

**OUR LADY OF MERCY CATHOLIC SCHOOL  
STUDENT-PARENT ONLINE & DISTANCE  
LEARNING GUIDE  
2020-2021**

**OUR LADY OF MERCY SCHOOL  
1400 East 27<sup>th</sup> Street  
Merced, CA 95340  
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## **Our Lady of Mercy School**

**We are all experiencing extraordinary times and I am lifted as we unite in prayer and love for one another. Our Lady of Mercy School teachers and staff are with you and supporting you and your family during this time. Our staff will continue to provide excellence and promote the holistic approach to the development of children, which encompasses their spiritual, moral, intellectual, social, physical, emotional, and aesthetic growth. Above all we will be mindful of our mission of being witnesses to the love of Christ for all and maintain our Catholic Identity.**

**Our teachers and staff have been spending countless hours ensuring that online learning will roll out smoothly for all of our students. All teachers will be reaching out weekly, to ensure that we are meeting your child's educational and spiritual needs.**

**We thank you for partnering with us. We are dedicated to supporting the children, parents and staff. Please continue to pray for our world.**

**Blessings,**

**Mrs. Judy Blackburn**

**The policies and procedures outlined in the Our Lady of Mercy School Parent/Student Handbook are still in effect in our distance learning environment. Of special importance at this time are the following policies which can be found on pages 63-66:**

#### **Social Media Use**

**Use of Electronic Devices Owned and Issued by the School**

**Acceptable Use Pledge Covering Electronic Devices**

**Consequences for Violations of Information Technology Policies**

#### **Weekly Schedule**

**Each teacher has provided a plan for distance learning. School will begin at 8:00am with morning flag salute and prayer. This will either be done through Zoom or Live Streaming. Zoom classes will ordinarily begin at 8:30am. Please refer to your child's individual class schedules for the rest of your child's school day.**

#### **Student Workload**

**A reasonable amount of work will be assigned to students. Teachers will take into account that students typically move at a slower pace on distance learning days compared to face-to-face instruction. Because students learn at different paces and some are more independent than others, the school cannot ensure the amount of time it will take an individual student to complete distance learning assignments. Teachers, however, will be prudent in the amount of work assigned to students based on a variety of factors such as understanding content, the complexity of the assignment, length of the assignments, etc. Please note that the workload for students will be based on grade level curriculum. In other words, students in middle school will have a higher level of work assigned compared to students in elementary. Each grade level will use various educational tools for instruction. Please see grade level handouts/and or google classroom for commonly used online educational tools.**

#### **Teacher-Posted Assignments**

**Assignments for K-8 students will be posted in Google Classroom.**

### **Submission of Student Work**

**All assignments will be submitted through Google Classroom.**

**Assignments that are not submitted on time are subject to a 10% grade reduction.**

### **Assessments**

**During distance learning, measuring student progress will continue to occur by using a variety of instructional methods that are appropriate and dependent on the grade level of the student. Distance learning assessments will be similar, if not the same, to what teachers use in the classroom. Students will have time in their daily schedule to complete tests and quizzes so questions should be directed to the teacher during the specific time.**

### **Grading**

- **Grades are based on assignments that reflect goals and objectives for each instructional area. Absences may also affect grades.**
- **Teachers will continue to follow the curriculum standards and Catholic Identity Standards.**
- **Because of the unique learning environment that distance learning poses, parents/students should never hesitate to contact the teacher first when assignments or grading are unclear.**
- **Teachers will continue to follow the grading scale implemented in their classrooms.**
- **Grades for general assignments will be posted on Option C or Google Classroom.**

### **Student Expectations for Distance Learning**

**During distance learning, students are expected to adhere to the following requirements:**

#### **Attendance**

- **If a student is ill and cannot participate in the day's lessons, a parent is expected to email the homeroom teacher by 8:00am. Per school policy, students will have one day per sick day to make up missed assignments.**
- **Students are expected to attend all Zoom Class Sessions. If a student does not attend a required Zoom Class Session and the parent did not inform the teacher of this absence prior to the meeting, it will be treated**

as an unexcused absence. Teachers will not be able to make up a missed Zoom Class Session, because of the daily structure of distance learning.

