

St. Joseph Central Catholic High School



Online School Day (OSD)
Virtual Learning Environment: 2020



Introduction

In response to the closure of all schools in West Virginia, St. Joseph Central Catholic High School has updated the school's OSD policies and procedures to ensure the learning process of our students is maintained without disruption. Although student learning will now take place in a virtual environment, the faculty and staff of St. Joseph Central Catholic High School will maintain regular communication via various technological platforms, such as emails, Renweb, Google Classrooms, and scheduled virtual Google Hangouts Meet and Zoom classroom environments. This handbook will provide an overview of how the school will be operating within a virtual context, in order to increase communication and understanding of the virtual learning environment.

Faculty and staff emails have been provided for your convenience. Please do not hesitate to contact your child's teacher, staff member, or administration to address your questions.

Dr. Carol Templeton

Principal

(carol.templeton@stjosephhs.org)

School Communication

In an effort to help streamline daily communication to answer questions you may have for teachers, staff, and administration, office administration personnel will be available to assist you. Mrs. Terri Reger will be available for questions regarding finances, registration, and enrollment, while Mrs. Sarah Blatt will be available for any other questions. They will be available during the regular school day; their communication hours and contact info is provided below:

Mrs. Terri Reger: 9:00 a.m. - 4:00 p.m. terri.reger@stjosephhs.org

Mrs. Sarah Blatt: 9:00 a.m. - 4:00 p.m. sarah.blatt@stjosephhs.org

In addition to this, parents are also encouraged to email their child's teacher, support staff, Counselor, Mrs. Karen Appell, Chinese & Brazilian Jiu-Jitsu teacher/student support, Mr. Kyle Vass, and Principal, Dr. Carol Templeton.

Virtual Attendance Policy

St. Joseph Catholic High School's Virtual Attendance Policy requires students grades 9-12 to be virtually present daily via their submission of work and assignments. Google Hangouts Meet or Zoom sessions will be scheduled to help students remotely connect with their teacher and fellow peers. Attendance via Google Hangouts Meet and Zoom meets will be at the discretion of the classroom/subject teacher.

Renweb

Teachers will continue to utilize the academic platform, Renweb, to populate student grades, communication, and posting of assignments. Google Classroom and Renweb are now integrated, so the two platforms will mirror each other. This means that once a teacher grades an assignment, it will show up automatically on Renweb, once the teacher selects that function. We believe this integration will be integral to virtual learning success.

Teaching Resources

Due to a full transition to an online teaching and learning platform, teachers are maximizing every opportunity to stay updated with regards to the many online virtual teaching resources in order to enhance the learning experience of our students. Some teachers may choose to perform Google Hangout (virtual meetings) with students to provide Q&A-style lectures. In addition, many teachers are now implementing online programs to help assist students with the material. All of these resources are designed to engage and support student's comprehension during this time. It is important for students to know that, just like teachers, all have different face-to-face classroom environments and etiquette, so does each course on Google Classroom. If a student or parent has a question regarding the various learning programs, applications, or activities utilized by the faculty of St. Joseph Central Catholic High School, please email the teacher as soon as possible.

Google Classroom, Google Hangouts Meet, and Zoom

Teachers and support teachers will also be utilizing Google cloud-based programs including Google Classroom to post and collect assignments and Google Hangouts Meet (or Zoom) to hold virtual meetings. The following links have been provided to help students and parents to become familiar and proficient in the use of these Google applications. Parents may request access to their child's Google Classroom as a "Guardian." Parents are to notify their child's teacher if they wish to be granted Guardian access.



Google Classroom: [Parents Guide to Google Classroom in 2020](#)



Google Hangouts Meet: [Google Hangouts Meet Guide](#)



Zoom Video Conferencing: [Zoom for Students Guide](#)

School Daily Starting Time

In an effort to help students to be appropriately prepared daily with their supplies, textbooks, online resources, and assignments, St. Joseph Central Catholic High School will commence school operations “virtually” at 9:00 a.m. - 4:00 p.m. Teachers, support staff, and administration will be available during the hours of 9:00 a.m. - 4:00 p.m. and will still follow the previous block schedule Tuesday (2, 4, 6, 8) and Thursday (1, 3, 5, 7).

