



PRESENTATION HIGH SCHOOL

Remote Learning - Student Expectations 2020-2021 School Year

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Purpose & Objectives

Our hope in sharing these expectations with parents and students is that we can all be on the same page about what we believe will lead to student success. These expectations are our best effort to respond to the Covid-19 pandemic and establish guidelines that may help students and parents create a space at home that is most conducive to student learning. This is a living document, and as things change on the national and local level these guidelines and expectations may be updated.

Technology

Home Technology Expectations

Student iPads will handle all needs for remote learning. As long as the systems are connected to an active internet connection (speeds that allow for streaming television shows will work fine), connectivity should not be a problem. A good measure of a stable internet connection is the ability to stream Netflix or Apple TV, as this level of bandwidth should allow for most connections to PHS systems. Headsets with a microphone (standard with almost all cell phones today) should be worn to assist in focus and clear communication. Minimizing the number of active internet connections will maximize connection speeds (i.e. close unnecessary browser windows, end video/audio streams that are not related to the current work, etc.). If students do not have access to a stable internet connection, please contact Nancy Taylor. All apps (programs installed on their iPad) should be updated on a weekly basis so all platforms are at the latest build, thus communicating efficiently.

Synchronous and/or Asynchronous Lessons

Tool	Use	Instructions
Schoology	LMS: Assignments, Videos (faculty recorded instruction), hand-outs, turn-ins, assessments, grading feedback	Zendesk should be used if a student needs their Google password reset, as Google is the Single Sign-On for Schoology. Schoology would be the primary learning and communication tool for instruction, homework, assessments, etc.; Digital



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		submission of assignments, and communication.
Google	Communication and submission of work; group collaboration, live chat, shared documentation.	Zendesk should be used if a student needs their Google password reset. Google will be used as it is currently in concert with Schoology.
iPad Apps	Various Apps based on Faculty/Course/Module	iPad Apps should be utilized to deepen learning through targeted activities.
PowerSchool	Student Information System	Zendesk should be used if a user needs their PowerSchool password reset. The server is cloud-hosted, allowing for the same access and services currently being used.
Microsoft Office 365	Word, Excel, PowerPoint	All students and faculty have a school-issued Office 365 account which utilizes their PHS Google email for login access. Use of the Office Suite does not change if the user is on-site or off-campus.
WebEx Teams	Live Video/Audio/Instant Messaging/Meetings	Student Instructions (Videos)
Zoom	Video / Audio	The Zoom app or web site interface would be used via the iPad for class meetings.

Online Behavior - Classes

Students should log in to their Zoom spaces for each class 5 minutes prior to the start of each period to allow for the teacher to “admit” students in a timely manner. This will help maximize the use of instructional minutes.

In an effort to maximize and enhance student participation in classes, students are encouraged to turn on their cameras and their microphones as they come into their classroom spaces. This will allow for the classroom environment to mirror what it would be like on campus as much as possible. This also helps our teachers to engage students and assess students' presence, participation, and understanding. There may be times or circumstances that prevent a student from turning on their camera or microphone, and students should communicate directly with their teacher if/when a situation like this occurs.



Online Behavior - Class, Meetings, Assemblies, and Other Events

Our Student Handbook policies are present in the online environment and it is our expectation that student participation in our group meeting spaces will be joined by all students in a timely manner, and that participation will be appropriate to the event (ie: participation would be different for a liturgy than it would a spirit rally). In addition, we expect students to follow our [Virtual Code of Conduct](#) as an extension to our current Student Handbook policies.

Remote Instruction

Remote instruction will continue throughout the fall semester, providing the students an opportunity to engage in a combination of live/synchronous learning and self-guided/independent learning. All UC-approved courses will still meet the UC requirements and prepare students for college and beyond; course material will be rigorous but manageable; teachers will provide whole-class, small-group, one-on-one, and independent learning opportunities. However, course curriculum will be reduced to some degree, as teachers have been instructed to build unit and lesson plans based on the core and essential standards and skills that must be covered and assessed this semester. They are working to strike a balance between delivering necessary content in the reduced amount of instructional time while also ensuring that student workload is manageable. We are prioritizing student overall well-being in this unprecedented time, and therefore we accept the fact that there may be gaps in content and skills covered, but we will do all we can to ensure students are prepared for the next level.

Student Requirements

All students are required to complete remote-learning lessons (synchronous and asynchronous) equivalent to an 80-minute class period. Students are expected to remotely attend the sessions required by their teachers (per the [modified bell schedule](#)) and participate in assignments for each scheduled course (whether asynchronous or synchronous) following the Gold/Blue schedule according to the [school calendar](#). The school calendar and bell schedule will remain unchanged regardless of which phase of reopening we are in. Mandatory meetings such as mentoring, homeroom, and other student meetings and events will happen according to the calendar as well, regardless of the on-campus phase we are in, although the format may be different (virtual versus in-person).

In the remote learning model, attendance and grading will be tracked for each class period through Powerschool for synchronous lessons and student completion of each class section's remote learning assignments (per each course syllabus). If a student is not submitting



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assignments, the teacher will reach out to the student (after one absence/missed assignment) and the parent/guardian (after more than one absence/missed assignment).

Grading and Assessment

Formative and Summative Class Assessments

It is important that in the pursuit of learning and truth, each student demonstrates honesty in her ability and work. Academic dishonesty and cheating are defined as obtaining or attempting to obtain credit for academic work when it is not your own, or allowing your work to be copied. Academic integrity is demonstrated when a student: completes own homework assignments and does not allow work to be copied by another student; completes a quiz, test, or exam without seeking help from another student or source or giving help to another student; does original research for a paper, project, oral presentation, lab report, etc. and acknowledges another person's contributions to that work by citing the source and individual's name. Theft of academic material, cheating, copying, and plagiarism are violations of academic integrity. Please refer to the handbook for more details and consequences around academic dishonesty.

AP Exams

AP Exams are administered by Presentation at the direction and discretion of College Board. The College Counseling team will maintain contact with College Board and follow the directions laid out for the administration of AP Exams. Presentation personnel will be available to proctor exams should the College Board determine that AP Exams should proceed as planned, in line with county guidelines.

Attendance

Class attendance is an essential part of the educational process at Presentation High School. The student who is absent from class whether in person or remotely, misses important learning activities and assessments, academic discussions, and personal interactions with other students and the teacher. Attendance in class is an integral part of the education process at Presentation.

During our remote phases of learning, by period student attendance will be taken in Powerschool for synchronous lessons and by the submission of work through schoology for asynchronous lessons. If a student is not submitting assignments, the teacher will reach out to the student (after one absence/missed assignment) and the parent/guardian (after more than one absence/missed assignment). Here are some tips for success, which parents should help their kids establish and monitor:

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- Set an alarm each morning so you have time to wake up and prepare for the day (tend to personal hygiene, eat breakfast, and set up your learning space).
- Prepare a space as free from distraction as possible.
- Take a moment or two of silence before beginning. Think about asking God for the grace to be charitable and patient if you, a peer, or teacher encounters a technology problem that seems to be frustrating.
- Remember that if you were on campus, you would not have access to your phone during the school day. So, place your phone in another room or if you receive a message or call--ignore it.
- Have any supplies that you might need for class such as your books and iPad/device
- Let any family members that are home with you know that you are attending class and won't be available until after class.
- Try your best to stay off other apps websites that might be distracting.