

Distance Learning Guide

Partnering Together to Maximize Learning

Parents and students, please read over this guide to make sure we are on the same page when it comes to zoom expectations and being present for class. Our goal is that you continue to excel in your academics and learning even while distance learning. Following these simple guidelines will help.

When does my student log onto Zoom for direct instruction? How do I know the schedule?

For exact time and details regarding zoom schedules, please check your student's Edmodo page

What is Edmodo and how do I join my student's class?

Edmodo is the primary Learning Management System for St. Gen's (PK-12). Teachers place homework assignments, communicate due dates and place important announcements regarding the school on their Edmodo pages.

There is a tutorial video on our websites under breaking news that shows you step-by-step how to sign up for Edmodo and join classes.

Each class has a unique code that you must enter to join your student's specific classroom. This keeps the site secure for just St. Gen's parents and students. For K-8, you received a one page document that listed the "code" when you picked up your student. For grades 9-12, these codes were e-mailed to you through Aeries.

If you're still not sure what the code is, please call our main offices at 818.892.3802 (ES) or 818.894.6417 (HS) and they can assist you.

What are the expectations for students while they are on Zoom?

- This is a virtual **class room**, therefore, **appropriate classroom behavior is expected.**
- Be visible – show your face the entire class period
- Be on time
- Be in an appropriate space, and sitting up (in your bed is not an appropriate space)
- Dress for success (look your Valiant best)
- Eat before or after the zoom (not during please) - drinks okay
- Communicate with your teacher
- Choose one appropriate background per class period (all school rules apply)
- Your Zoom sign in must be your **FIRST AND LAST NAME ONLY**
- Please ask the teacher if you need to leave the room for any reason
- Please keep your frame active (no freeze frame)
- Ensure any and all technological devices are charged

Attendance

What if my student is sick, we have an appointment or for some reason needs to miss class?

Just like when we are in-person, occasionally a student misses part of a day for a dentist appointment or they may be feeling under the weather. It is the parent's responsibility to communicate with the office and the teacher. Student notes/e-mails are not accepted. It is also not acceptable to have a friend or classmate let the teacher know you'll be absent. Just like when we are learning in person – we need parent authorization this is happening.

More than ever, we need to make sure we are working together to ensure that your student is attending all classes and learning as much as possible.

What if my student misses class and I didn't send a note or authorize their absence? How will I know they didn't attend?

Attendance is taken daily for students in grades K-3, in the morning and afternoon for grades 4-6 and during each period grades 7-12.

Elementary: K-8

- 1st Absence: Homeroom teacher will e-mail parents about absence
- 2nd /3rd Absence: Homeroom teacher will call parents about two absences in a row
- 4th Absence: Office/Administration will reach out to parents

High School: 9-12

- Automatic phone calls go home daily to parents after the first period of the day (period 1 on Silver Days and period 2 on Blue Days) designating absences from the first period of the day class.
- A second phone call goes home daily at 3:30 noting that a student was absent or tardy to one or more classes during the day. *If your student was absent only the first period of the day, this could be a duplicate call.*
- Teachers will also e-mail parents directly to notify you if students are missing two or more times from their class in a short period of times.
- If a student is missing repeatedly, a counselor or the Director of Character will reach out for a parent meeting.

How does my student get marked present for the day/period?

Present

In order to be marked present for the period in question, the following criteria must be met:

- Students must log on within 5 minutes of the class start time
- Face must be visible (no ceiling fans) at all times when applicable

- Students must participate the *entire* class period
 - i.e. Respond when called upon – whether it is in a chat or in person –
 - If students are unresponsive or missing from the screen without permission, we will assume they are no longer actively participating in class and therefore will be marked absent.

Excused Absences

Students will be given an excused absence if the teacher is informed of the reason prior to the beginning of the class. They may also make up all work missed.

Tardy

Students arriving after the 5-minute grace period will be marked tardy

Would there ever be a reason a teacher would remove my student from a zoom learning session?

Hopefully not. However, students need to follow the guidelines listed below or they may risk being removed from class.

Removing a student from Zoom:

Teachers have the right to remove students from a zoom class period and not allow them to return if..

- They are not responding to teacher directions (indicating they are no longer present in class)
- Students do not meet the requirements outlined for students (see above)
- They display an inappropriate virtual background
- They violate any of the St. Genevieve behavior expectations

Lastly, during this distance learning we ask that we all COMMUNICATE / COMMUNICATE.

If you have questions, if you are unsure about something please reach out to the teacher to get clarification. Teachers usually respond to e-mails within 24 hours and want your student to be successful. The more we communicate, the more successful your child will be during this time of distance learning.