

# ST. PIUS X - ST. MATTHIAS ACADEMY



*Remote Learning Handbook*

*2020-2021*

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## Introduction

Hello Warrior Parents/Guardians and Students,

As a result of COVID-19, St. Pius X - St. Matthias Academy (PMA) will continue with remote learning until a safe return to campus is possible. PMA has always, and will always, prioritize the safety and well-being of our students, families, faculty and staff. Whether learning in-person or remotely we are dedicated to continuing to provide your teenager with a high school experience that helps them grow in faith, knowledge, and character.

This Remote Learning Handbook serves as an addendum to the St. Pius X- St. Parent Student Handbook (2020-2021). Some of the policies included herein are intended to complement the Parent Student Handbook and some are intended to reinforce the handbook. Context should make these distinctions clear, but if there are any questions please email **Mr Beza, Dean of Character and Discipline** ([tbeza@piusmatthias.org](mailto:tbeza@piusmatthias.org)) or call (562) 861-2271 ext 1050 and for any academic related questions please email **Ms Washington, Asst. Principal of Academics** ([nwashington@piusmatthias.org](mailto:nwashington@piusmatthias.org)) or call (562) 861-2271 ext 1045 for any questions.

As we continue our growth towards daily excellence, we encourage you to recognize your significance in our community and seize the opportunities offered every day at St. Pius X-St. Matthias Academy. Thank you for your continued support of our PMA family.

## Academic Information

### Remote Learning Weekly Schedule Overview

During remote learning a standard week (remote learning) proceeds as follows:

- Monday: Remote Learning - Periods 1,2,3
- Tuesday: Remote Learning - Periods 4,5,6
- Wednesday: Remote Learning - Periods 1,2,3
- Thursday: Remote Learning - Periods 4,5,6
- Friday: No Classes - Co-Curricular Student Events

During a special week (remote learning) the schedule is modified to account for the occurrence of a no-school day. The example below is an example of a special week in which Monday was a national holiday.

- Monday: No School - National Holiday
- Tuesday: Remote Learning - Periods 1,2,3
- Wednesday: Remote Learning - Periods 4,5,6
- Thursday: Remote Learning - Periods 1,2,3,4,5,6
- Friday: No Classes - Co-Curricular Student Events

Weekly schedule information can be accessed on the [PMA Website](#).

## **Remote Learning Bell Schedule**

<b>REMOTE LEARNING – PERIODS 1,2,3</b>			
	<b>START TIME</b>	<b>END TIME</b>	<b>LENGTH</b>
<b>ZERO PERIOD</b>	<b>7:00 AM</b>	<b>7:55 AM</b>	<b>55min</b>
<b>ADVISORY</b>	<b>8:20 AM</b>	<b>8:50 AM</b>	<b>30 min</b>
<b>PERIOD 1</b>	<b>9:00 AM</b>	<b>10:30 AM</b>	<b>90 min</b>
<b>NUTRITION</b>	10:30 AM	10:55 AM	25 min
<b>PASSING PERIOD</b>	10:55 AM	11:00 AM	5 min
<b>PERIOD 2</b>	<b>11:00 AM</b>	<b>12:30 PM</b>	<b>90 min</b>
<b>LUNCH</b>	12:30 PM	1:10 PM	40 min
<b>PASSING PERIOD</b>	1:10 PM	1:15 PM	5 min
<b>PERIOD 3</b>	<b>1:15 PM</b>	<b>2:45 PM</b>	<b>90 min</b>
<b>STUDENT DISMISSAL</b>	2:45 PM	-	-
<b>TUTORING</b>	3:00 PM	3:30 PM	30 min

<b>REMOTE LEARNING – PERIODS 4,5,6</b>			
	<b>START TIME</b>	<b>END TIME</b>	<b>LENGTH</b>
<b>ZERO PERIOD</b>	<b>7:00 AM</b>	<b>7:55 AM</b>	<b>55min</b>
<b>ADVISORY</b>	<b>8:20 AM</b>	<b>8:50 AM</b>	<b>30 min</b>
<b>PERIOD 4</b>	<b>9:00 AM</b>	<b>10:30 AM</b>	<b>90 min</b>
<b>NUTRITION</b>	10:30 AM	10:55 AM	25 min
<b>PASSING PERIOD</b>	10:55 AM	11:00 AM	5 min
<b>PERIOD 5</b>	<b>11:00 AM</b>	<b>12:30 PM</b>	<b>90 min</b>
<b>LUNCH</b>	12:30 PM	1:10 PM	40 min
<b>PASSING PERIOD</b>	1:10 PM	1:15 PM	5 min
<b>PERIOD 6</b>	<b>1:15 PM</b>	<b>2:45 PM</b>	<b>90 min</b>
<b>STUDENT DISMISSAL</b>	2:45 PM	-	-
<b>TUTORING</b>	3:00 PM	3:30 PM	30 min

