

STVM

e-Learning Handbook

2020-2021



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The online learning option provided by STVM is to provide daily opportunities to personally connect with students and parents. It is our desire to support our families to have 100% of our students choosing e-Learning to engage on a daily basis.

Section 1: Student Expectations

Technology/Equipment:

Students/parents will quickly communicate with school about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Students should use school-issued Chromebooks for all online lessons and assignments. *A cell phone is NOT suitable for online learning.* A dependable wireless internet connection is essential for e-Learning.



- Students are assigned a Chromebook and all 10-12th grade returning students are familiar with them. 9th grade students will receive training prior to the start of school. This device is to be your main working device as you need access to the camera and microphone.
- Students are to report malfunctioning equipment or internet to the helpdesk within 24 hours. These are to be reported to the St. Vincent-St. Mary tech team for repair or replacement so students can complete work on time.

Contact the team either via email at helpdesk@stvm.com or by calling 330-253-9113

- Students are to complete online work by the assigned due dates.
- Students are to use their assigned school email address to access G-Suite when submitting work and registering for websites. Using personal email addresses can make it harder to organize students and doesn't always protect students under the same privacy policy assigned to the school profile.
- Being a student is your number one priority. You are required to participate in all class activities during the directed time.

Communication:

All students will communicate using email with their teachers when there are questions. If a student fails to complete an assignment and there has been no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then the student or



a parent must call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined.

Staff and students can use Google Hangouts as a “chat” area if a quick question needs to be asked instead of logging into a Google meet or an email.

- Email accounts have been created for all students and are to be the main form of communication between students and teachers. Students are expected to check email daily by 8 am to promptly access teacher emails, assignments and other important school notices.
- If a student fails to complete an assignment and there has been no communication, the student may earn a failing grade for the assignment. If technology is the issue, then the student or parent/guardian must call the school (330-253-9113) as soon as a technology issue is identified to inform staff, and at that time, a new deadline can be determined.
- Each class has a Google Classroom for all students enrolled in the course. Each Classroom should be checked daily for further communication from teachers. It is suggested that students turn on Classroom notifications.
- Google Meets will be created for office hours (to be held with tutors) and will be held regularly to touch base. Please make it a point to attend those meetings with your questions.

Student responsibilities:

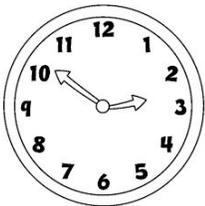
1. e-Learning students are expected to read all of the material provided.
2. e-Learning students are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize links set up by teachers to ask questions during Google Meets.
5. Log in each day by the times posted below for each period to check for assignments, items posted to the stream, or to interact with peers.
6. It is expected that students keep interactions online positive and constructive.
7. Students are required to attend LIVE sessions as it is necessary for student success in the virtual schooling environment. Attendance will be taken. If a student is not present and a reason has not been communicated to the teacher/school it will be considered an unexcused absence.
8. Class time live sessions are meant for learning - please mute yourself and try to eliminate background noise and distractions so your classmates do not miss material.

Students will need to make arrangements to pick up all textbooks that will be needed to complete their online work by Friday, August 28.

Students caught plagiarizing online material (copy and paste from another website or another student) will earn a zero for the assignment.



Section 2: Attendance



Mandatory attendance: You are expected to participate in online school as often as you participate in face-to-face school. This means you must log in daily, and complete any check-ins, assignments, reading etc. by the time frame given by your teacher. Students participating in e-Learning will follow the same schedule as students in school (see daily schedule below). Daily schedules will be announced weekly to ensure logging in at the correct time.

Acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam

- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution.
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic subject studied in the course.
- Attending a mandatory “live” lesson.

Student’s must do more than “log-in” to a Google classroom in order to be considered in attendance.

