

St. Joseph Central Catholic High School



Virtual Learning Environment
2021-2022



Introduction

In order to ensure the continuance of academic excellence for all schools within the Department of Catholic Schools, Diocese of Wheeling- Charleston, guidelines have been established to support the continuation of high standards. Although every situation cannot be known or foreseen, this booklet sets a Framework for successful learning within the remote environment.

All policies contained in the Diocesan Catholic Schools Policy Manual as well as each Local School Policies for each diocesan school are in effect during periods of remote learning. Any adjustments must be approved by the local principal and designated pastor.

In the event of remote learning, students will be utilizing technology and different technology tools in the home. Please be actively involved and aware of what tools your child is using while learning from home for their classwork. Some of the technology tools that they may use with their classes, they may choose to use personally, as well. We want to ensure that parents are aware of their child's online activity.

Our remote learning platforms may include both synchronous (happens in real time) and asynchronous (not simultaneous or concurrent in time).

This Remote Learning Guide reinforces the local school policies and the Diocesan School policies which are in place and extends their application to the virtual classroom. The school principal, school Designated Pastor and Diocesan Superintendent appreciates our schools' efforts to maintain the highest standards during these unique and challenging times.

In preparation for remote learning, St. Joseph Central Catholic High School created a robust and rigorous Virtual Academic Learning Environment Handbook designed to ensure that our students' learning processes are maintained with minimal disruption. In the event that all schools are mandated to operate virtually or on a Snow Day, 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, Google Meet, Zoom, and other communication and academic applications that are developmentally and age-appropriate for our students.

This handbook will provide an overview of how the school will be operating within the Virtual Academic Learning Environment in order to increase communication and understanding of each

virtual classroom and subject area. If, in the event that a school-wide virtual environment is implemented, the platforms listed in the handbook will be utilized for all students.

The policies and procedures outlined in this handbook are subject to change pending operational changes, executive orders, guideline updates per the CDC, DHHR, Diocese of Wheeling-Charleston, and the Cabell County Health Department.

Dr. Carol Templeton

Principal

(carol.templeton@stjosephhs.org)

Technology Policies

This handbook includes the following permission forms that must be abided by at all times:

***Student/Parent Acceptable Use Policy**

***Photo Release Policy**

***Chromebook Policy**

***Completion of the Digital Dos and Don'ts Program**

***Privacy Form for Classroom Tools**

E-mail Directory

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

Advancement Director, Mrs. Carol Gale: carol.gale@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 9-12; Creative Writing, Mrs. Brittany McIntrye: brittany.mcintrye@stjosephhs.org

ENG H 11/12, Ms. Bethany Woods: bethany.woods@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

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

Advanced Math; Engineering, Mr. Tim Boggs: tim.boggs@stjosephhs.org

Art; Yearbook, Ms. Dempsey mary.dempsey@stjosephhs.org

History; Sociology; AP Government; Computer Science, 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, AD, Mrs. Sarah Blatt: sarah.blatt@stjosephhs.org

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

Computer, Mrs. Dunn: juliet.dunn@stjosephhs.org

School Communication

To help streamline daily communication and 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, and Mrs. Sarah Blatt will be available for any other questions at (304) 525-5096.

Mrs. Terri Reger: 7:30 a.m. - 3:30 p.m. terri.reger@stjosephhs.org

Mrs. Sarah Blatt: 7:30 a.m. - 3:30 p.m. sarah.blatt@stjosephhs.org

In addition to this, parents and students are also encouraged to email their teachers. Mrs. Karen Appell, the school's Guidance Counselor, is also available for questions pertaining to scheduling and all other student matters at karen.appell@stjosephh.org.

Virtual Attendance Policy

As in the brick and mortar classroom, establishing a daily school schedule that is **consistent and regular**, keeping in mind the ages and developmental stages of the students being taught, is critical.

Catholic identity will be maintained into our remote learning experiences. Opportunities for daily prayer will be present in the virtual classrooms just as they are in our brick and mortar classrooms.

All teachers will be conducting their regular classroom schedule virtually. Students may be expected to remotely connect to their virtual classroom for each class period and actively participate in class just as if the student was present physically in school. Students will adhere to their weekly schedule. Assignments will be due accordingly to grade level and subject policy.