REMOTE LEARNING – PERIODS 1,2,3,4,5,6			
	START TIME	END TIME	LENGTH
ZERO PERIOD	7:00 AM	7:55 AM	55 min
ADVISORY	8:20 AM	8:50 AM	30 min
PERIOD 1	9:00 AM	9:40 AM	40 min
PASSING PERIOD	9:40 AM	9:45 AM	5 min
PERIOD 2	9:45 AM	10:25 AM	40 min
NUTRITION	10:25 AM	10:55 AM	30 min
PASSING PERIOD	10:55 AM	11:00 AM	5 min
PERIOD 3	11:00 AM	11:40 AM	40 min
PASSING PERIOD	11:40 AM	11:45 AM	5 min
PERIOD 4	11:45 AM	12:25 PM	40 min
LUNCH	12:25 PM	1:15 PM	50 min
PASSING PERIOD	1:15 PM	1:20 PM	5 min
PERIOD 5	1:20 PM	2:00 PM	40 min
PASSING PERIOD	2:00 PM	2:05 PM	5 min
PERIOD 6	2:05 PM	2:45 PM	40 min
STUDENT DISMISSAL	2:45 PM	-	-
TUTORING	3:00 PM	3:30 PM	30 min

### **Make Up Work Policy (for Excused Absences)**

It is important to note that the opportunity to make-up work (exams, assignments, etc.) for **full credit** applies strictly to *Excused Absences*. When a student returns to class with appropriate documentation (verification) that the absence was excused, the Powerschool record will reflect accordingly and the student will have an equivalent amount of time to make-up assignments or exams. It is the student's sole responsibility to make arrangements with their teachers to obtain and complete any missing work.

#### *Type of Absences (Excused vs. Unexcused)*

A strict policy is enforced regarding absences. The following are considered acceptable reasons for absence (excused absences): (1) Illness\*, (2) Medical/Dental appointments\*, (3) Funerals, (4) Quarantine\*, (5) Court Appearances\*, (6) Approved School Activities, and (7) Retreats [\* = Official verification documentation required].

Unverified absences are considered unexcused (truancies) unless reclassified within two days of return to school.

## **Late Work Policy**

Failing to complete assignments (homework, classwork, and major assessments like projects, labs, essays, or research papers) is not acceptable. Students will be expected to complete these assignments and parents will be notified by the teacher if a student has failed to do so (via Powerschool and/or email). Because late work is a sign of poor work habits and lack of responsibility, a late penalty will be applied to any and all late work. The late penalty will be applied as follows:

- **One Calendar Day Late Penalty:** A 25% penalty will be applied (post evaluation) to any assignment if it is received one calendar day after the due date and time.
- **Second Calendar Day + Late Penalty:** A 50% penalty will be applied (post evaluation) to any assignment that is received on or after the second calendar day from the initial due date and time.

*Please note that no credit for homework/classwork assignments will be awarded after the summative assessment (exam, paper, etc.) for the unit has passed. A teacher may never accept late work after final grades (quarter and semester) have been submitted.*

## **Academic Honesty Policy**

As a community, St. Pius X- St. Matthias Academy (PMA) students, parents, administration, and faculty strive to foster a sense of trust by endorsing an academic integrity policy. This policy requires that students produce honest work and hold their peers and classmates accountable for their actions. It is PMA's goal to create a community of students that value academic integrity and hold each other responsible for their actions. Academic dishonesty committed either directly or indirectly by an individual or group will result in the receipt of a zero in the gradebook and disciplinary action.

Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments;
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source;
- Purchasing or otherwise obtaining pre-written essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work;
- Taking an exam for another student;
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor;
- Any of the above occurring within the Web or distance-learning environment.

## **Tutoring Hours**

Students will also have an opportunity to meet with their teachers and ask questions during tutoring hours. Individual teachers will indicate which days they are available in the course syllabus. Tutoring may take the form of email communication and/or a Zoom meeting.

## Technology Information

### Device Requirements

All students are required to have a laptop device that complies with our PMA Academic Technology policy. All students are required to use a Macbook or Chromebook laptop. Students should also have headphones to support their success during remote learning.