Regular (Green)		
90 Minutes		
Block	Times	
1	8:00 am	9:30 am
3	9:35 am	11:05 am
Lunch/Mentor	11:10 am	11:50 am
5	11:55 am	1:25 pm
7	1:30 pm	3:00 pm

Regular (Gold)		
90 Minutes		
Block	Times	
2	8:00 am	9:30 am
4	9:35 am	11:05 am
Lunch/Mentor	11:10 am	11:50 am
6	11:55 am	1:25 pm
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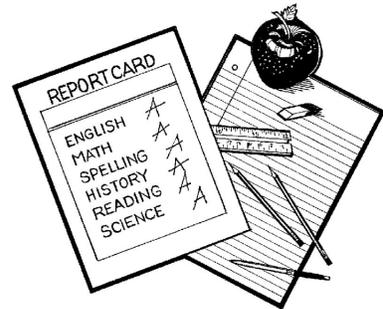
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If a student will miss instructional time, then he/she should work extra on other days in order to make up for the missed instructional time

- 18 missed hours of instruction or 3 consecutive days of no log-in the student will receive an attendance warning
- 36 missed hours of instruction or 6 consecutive days of no log-in, truancy letter and intervention plan put into place
- 60 hours of missed instruction or 10 consecutive days of no log-in, truancy letter, submit name to administrator who will determine consequences including immediate removal
- If student is sick, teachers should be notified, and make up work should be completed within a reasonable timeframe

Section 3: Grading

Online assignments and material are given the same weight as they would during face-to-face instruction. Often, you will see that homework and reading will be assigned and expected to be completed before your class time. That reading will be utilized during your online instruction, therefore it is very important to complete all assignments/reading in these classes.



Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment.

Students caught plagiarizing materials will earn a zero.

Section 4: Testing and Exams

Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that you have ample time to complete your test when you start online, you may not be able to start over once you have begun a test. Read all of the directions as you would a regular test, so you understand what you are being asked to do.

If technical difficulties occur during an online assessment, take a screenshot of the problem so the teacher can be notified immediately.

Double check that ALL of the items have been completed before submitting, as most submissions can only occur once.

Section 5: Google Meet/Zoom Guidelines



Google Meet

STVM is a Google school. For the majority of live lessons, Google Meets will be scheduled. However, there may be times that the more advanced capabilities of Zoom are more suited to the lesson.

Google Meets/Zoom calls are a way for students to interact with their teachers and classmates while participating in e-Learning. These meets are set up for specific times and a link will be available at least 15 minutes in advance of the start time.

In order to participate, click the link provided by the teacher, and then click “Join”. Students should keep microphones on mute unless they have questions or comments. Students are asked to use the camera with video - this is a critical component for attendance purposes. A student must be visible to be counted as “present” in class.

For Google Meet/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the student’s email address. Essentially, by virtue of the pupil

logging on to the call, permission is assumed.

For all Google Meet/Zoom sessions:

1. Students must abide by the school's acceptable use policy.
2. Login to the meeting 5 minutes prior to the scheduled start time.
3. Camera must be turned on and student visible during class.
4. Students must have school appropriate dress at all times and appear to be in a conducive learning environment without distractions or interruptions.
5. Use professional and polite language during a Google meet. Attempt to keep all background noise and distractions to a minimum.
6. Mute your microphone when the teacher is teaching, and use the chat box for questions.
7. Promptly exit the meeting when it is over. The teacher is the first one on and the last one off the meeting.
8. Only accept google meet invitations from STVM staff.
9. Give your best effort while participating.

Section 6: Participation in Extracurricular Activities

Student participation in sports and extracurricular activities is contingent upon attendance during the school day and grades. Students are expected to attend all live lessons during the course of the school day and complete all assignments on time. Students electing to participate in eLearning are eligible to participate in school sponsored activities and athletics as long as attendance requirements are met. If a student does not attend class during the day, he/she is ineligible to participate in extracurricular activities held after school on that day.



Eligibility for participation in extracurricular activities will be calculated following the established procedures. All students participating in extracurricular activities, including athletics, will be required to maintain a 2.00 GPA for each grading period. Students who fall below the 2.00 GPA requirement, earning a 1.50 to a 1.99 GPA, will be placed on

academic probation. *During this probationary period, these students remain eligible for extracurricular activities if they attend required tutoring.* Because this tutoring generally takes place in person, students will need to make an appointment to meet with tutors through weekly Google Meets in order to be eligible for participation. This will be enforced by the Dean of Academics and school counselors. Students who fall below a 1.50 GPA are ineligible for extracurricular activities.

Students may still practice and attend events as a member of a team or club provided the following criteria are met:

1. Students must be passing all classes.
2. Students must have a GPA of 2.00 or higher on a weekly basis during the current quarter.
3. Students must turn in all assignments in all classes.
4. Students must attend weekly tutoring sessions as assigned.
5. Students failing to attend the mandatory tutoring sessions will be ineligible to participate.
6. Students must not receive any conduct referrals for cheating online.