Parents and guardians have the legal responsibility to ensure that their students are fully participating in virtual learning by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction, parent notes/doctor notes should be submitted. All students are held to the same attendance policies/guidelines as if in the traditional school setting.

Attendance will be taken daily by the homeroom teacher/first period of the day. Students will participate in morning prayer, pledge, and announcements daily for extended virtual school periods.

In the event of extended virtual operations, students must be appropriately dressed and prepared daily with their supplies, textbooks, online resources, and assignments. St. Joseph Central Catholic High School will commence school operations "virtually" at 8:00 a.m. Google Meet or Zoom sessions will be scheduled per period daily for students to remotely connect with their teacher and fellow virtual peers.

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. All students are provided login credentials to have access to their grades via Renweb. Students may contact the

school office or the school's Guidance Counselor, Mrs. Appell, if they do not have access to their Renweb account.

Grades are based on **essential assignments** for each class that reflect priority goals and objectives and account for participation in the class, demonstrating achievement and growth as determined by the teachers.

All classwork should be linked directly to class objectives, WVDE State Standards and critical skill development.

Online/remote learning, similar to in-school learning, includes, but is not limited to, the following methodologies of instruction:

- Introduction of skills
- Reinforcement of skills
- Authentic instruction
- Experiential learning
- Assessments (quizzes, tests, etc.)
- Projects

Due to the unique and challenging learning environment that both teachers and students experience, never hesitate to contact the teacher first when grading is unclear or there is an issue of disagreement. Flexibility, balance and understanding is important when considering both assessment and grading.

Maintain learning routines and goals:

- 1) Follow teacher guidelines & suggestions
- 2) Participate in every class to the best of your ability
- 3) Ask questions about content and assignments when unsure
- 4) Practice Academic Honesty

School-Wide Virtual Learning - Teaching Resources

In the event of a school-wide mandate to shift to a virtual learning environment for all students, online teaching and learning platforms will be utilized to continue instruction. Teachers will maximize every opportunity to stay updated with regards to the many online virtual teaching resources in order to enhance the learning experience of our students. Teachers will also utilize online programs such as Google Meet or Zoom (virtual meetings) to connect with students and provide Q&A-style lectures. Additional online programs may be used to help assist students with subject content and material. All of these resources are designed to engage and support a student's comprehension of subject content during the virtual learning period. It is essential 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 Meet, and Zoom

Teachers will also be utilizing Google cloud-based programs including Google Classroom, to post and collect assignments and Google 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

The school day will commence at 8:00 a.m. for both traditional and virtual modes of operations. Teachers, support staff, and administration will be available during the hours of 8:00 a.m. - 3:30 p.m. In an effort to reduce student movement and transitions between classes, St. Joseph Central Catholic School will operate on a block schedule Monday-Thursday with a regular schedule on Friday of each week. Students are expected to remote connect with their teacher and peers for each period of the day

Bell Schedules

Schedule A/B Blocks - Monday -Thursday

M/W pds 2, 4, 6, 8; T/TH pds 1, 3, 5, 7

7:30	Teachers Report
7:50	Homework Bell
8:00 – 9:35	First Block
9:40 - 11:10	Second Block
11:10 - 11:45	Lunch
11:50 - 1:20	Third Block
1:30 - 3:00	Fourth Block
3:30	Teachers Dismissed

Schedule C - 8:30 Mass (8 periods)

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:15	First Period / Mass / Break
9:30 - 10:02	First Period
10:07 - 10:39	Second Period
10:44 - 11:16	Third Period
11:16 – 11:50	Lunch
11:55 - 12:28	Fourth Period
12:33 - 1:06	Fifth Period
1:11 - 1:44	Sixth Period
1:49 - 2:22	Seventh Period
2:27 - 3:00	Eighth Period
3:30	Teachers Dismissed