### Learning Management System (LMS)

The primary method of teacher communication will be through Google classroom. Given such, students are expected to check Google Classroom for updates, resources, announcements, and assignments. Students are expected to submit their completed assignments through Google Classroom.

### Video Conference System - Zoom

For synchronous (live) remote learning students will join their daily zoom session for each class period. The join meeting information for Zoom Meeting sessions is made available to students in their course Google Classrooms. To ensure success with logging to your daily Zoom Meeting Sessions:

- Ensure that your device meets the Zoom system requirements (if not using a school iPad).
- Check your webcam and microphone function at least 10-15 minutes prior to your first class session (on a daily basis)
- Make sure that your device is sufficiently charged or plugged in.

### Technology Support

Technology support will be working remotely, monitoring email during normal school hours. All efforts will be made to quickly contact you to resolve any issues you are experiencing. This may include emailing you, opening a Google Meet or Zoom meeting session, or in some cases, calling you on the phone. If you experience a technical issue that your teacher cannot help with please email Mr. Delgado ([mdelgado@piusmatthias.org](mailto:mdelgado@piusmatthias.org)) and Mr. Thomas ([dthomas@piusmatthias.org](mailto:dthomas@piusmatthias.org)).

## Communication Information

### Lines of Communication

#### ***Parent Communication - Remote Learning (Full Day & Partial Day Absences)***

**Parents/guardians must call the attendance office** between 7:30 AM and 8:30 AM **each day** the student is absent. The following must be communicated in the phone call: Student's full name, grade, date(s) of absence, explicit reason for absence, and phone number at which the parent/guardian may be contacted during the school day. The **parent/guardian must also email the attendance clerk - Mrs. Beza**

**([sbeza@piusmatthias.org](mailto:sbeza@piusmatthias.org))** and the following must be communicated: Student's full name, grade, date(s) of absence, explicit reason for absence, and phone number at which the parent/guardian may be contacted during the school day.

### ***Student Communication - Remote Learning (Full Day & Partial Day Absences)***

The primary method of teacher communication will be through Google classroom. Given such, students are expected to check Google Classroom for updates, resources, announcements, and assignments. It is the student's responsibility to then email their teacher to confirm that they have read and understood the information on Google Classroom and/or to ask for further clarification.

If the absence is a planned absence (such as medical/dental appointment, funeral, court appearance, school approved activity) the student is expected to communicate with their teacher prior to the absence to arrange assignment/exam make-up plans. If the absence is unplanned (sudden sickness) the student should notify the teacher before class if possible.

### ***Communication with Teachers - Remote Learning (Question & Concerns)***

Students need to be accountable for their academic choices; therefore it is the responsibility of the student to communicate with teachers and advocate for themselves. The role of the parent is to support the academic journey of their student, and should only get involved when the student is unable to resolve the issue(s) on his or her own. Parents who have questions or concerns regarding classroom situations, academic progress, or student behavior should contact the individual teacher first. Teacher emails can be found on our website under the Faculty/Staff Directory and course syllabi.

### ***Communication with Counselors***

Parents/guardians may contact the Dean of Student Success or their child's Academic Counselor via email and/or phone call.

Students may contact the Dean of Students Success or their Academic Counselor via email and/or schedule an appointment using the information below.

#### **Ms. Valenzuela, Dean of Student Success**

Email: [lvalenzuela@piusmatthias.org](mailto:lvalenzuela@piusmatthias.org)

Phone: (562) 861-2271 ext. 2216

Student link to schedule virtual appointment: <https://calendly.com/lvalenzuela-1/15min-1>

#### **Mrs. Banuelos, 9th and 10th grade counselor**

Email: [mbanuelos@piusmatthias.org](mailto:mbanuelos@piusmatthias.org)

Phone: (562) 861-2271 ext. 1017

Student link to schedule virtual appointments: <https://calendly.com/mbanuelos>

#### **Mrs. Acker, 11th and 12th grade counselor**

Email: [cacker@piusmatthias.org](mailto:cacker@piusmatthias.org)

Phone: (562) 861-2271 ext. 1026

Student link to schedule virtual appointment for 11th grade: <https://calendly.com/cacker/15min>

Student link to schedule virtual appointment for 12th grade:

<https://calendly.com/cacker/one-on-one-senior-meetings>

### ***Communication from Leadership***

[Weekly Updates](#) are communicated to the PMA community via the **Weekly Phone Call**. The Weekly Phone Call contains updates, announcements and reminders of events from each member of the leadership team.