Monday, Wednesday, Friday	
9:00 – 9:46	First Period
9:49 – 10:34	Second Period
10:37 – 11:22	Third Period
11:22 – 11:31	Break
11:34 – 12:19	Fourth Period
12:22 – 1:07	Fifth Period
1:07 – 1:36	Lunch
1:39 – 2:24	Sixth Period
2:27 – 3:12	Seventh Period
3:15 – 4:00	Eighth Period
4:00	Dismissal

BLOCK SCHEDULE - Tuesday	
9:00 – 9:46	Second Period
9:49 – 10:34	Second Period
10:37 – 11:22	Fourth Period
11:22 – 11:31	Break
11:34 – 12:19	Fourth Period
12:22 – 1:07	Sixth Period
1:07 – 1:36	Lunch
1:39 – 2:24	Sixth Period
2:27 – 3:12	Eighth Period
3:15 – 4:00	Eighth Period
4:00	Dismissal

BLOCK SCHEDULE - Thursday	
9:00 – 9:46	First Period
9:49 – 10:34	First Period
10:37 – 11:22	Third Period
11:22 – 11:31	Break
11:34 – 12:19	Third Period
12:22 – 1:07	Fifth Period
1:07 – 1:36	Lunch
1:39 – 2:24	Fifth Period
2:27 – 3:12	Seventh Period
3:15 – 4:00	Seventh Period
4:00	Dismissal

Assignment Submissions & Late Policy

Due to our new school hours, all assignments will be due **no later than 9 a.m.** (unless otherwise directed by your teacher). If your assignment is even one minute late, it is still considered late, and as such, **will be counted as a zero.** This means that students must read all assignment instructions carefully and plan accordingly (setting reminders on their phone, etc.).

Extensions

Teachers understand that students all learn at varying paces, therefore, sometimes an extension for an assignment may be necessary. In these cases, students must communicate with their teachers about extensions for assignments well in advance (for instance, not at 9 a.m. when an assignment is due). It will always be up to the teacher's discretion if the student may receive an extension.

OSD Folder

Teachers will still be uploading a day-by-day schedule to the school's shared OSD folder, so parents may stay up to date on all assignments. Teachers will then be posting the actual assignment submission portals to Google Classroom for students to upload their work. The OSD folder will be available to all students and parents on the school website's homepage each day at 9 a.m.

Student Support

Students who are already receiving extra support from faculty will continue to do so in the form of extensions and assignment modifications. In addition, to transition easily onto a virtual platform, extra support will be given by Guidance Counselor, Mrs. Karen Appell (karen.appell@stjosephhs.org) and Chinese and ESL (English as a Second Language) teacher, Mr. Kyle Vass (kyle.vass@stjosephhs.org).

Here are some tips for ensured success:

- Putting assignments in an agenda or reminders on a smartphone to help students remember which assignments are due and when.
- Creating a checklist, so the student does not forget to do any assignments.
- Being organized with all material by properly titling and labeling any Google Docs created for a class.
- Beginning school assignments at the newly prescribed time (9 a.m.)
- Doing all schoolwork in the order the student would regularly have had the class.

Note: Additional support may be provided on an as-needed basis and must be approved by the school principal.

E-mail Communications

St. Joseph Central Catholic High School's online virtual communication platform now requires all teachers to instruct virtually, this means that e-mail communication is key (for both faculty members and students). **Students need to check their email every single school day** to make sure they are communicating effectively with their teachers. Due to the increase of emails teachers are receiving, students are required to utilize this email communication template that will be incredibly helpful for teachers to organize their messages and respond to students in a timely manner. This will also help to ensure that students are sending the e-mail to the correct recipient (always double-check who you are sending the email to!) **Students should be using this email template when communicating with all teachers:**

Subject Line: [course title, such as ENG 10]
Dear [teacher] I will type my question or request in full sentences, using correct punctuation. Thank you, Student Full Name

**Please note:* Teachers will be accessible and available immediately during online school time hours (9 a.m. - 4 p.m.) but after these times, teachers will respond at their discretion. It is of the utmost importance that students contact teachers with any pertinent questions about assignments well before 4 p.m. to ensure they will receive a timely response.

E-mails are crucial for large issues. For instance, any issues with uploading, emergencies, or other extenuating circumstances students may encounter.