Schedule D - Friday (8 Periods) Schedule

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:50	First Period
8:55 - 9:40	Second Period
9:45 - 10:30	Third Period
10:35 - 11:15	Fourth Period
11:15 – 11:45	Lunch
11:50 - 12:30	Fifth Period
12:35 - 1:20	Sixth Period
1:25 - 2:10	Seventh Period
2:15 - 3:00	Eighth Period
3:30	Teachers Dismissed

Schedule E - 2-Hour Delay (Block Day)

9:30	Teachers Report
9:50	Homework Bell
10:00 – 11:10	First Block
11:15 – 12:15	Second Block
12:15 – 12:40	Lunch
12:45 – 1:50	Third Block
1:55 – 3:00	Fourth Block
3:30	Teachers Dismissed

Schedule F - 2-Hour Delay (8 Periods)

9:30	Teachers Report
9:50	Homework Bell
10:00 – 10:35	First Period
10:38 – 11:08	Second Period
11:11 – 11:41	Third Period
11:44 – 12:14	Fourth Period
12:14 – 12:45	Lunch
12:51 – 1:21	Fifth Period
1:24 – 1:54	Sixth Period
1:57 – 2:27	Seventh Period
2:30 – 3:00	Eighth Period
3:30	Teachers Dismissed

Schedule G - Half Days (8 periods)

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:30	First Period
8:33 - 8:58	Second Period
9:01 - 9:26	Third Period
9:29 - 9:54	Fourth Period
9:57 - 10:22	Fifth Period
10:25 - 10:50	Sixth Period
10:53 - 11:18	Seventh Period
11:21 - 11:46	Eighth Period

Schedule H - Half Days (Block Day)

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:55	First Block
9:00 - 9:55	Second Block
10:00 - 10:55	Third Block
11:00 - 11:55	Fourth Block

Schedule I - 2 PM Activity (8 Periods)

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:45	First Period
8:48 - 9:28	Second Period
9:31 - 10:11	Third Period
10:14 - 10:54	Fourth Period
10:57 - 11:37	Fifth Period
11:37 - 12:04	Lunch
12:07 - 12:47	Sixth Period
12:50 - 1:15	Seventh Period
1:18 - 1:58	Eighth Period
2:00 - 3:00	Activity
3:30	Teachers Dismissed

Schedule J - 8:30 Mass Schedule (Block Day)

7:30	Teachers Report
7:50	Homework Bell
8:00 - 8:15	First Block / Mass / Break
9:30 - 10:40	First Block
10:45 - 11:15	Second Block
11:15 - 11:45	Lunch
11:50 - 12:30	Second Block
12:35 - 1:45	Third Block
1:50 - 3:00	Fourth Block
3:30	Teachers Dismissed

Assignment Submissions & Late Policy

All assignments will be due **no later than 8 a.m.** (unless otherwise directed by your teacher). If your assignment is even one minute late, it is still considered late and **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, an extension for an assignment may be sometimes necessary. In these cases, students must communicate with their teachers about extensions for assignments well in advance (for instance, not at 8 a.m. when an assignment is due). It will always be up to the teacher's discretion if the student may receive an extension.

Google Classroom - Posting of Assignments

Teachers will still be uploading a day-by-day schedule to their Google Classroom, by 8:00 a.m. each day so students may stay up to date on all assignments.

Student Support Plan

In-Person and Virtual Learning Operations

If a parent/guardian chooses to have their child be virtual when in-person classes are an option, all Student Support Plan modifications and accommodations are ceased throughout the virtual learning period. **Student support interventions will only take place in the school's in-person learning model.**

School-Wide Virtual Learning

If an executive order mandates school-wide learning, student modifications will be implemented by the classroom teacher. Students who are 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 the Guidance Counselor, Mrs. Karen Appell (karen.appell@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 8:00 a.m.
- Doing all schoolwork in the same order as the student would regularly complete in the class.

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

E-mail Communications

Students will utilize their school email to communicate with their teachers, which means that e-mail communication is key (for both faculty members and students). **Students need to check their email every day** to ensure they are communicating effectively with their teachers. Due to the high volume of emails teachers receive, 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 ensure that students are sending the e-mail to the correct recipient (always double-check whom 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]
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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 between the hours (8 a.m. - 3:30 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 3:30 p.m. to ensure they will receive a timely response.