Section 7: Meeting Needs for Students with Disabilities

It is highly encouraged that students with disabilities attend school in person so that interventions and accommodations can be fully provided in real time in the classroom environment. However, if students are unable to attend, interventions and accommodations will be provided virtually to the best extent possible.

Virtual Interventions

STVM is committed to providing interventions focused on IEP goals and accommodations. However, it may not be possible to service all goals as written in a virtual setting since most IEPs were written with the intent of in person instruction. After an evaluation of the IEP, parents will be notified of the services to be provided or modified during virtual instruction.

Appropriately supporting students in virtual learning environments requires a lot of preparation and planning, therefore, virtual interventions will focus on IEP goals. Help with classwork may be given when the work is directly related to IEP goals. Students should continue to contact their content area teachers for more in-depth help with assignments. Because the intervention specialists will be in person at school, students

will meet with an intervention specialist during their scheduled study hall. Each student will be assigned an intervention specialist who will schedule a small group or individual Google Meet at least weekly.

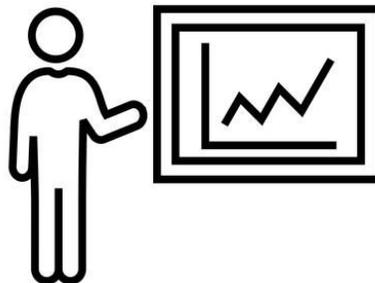
Accommodations

Many students have accommodations that apply to test situations, such as extended time and read aloud. If you have a student in that situation, here is the Chromebook version of text to speech directions:

To have pages read aloud to you, turn on your Chromebook's built-in screen reader:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).

Section 8: Teacher Expectations



Syllabus Creation:

In an eLearning classroom situation, a syllabus that is clear to families and students on what the expectations are for online learning as well as in person learning. Here are some questions to consider:

1. How will I be collecting work?
2. How will online work, in class work, and homework look and be graded?
3. How will I take attendance for online work?
4. What will the students need at home to be successful when online?
5. What forms of communication will you have with students/families/co-taught classes?
6. What is the participation policy?

7. Do you have rubrics, extra credit, and how will you assess late work?
8. What amount of time will you spend in person going over online work (office hours)?
9. Address what happens if students are not able to login during a certain day.
10. Create a weekly lineup of assignments/concepts etc, and use that as a guide for weekly instruction.

Class Structure:

On Google classroom, it is important for students to know exactly what they need to have done, and when it is due. Because of this, it is imperative that we have a similar structure to our online classes. Online classes should be structured by what should be accomplished weekly.

For this to be easiest, each week of the semester as well as the quarter should be a “topic.” For example: Week 1 Quarter 1 would be the first heading. You could ultimately create each week of each quarter beforehand, and label them accordingly. The classes you create can be one large class for each subject you teach, or you may make Google classrooms for each hour of each class. There are pros and cons to doing it each way.

This is the perfect opportunity to create a flipped classroom. For more information, see: [Flipped Classroom](#)

Learning at home does not mean that all of the content must be online. You could send home items for students to do on their “online” days where there is very little online learning taking place. Authentic tasks that can be done at home and shared in class, are amazing opportunities. Students can take home materials that are provided for such type tasks.

Communication: With online assignments, students should know your prep hour in which you have time to answer questions. They may not remember exactly what time, but if you post it on your Google classroom, then students will know when you will be available to reply to emails about assignments. Questions asked from students online should be responded to within 24 hours.

Section 9: Cohesive Set up in Google Classroom

In order to assist students in organizing online work, and understanding where to go when they are accessing work outside of school, we make the following recommendations:

1. All STVM teachers should utilize the same format. This format was shared during Google Classroom training.
2. Each department should determine a minimum and maximum amount of assignments.
3. Consider creating a DEMO student account in order to show students during week 1 how they will find and access materials, turn in materials etc...
4. Have a "Week at a Glance" available to both students and parents. This should have the most up to date information.

Google Classroom will be utilized with students attending in person, as well as, e-Learning students.

Acknowledgements:

STVM developed a COVID-19 Task Force Committee to organize and develop systems in place for the school's reopening. The committee members volunteered from various departments and grade levels to get a diverse set of knowledge and skills. The committee members were then divided out into sub-committees. Members of the Virtual Learning Subcommittee, who facilitated the creation of this handbook:

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