



St. Francis de Sales Catholic Academy 2020-2021

Online Learning Responsibilities/Expectations

When participating in *Google Meets* and discussions at home:

1. Must log into homeroom class (please use the religion class *Google Meet*) at 8:00 am to have their attendance taken. If a student is sick, the parent must notify the office before 8:00 am. Parents are required to send an absence note in an email. The email should include the date of absence and the reason. Absence notes are legal documents that must be kept on file by the Academy. Absence Email should be sent to the homeroom teacher.
2. At the start of each class, students must log on to the *Google Classroom* for the class and access the class via a *Google Meet* link provided by the teacher. (Reminder: this link is located directly under the class code on your *Class page*). Technology questions and requests for help should be directed to admin@stfrancisschoolbh.net
3. Students are required to utilize the video component of *Google Meet* class **when instructed to do so by the teacher**. This means students **MUST** have their cameras on showing their faces and be presentable during the lesson. Some teachers may require cameras to be on for the entire class while others may require it for part of the class. This creates a sense of connection and promotes accountability. Students must also have their microphones functioning and turned on when directed by the teacher.. Turning the webcam to the ceiling, floor, wall, or blocking the webcam is not acceptable.

4. Academy parents are prohibited from participating during lessons; any communication with the teacher must be done through appointment only.
5. Student names must always appear as their first and last name on their profile.
6. Any remote student who interferes or is disruptive during a lesson, calls out or uses inappropriate language, or signs in under another student's name is subject to a consequence and a meeting with administration, teacher and parents. Depending on the seriousness of the infraction, students may be placed on probation or expelled from the Academy. This will also negatively affect the student's grade as well for the trimester.
7. Attendance will be taken twice each class, once at the beginning and once at the end. It is crucial that students join the class on time and stay for the entire class period.
8. We will follow the blue and gold schedule with the same start and end times for each class period.
9. Only the Academy student should view the lesson and is prohibited from recording or posting any portion of the lesson on social media.
10. Each class will begin with the teacher addressing the students. The teacher will provide the daily objective, the agenda, and will let students know how class will proceed for that day. Teachers are focused on teaching important concepts and content while providing opportunities for students to interact with the teacher and each other.
11. At the end of the class period, the teacher will address the class, clarify what needs to be done for the next class meeting, and formally dismiss the class.
12. All assignments and planned assessments will be posted in the calendar feature of Google.

13. Homework assignments or extensions given for in-class assignments will be due at 8:00am the morning of the next class meeting unless otherwise indicated on the calendar or by the teacher.
14. Students are reminded that all classroom expectations set forth by teachers, and handbook rules always apply. Failure to meet these expectations can result in both academic and behavioral consequences.
15. Students should make every effort to find a quiet location other than a bedroom. If a bedroom must be used, students should not sit in or on a bed and should be aware of their surroundings which could be seen by the class. Nothing inappropriate should be displayed in the background.
16. If students are sitting outside for class it must be in an area that is not distracting and is appropriate for learning. Students should never be in a car, near a pool, or anywhere else that can be deemed distracting. This decision will rest with the teacher and the administration.
17. Students "at home" work space should be organized with all necessary school supplies for each class. Students should not leave the virtual classroom to gather supplies once the class begins.
18. Appropriate dress is required. All students need to have their St. Francis de Sales Gym shirt or St. Francis de Sales Polo shirt on.
19. Students are not to be eating while in class.
20. Students should always be respectful and courteous to their teachers and classmates during online discussions and meetings.
21. Students are responsible for maintaining all communication with their teachers. Students should check their email daily and reply when necessary within 24 hours.

22. Students must mute themselves during the lesson and communicate with the teacher through the chat feature or when prompted by the teacher to unmute and ask/answer questions.

By participating in the Hybrid learning program, I pledge to abide by the statements outlined above.

Student's Signature

Date

I have read and discussed the statements above with my child. I understand that if my child does not follow the statements above that it will result in both academic and behavioral consequences.

Parent's Signature

Date