Emails are crucial for large issues, such as 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 number 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 technical issues can, and likely will, occur. Here is a list of what to do in case students experience any technical 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 is not working, please have a parent or guardian contact the teachers, principal, or guidance counselor 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 Meets or Zoom, students must be dressed appropriately. All students must be fully dressed and out of bed. Pajamas are not appropriate. Virtual lessons should be conducted in an appropriate location.

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 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.

Google Meet and Zoom are virtual platforms that will be used for instructional support and extra help. During lessons, students should participate and stay attentive as if in the regular classroom setting. If, in a large group setting, microphones of students not speaking should be muted to reduce background noise. The comment box should be used to ask questions in order to prevent speaking over one another. Once the virtual meeting session has been concluded at the teacher's announcement, all students need to exit the virtual session. **No recording or photography of live sessions is permitted by students.**

Academic Honesty

Students cannot, under any circumstances, copy + paste information from the internet for their assignments. This is plagiarism. If students gather information 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 submit a 250-word (half a page) reflection letter about the incident.

*Please note: based on the number of the offenses, 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 Virtual Learning Environment policies and procedures will be conducted. Policies and procedures may be changed or updated at the discretion of the principal.

St. Joseph Central Catholic High School **Virtual Learning Procedures** **2021-2022**

In the event of a mandated school closure, or inclement weather, a virtual learning environment will be provided for St. Joseph Central Catholic High School Students. Virtual learning will consist of various delivery methods. It is very important that the responsibilities of the parent and the student are understood and followed.

Parent Responsibilities

- Parents will assist teachers in establishing a consistent learning environment within the home. Parents will make sure that assignments are completed, resources are obtained when needed, that deadlines are met and all other expectations are complete.
- Parents will assist students in establishing routines of daily school time, reporting to school when necessary, and ensuring that their child is meeting teacher expectations.
- Parents will communicate with teachers and school staff in meeting the educational needs of the child. Open lines of communication will be maintained throughout the Virtual Learning Environment. Communication will be essential in the virtual learning process.
- Parents are expected to check Renweb for assignments and grades.
- Parents are expected to ensure the student follows all school policies.
- Parents are expected to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media or transmitting material digitally.
- Participate in the school's NWEA standardized testing (grade specific)
- Parents will notify the school's building principal if their child is sick with COVID-19 or other illnesses significantly affecting their education.

Student Responsibilities

- Students will receive similar assignments as the students in the traditional school setting. Classwork, assignments, tests, and expectations will be the same in both learning environments. Deadlines may vary; however, it is the student's responsibility to know their deadlines and submit assignments when due. Students must maintain the pace of their courses.
- Students will be required to make contact with their teachers regularly via Google Classroom, emails, and Zooms when needed. Meetings will be set to ensure that students are on track in their classwork.
- Students can email teachers at any time for additional help as well.
- Students are to be active participants in virtual discussions when needed as instructed by the teacher. It is expected that students keep online interactions positive and constructive. Students will maintain best practices for virtual learning sessions.
- Students will be required to monitor their grades and assignments in Renweb/Google Classroom.

St. Joseph Central Catholic High School Virtual Learning Agreement 2021-2022

In the event of a mandated school closure or inclement weather, St. Joseph Central Catholic High School will be offering a virtual learning option for the 2021-2022 school year. This document

serves as an agreement between St. Joseph Central Catholic High School, parent/guardian, and student.

It is the expectation that the virtual learner is the one completing the work assigned. Help will be available to the student throughout the school week. If deemed necessary the school will provide the students with an electronic device for virtual learning, which remains the property of the school. Grading will be the same procedures and expectations of the students who are in a traditional classroom environment.

By signing this agreement, you agree to the conditions and policies as outlined in the Virtual Learning Environment Handbook for virtual learning at St. Joseph Central Catholic High School

Student Name: _____ Grade _____

Parent/Guardian Name(s): _____

Student Names(s): _____

Phone Number: _____ Email: _____

_____	_____	_____
Parent/Guardian 1 Signature	Parent/Guardian 2 Signature	Date

_____	_____	_____
Student 1 Signature	Student 2 Signature	Date