

# THE FRANCISCAN SCHOOL

— FAITH - ACADEMICS - SERVICE —

## Distance Learning at TFS (2020-21)

Distance Learning is an option for families who do not feel comfortable sending their children back to school for extended periods of time or for children who must be off campus due to self-isolation requirements. Additionally, it will serve our 7<sup>th</sup> and 8<sup>th</sup> grade students who will divide their time between on campus and remote learning.

Adhering to the The Franciscan School curriculum and keeping in pace with in-person instruction will allow all learners to maintain the curricular momentum, thus facilitating a seamless transition between in-person and distance learning.

Students will be expected to complete all lessons and assignments in accordance with the homework and grading policies at The Franciscan School.

### EXPECTATIONS FOR STUDENTS

#### Attendance

- Each day in distance learning is a day of school so attendance will be a vital component to distance learning.
- Attendance will be recorded daily for all distance learning classes.
- All students should be on Zoom within the first five minutes.
- Student's Zoom credentials must be their first and last name so attendance can be taken.

#### Code of Conduct

- The same classroom rules for behavior and conduct at school apply to distance learning at home.
- Students need to adhere to the Acceptable Use Policy as stated in the Community handbook.
- Students are expected to adhere to the TFS Code of Conduct at all times.

#### Dress Code

- Wear school appropriate attire.
- TFS uniforms are strongly encouraged, but not required.
- Students must follow the guidelines set forth for uniform or free dress day/spirit day attire in the Community Handbook.

### **Distance Learning Etiquette**

- Backgrounds must be school appropriate and not disruptive or distracting.
- Written communication should be respectful, polite, and pertain to the topic being discussed.
- Mute yourself when entering Zoom meetings and unmute only when it's your turn to speak.
- Collaborate with your classmates and interact with your teachers as appropriate.
- Students who become a distraction to others will be removed from the session.

### **Technology**

- Teachers will livestream classes using Zoom. Classes will be recorded and posted via Google Classroom for later review.
- Student assignments and communication will be distributed via Google Classroom. Communication to parents will still come through RenWeb.
- Each distance learner will need to have access to a device that is connected to the internet. This device should be a laptop, desktop, or tablet. Phones are highly discouraged because of the small screen size.

### **Work Space**

- Students need to have a designated workspace for distance learning.
- Be seated in a chair at a table or desk and be ready to learn every day.
- Workspace must be free of distractions including, but not limited to, pets, food, toys, electronics, stuffed animals.
- Workspace should be in a quiet area with minimal disruptions.

### **Communication**

- Only communication through school approved websites and platforms is permitted. Student communication will be distributed via Google Classroom, as stated above.
- Students are expected to directly communicate with their teachers through email, the zoom sessions, and other means as specified by the teacher to facilitate their learning process. This could include separate study or help sessions, office hours, or similar meetings outside of the regular schedule. Please take advantage of these opportunities.
- All assignments will be turned in to the teacher, as specified by that teacher, and on time.

## EXPECTATIONS FOR PARENTS

1. Review *Distance Learning Student Expectations* with your child.
2. Set your child up for success by:
  - Working with your child to establish a designated workspace that is quiet and free of distractions.
  - Assisting your child in establishing a daily routine for learning.
  - Ensuring that your child has access to all materials and resources before instruction begins, including internet access and technology, to successfully participate in daily distance learning.
  - Encouraging your child to use the scheduled break times to stretch, eat snacks, meals and use the restroom.
  - Be mindful of your child's social/emotional needs by encouraging safe peer interactions after school hours.
  - Understand that remote learning requires flexibility and times of independent work during the school day.
3. For our K-2 students we highly recommend that an adult is present and sitting next to their child during instruction time. Parents will need to provide guidance, corrections on work and redirection as well as help with technical difficulties.
4. Support positive student behavior which abides by the Code of Conduct and the Acceptable Use Policy in the TFS Community Handbook.
5. Maintain the integrity of the distance learning classroom environment.
  - The student should be the active participant in the class.
  - TFS expectation is that work submitted by the student is the work completed by the student.
6. Foster your child's academic development by encouraging him/her to be an independent learner.