# Student Conduct Expectations

## Dress Code Expectations

Students must attend class wearing their **PMA uniform polo shirt**. The exception to this rule is Mondays. On Monday's students are permitted to wear **warrior spirit wear or PMA athletic shirts (no tank tops) or senior gear (class of 2021)**. *Students are not permitted to wear hats or hoods during class.*

Hair **may not be an exaggerated color** such as, red, blue, green, purple. Absolutely no bathing suits, spaghetti straps, pajamas, visible lingerie or clothing with inappropriate language or symbols, etc.

## Class Attendance Expectations

Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual. Not only is being punctual and present important for remote learning, but both are life skills necessary for successful future careers and life choices. Consequently, any student whose attendance record shows habitual tardies and attendance issues, will not be able to participate in activities and events that remove students from class, even if those activities and events are sanctioned by PMA.

### **Tardy Policy**

A student is tardy during remote learning if a student arrives after the time a class begins, unless there is a valid reason for that the student is tardy (excused tardy).

If the student is present online after the designated start time without reason for the tardiness, the student will be marked unexcused tardy. A record of all tardies is kept in the attendance and registrar files for records. Students are expected to be on time for all remote learning classes. Students who arrive late to a class compromise the learning of the other students who have already begun class. Please note the following information about tardies:

1. A student is considered tardy if he/she logs into class after the virtual bell rings, even if attendance has not yet been entered.
2. Students who are late for class during the remote learning school day will receive a tardy infraction, and the Attendance person will notify the Dean of Character and Discipline and Asst. Principal.
3. Excused tardies include court notes, doctor's notes, medical, dental, or optometry appointments (**doctor's note required**), attendance at a funeral (parent/guardian notification required), approved school-sponsored activities.
4. A student who receives **four unexcused tardies** must serve a virtual detention and meet via zoom with the student and their parent/guardian to find a solution.
5. When a student receives their **six unexcused tardy** in one semester, the Dean of Character and Discipline will meet via zoom with student and parent, a conduct referral issued and Saturday detention.
6. When a student accrues **nine or more unexcused tardies** in one semester another parent conference will be required the student is subject to being placed on disciplinary and/or academic probation.
7. If a student is tardy after break or lunch and is **eating or drinking** (other than water), the student will not be permitted to finish the food or beverage during class, and will be removed from the remote learning setting.

It is very important for students to take their attendance seriously and be on time to each remote learning class, and to make every attempt to not be absent or tardy

## **Zoom Behavior Expectations**

To **keep the class safe** from uninvited intruders (zoom bombers), **never share the link** to join a Zoom class session. Intentionally sharing the link will result in serious and rapid disciplinary consequences, including suspension. When joining a Zoom class session, students must use their **real first and last name, not a nickname or alias**. If you fail to use your real first and last name, you will not be admitted to the Zoom session.

Students are expected to treat our Zoom sessions like they are in a PMA classroom and be present at all times. Students are expected to sit at a desk or table for class (students are not permitted to lie in bed while on Zoom for class). To facilitate learning students need to set-up in a location with adequate lighting (or set up extra lighting), limit noise and other distractions such as: TVs, cell phones, rambunctious pets, etc.

Students are expected to abide by all of the guidelines in the following document: [Zoom - Student Online Classroom Etiquette](#). As such, the student's webcam must remain on at all times with the student's full face and shoulders in view. Additionally, students are expected to abide by the expectations in the PMA Parent/Student Handbook. Multiple reminders to abide by Zoom Behavior Expectations may result in removal from a Zoom session and referral to the Dean of Discipline.

It is the student's responsibility to communicate any technical difficulties directly to the teacher (via Zoom chat, email, or Zoom discussion). Restroom breaks and other non-class business in the household should take place during the time *between* Zoom classes.

Make sure that your desktop images and browser tabs are appropriate in case of intentional or accidental screen sharing.

While participating in class zoom sessions, listen carefully, allow others to finish speaking before sharing your own thoughts or questions, and prepare for a potential slight delay in video or audio. Also, **mute your mic** until you are ready to speak or called upon to speak.

## **Use of Language and Images**

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs, or acts in written or oral communications, including email, discussion board, remote learning classroom, student websites, or in photographs. Students are prohibited from posting content from, or links to, suggestive, lewd, or otherwise inappropriate websites.

## **Personal Respect**

Administrators, teachers, and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly and rapidly to disciplinary action. A high sense of **personal honor and integrity is expected** of all members of the PMA community.