The “private comment” option on Google Classroom assignments should be used for questions about the specific assignment. Using the private comment function will help lessen the amount of emails sent to the teacher and will likely result in faster communication for quick and easy questions from the student. The private comment function can be found on the right-hand sidebar of assignments.

Technological Issues

Due to our online learning environment, we understand that technological issues can, and likely will, occur. Here is a list of what to do in case students experience any technological issues with Google Classroom:

– If a student's internet has stopped working on your computer/laptop, please use a phone to email the teachers immediately to make them aware of the issue.

– If a student's WiFi isn't working, please have a parent or guardian contact the teachers, principal, or vice principal immediately to make faculty aware of the issue.

–If a student is having issues uploading their assigned material to Google Classroom, please email the teacher immediately **with the assigned material attached to the email.**

Essentially, when any sort of issue occurs, it is always good practice to make faculty aware as soon as it arises, so they may help the student or grant them an extension for the assignment in question. This will alleviate any issues with late work and any misunderstanding about assignment guidelines.

Online Virtual Etiquette

Just as in a face-to-face classroom, there are several etiquette practices students need to be made aware of:

In virtual sessions, like for Google Hangouts, students must be dressed appropriately.

In any virtual environment, as in any face-to-face environment, professionalism must be used. This means that students must:

- use appropriate language in online discussions or in virtual lectures (staying away from slang or text speak, and refrain from using all-caps)
- students must be polite to others and the instructor, and be ready to learn.
- Online interfaces must be treated as much like face-to-face classrooms as possible.

Generally speaking, if an action or a piece of clothing would not be allowed in school, it will not be tolerated online, either.

Academic Honesty

Students cannot, under any circumstances, copy + paste information from the internet for their assignments. This is plagiarism. If students gather information from online for an assignment (per their teacher's instructions) they must always properly cite the source information in MLA or APA format to give credit to the original source.

Students must never collaborate with one another on any given assignment, unless explicitly told. This means that students should treat their work as their own and not copy answers from one another or give each other help, unless the teacher has instructed that it is permitted.

If a student is caught cheating on an assignment OR plagiarizing material:

The Honor Committee is made aware of the situation and will investigate any accusation of cheating or plagiarized work.

After the investigation, if the Honor Committee agrees that the student cheated or plagiarized their work, the student will receive a zero on the assignment.

Once the student and their parent/guardian receive the official email from the Honor Committee, the student must send a 250-word (half a page) reflection letter about the incident.

*Please note: based on the number of the offense, a student may be expelled from any honor society committees they may currently belong to.

Handbook Disclosure

Please note, regular review of the school's OSD policies and procedures will be conducted. Policies and procedures may be changed or updated at the discretion of the principal.

E-mail Directory

Principal, Dr. Carol Templeton: carol.templeton@stjosephhs.org

Assistant Principal; Math, Mrs. Amanda Webb: amanda.webb@stjosephhs.org

Office Administration, Mrs. Terri Reger: terri.reger@stjosephhs.org

Office Administration, Mrs. Sarah Blatt: sarah.blatt@stjosephhs.org

Guidance Counselor, Mrs. Karen Appell: karen.appell@stjosephhs.org

ENG 9; Business Law; Computers, Mrs. Debbie Messinger: debbie.messinger@stjosephhs.org

ENG 10-12; Creative Writing, Ms. Bethany Woods: bethany.woods@stjosephhs.org

Chinese; Brazilian jiu-jitsu, Mr. Kyle Vass: kyle.vass@stjosephhs.org

Spanish, Mrs. Araceli Qualls: araceli.qualls@stjosephhs.org

Science, Mrs. Clare McCarty: clare.mccarty@stjosephhs.org

Science, Ms. Kara Mullins: kara.mullins@stjosephhs.org

Math, Mrs. Rachel Luther: rachel.luther@stjosephhs.org

Art; Yearbook, Mrs. Sherri Holtzapfel: sherri.holtzapfel@stjosephhs.org

History; Latin, Mr. Phillip Kellison: phillip.kellison@stjosephhs.org

History, Ms. Samantha Acord: samantha.acord@stjosephhs.org

Theology, Mr. Neal Warner: neal.warner@stjosephhs.org

Physical Education; Health, Mr. Shannon Lewis: shannon.lewis@stjosephhs.org

Music; Choir, Ms. Kristie Finney: kristie.finney@stjosephhs.org