessment focused on content/skills with regular feedback.

### Learning Platform

Following Fall Break, teachers will use one primary learning platform to instruct students - [Canvas](#). Students will log into Canvas using their school email and password. Before Fall Break, teachers may be communicating with students using email, Google Classroom, Canvas, or Schoology.

### Schedule

The schedule will stay the same from week to week and will not change.

Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous A Day	Synchronous B Day	Asynchronous A Day	Asynchronous B Day	Recovery Day

### Synchronous Days

The school schedule for BOTH Monday and Tuesday will follow our PD Monday Schedule. Everyone will have first lunch. Teachers will meet with their classes on Google Meet. Students must be in class with their cameras on for the ENTIRE period in order to be counted present.

1A/1B	8:30 - 10:00 am
2A/2B	10:05 - 11:30 am
Lunch	11:30 - 12:00 pm
3A/3B	12:05 - 1:30 pm
4A/4B	1:35 - 3:00 pm

### Asynchronous Days

Classes will not be held at a designated time on asynchronous days. Instead, teachers will post an attendance form that students must sign into by 3:00 pm in order to be counted

present. Teachers will post their lesson content and assignments by 9:00 am each day, and students will be able to complete their work at their own pace throughout the day. Students *may* not be in front of their Chromebooks from 8:00 am to 3:10 pm on these days. Teachers will host office hours to answer student questions on asynchronous days from 11:00 am to noon.

Cornerstone Scholars Only	10:00 to 11:00 am on Wednesdays
Office hours	11:00 - 12:00 pm on Wed and Thurs

## Recovery Days

Teachers use recovery days for grading and planning. **Unless the recovery day falls on a school holiday**, students are able to schedule tutoring and appointments with their teachers. No new or additional assignments will be scheduled on these days.

## Attendance

Students are expected to attend all classes virtually, following the school's PD Monday schedule on Mondays and Tuesdays. Students who miss class will be reported as absent. Parents should communicate absences to the school office just like they would if their child were attending school in-person. Students are advised to join a teacher's Google Meet classroom 5 minutes before the class begins. This will allow the student and teacher time to resolve technological issues before class begins.

On asynchronous days, students will check-in using a Google Form by 3:00 pm each day. If students do not check in using the form, they will be counted absent.

Teachers are permitted to count students absent for not following school policies. Examples include coming to class out of dress code or without shaving. The first time a student is given an infraction in virtual school, he/she will be warned. The second time an infraction occurs, the teacher may count the student absent.

Any absences accrued during Distance Learning will be counted in the student's overall allotment of 14 days for the semester.

## Athletic Classes

Students will be expected to complete a check-in attendance form for athletic elective courses like Cheer and Basketball every Monday through Thursday. Coaches will communicate workouts to students. These workouts may be done synchronously on Monday and Tuesday, or asynchronously Monday through Thursday. Please contact your coach for specific instructions.

## Food and Beverages

Students are not permitted to eat while attending class. Students are only permitted to drink water while in class.

## Location

It is important that the student maintain a workstation at home that will support his/her learning. Students are expected to participate in classes from a desk, kitchen table, etc and not from private areas of the home like his/her bed.

## **Testing**

Students will be assessed virtually while they attend school in a distance learning format. Students must take assessments using their Chromebooks and are not allowed to use their cell phones or any other materials to help them while testing. Teachers will use Hapara to help them monitor students, so students will need to be logged in to their school Gmail account only. If a student is logged into other email accounts and is blocked by Hapara, that student will not be given extra time to complete the test to make up for time lost. If a teacher suspects that a student cheated on an exam, that student might be required to take tests in person in the future. Tests that students take in a virtual format may have a different format than the tests taken by their peers in the classroom. However, the same lesson objectives must be assessed at the same level of difficulty.

## **Uniform**

Students working from home will be expected to follow the school's uniform policy during school hours.

## **Virtual Learning Etiquette**

When students are in virtual classroom meetings, they should have their cameras on at all times. Microphones should be silenced unless the student is engaging in conversation to minimize disruptions to the learning environment.

## **Parent Communication**

MSM teachers continue to hold themselves to high standards of parent communication during distance learning. We want to be proactive and supportive, especially as parents and students engage in an unfamiliar learning method. If students are not submitting their "attendance assignment" each day, are not participating in live meetings or other activities, and are not completing their assignments, please expect teachers to communicate with parents and students as we guide them toward success.

## **PLUSS, Modified Curriculum, and Cornerstone Students**

Regardless of where the learning is happening, accommodations and modifications identified on a student's Individualized Support Plan (ISP) should be provided. For example, they will still receive copies (digital, now, rather than paper) of notes for live or recorded meetings.

Program director Stacy Hawley along with Willis Alexander will continue to work with students in PLUSS and Cornerstone during distance learning, and are available to provide guidance and assistance on how best to meet students' needs during this time.

Cornerstone Scholars are expected to attend class on synchronous days accompanying their Cornerstone students. Scholars will continue to assist their students in a similar manner to how they assist them during in-person learning. For example, Scholars can

continue to make Quizlets for the Cornerstone students to use, and can use the chat feature in their email to help students understand instructions. On asynchronous days Scholars will continue to help make Quizlets or notes, but are **not responsible for tutoring** Cornerstone students. Scholars will also complete the Cornerstone student's daily agenda on synchronous and asynchronous days. Finally, Cornerstone Scholars will be required to meet with Mrs. Lane every Wednesday from 10:00 to 11:00 am for a weekly check-in.

## Counselors

The MSM Counseling Office would still love to connect with our students via Google Meet. If you need a transcript, reading proficiency letter, or work permit letter, please contact Mrs. Wagner at [kwagner@mountstmary.org](mailto:kwagner@mountstmary.org). [Click on this link to visit the MSM Counselor Corner](#) for resources and contact info for counselors.

## Expectations for Teaching & Assessment During Distance Learning

- Teachers will continue to follow the course curriculum (which for all courses at MSM are aligned with state or national standards). *However, the curriculum may be abbreviated or otherwise adjusted to account for the realities of distance learning.*
- Have a clearly defined lesson objective for every online lesson.
- Collect feedback about student mastery of every lesson objective by giving frequent formative assessments.
- Differentiated instruction and small group or one-on-one support are still included as part of lesson design and feedback.
- Input a minimum of one grade per week in PowerSchool (Note: this is different from our regular policy, which is two grades per week, as we acknowledge that distance learning may require some flexibility. However, please be assured that equity and fairness will still drive MSM grading policy.)
- Promote critical thinking by asking deep, thought-provoking questions and providing students with opportunities to interact with each other (e.g. posing questions to peers and making comments on others' posts).
- Be available to students remotely during set "Office Hours" of 11am-12pm on Wednesdays and Thursdays..
- Establish clear and fair due dates so that students have time to ask questions of their peers and the teacher.

## Questions

If you have extenuating circumstances preventing you from conducting distance learning (power outage, illness, etc.) please contact your teachers for that day. If you have a technical issue with your Chromebook or accessing the school's online resources, please contact Leroy Cantrell ([lcantrell@mountstmary.org](mailto:lcantrell@mountstmary.org)).