- If a student misses a Zoom session, it will be his/her responsibility to complete the work and submit it on time. Assignments that are not submitted on time are subject to a 10% grade reduction.
- Since distance learning is online, if a family goes on vacation during this time, students are expected to complete their assignments and submit them on time each day. Any difficulties pertaining to these expectations should be clearly communicated with the classroom teacher prior to traveling.

### **ZOOM MEETING BEHAVIOR**

Whether teaching and instruction are conducted in a school classroom or in a distance learning environment, the high standards of behavior held by Our Lady of Mercy Catholic School must be maintained. Distance learning classrooms are real classrooms and appropriate student behavior is expected both in speech and in action.

- Students are encouraged to review the Parent and Student Handbook policies with their parents, with particular attention to the section pertaining to student conduct.
- Students should be in their designated workspace with their materials, prepared to actively participate in the lesson at least 5 minutes prior to the assigned meeting time

When students attend a Zoom Meeting, please make sure of the following:

- The designated workspace location for the meeting is not in a high traffic area of the house which could cause distractions for the student, their peers and the teacher.
- Students are expected to be out of bed, dressed(uniform), and prepared to attend classes. Being in pajamas is never permitted in an online class. Teachers are required to dress professionally as well.
- Students should sign in with their own name and show their face.
- Students should phrase communication with teachers and classmates in a polite and courteous manner. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior will not be tolerated.

- **Students should follow their teachers' distance learning classroom procedures.**
- **Due to the limited digital face to face time, food should not be consumed during a Zoom Meeting as it can be distracting for other students.**

### **REMOVAL FROM ZOOM MEETINGS**

**Students displaying behaviors that are infractions from the handbook are subject to removal from the Zoom meetings. Before a student can return to the Zoom Meetings, a conference will be held with the parents, student, teacher and administrator(if needed).**

### **ACADEMIC INTEGRITY**

**Policies on academic integrity and cheating as stated in the Parent and Student Handbook also apply in the distance classroom.**

- **Student work submitted must be authentic in order to demonstrate content/skill mastery. It is important for teachers to have a clear picture of how their students are understanding and processing concepts taught.**
- **It is understood that students will communicate with each other; however, students must submit their own work and not work that is a reflection of another student.**
- **Parental guidance is essential to student's learning, however, it is important that the students' work is their own.**

### **COMMUNICATING WITH TEACHERS**

**Every student has their own google account to be used for communication and access to online programs. When appropriate, students/parents should email teachers with any concerns or questions. Teachers will respond within 24 hours to email communications. Keep in mind that during the instructional day teachers will be delivering instruction to their students and not able to respond immediately to emails. Please also respect the teacher's need to "unplug" and have personal time with their own families.**

### **Tech Support**

- **For technology issues including student accounts and student devices, parents should contact the student's teacher or the office.**

- For online resource support, please contact the student's teacher who is utilizing that online resource.

### **Staying Connected**

To help our school community stay connected during distance learning, families are encouraged to visit our OLM website and the teacher's google classrooms.

### **PARENTAL ADVICE FOR DISTANCE LEARNING**

#### **Parent Role**

One of the best things a parent can do for their child(ren) is to reinforce that online learning is as important as face-to-face interaction. Some important tips and reminders for parents are below:

- Parents are not expected to take the place of the child's teacher.
- Parents should play a supporting role, and encourage their children to remain actively engaged in their learning.
- A good rule of thumb is to keep your child(ren) focused and thinking critically. Struggling should be allowed and encouraged in children. Remind your child(ren) that becoming independent critical thinkers takes time and practice.
- Establish incentives and consequences.

#### **Learning Space**

Children will achieve their best work in a quiet, comfortable and dedicated space devoted to learning. Ideally, this will be a different space than where they normally play games, watch television and sleep. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors distance learning. Keep doors open, and practice good digital safety.

#### **Set Clear Expectations**

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working over time.

- Keep normal bedtime routines, including normal rules for devices.
- Help you child(ren) wake up, get dressed, eat breakfast and be ready to learn at a reasonable time.
- Review your child's schedule and daily assignments.
- Teachers will communicate regularly through online educational tools.

- **Make sure everyone knows how to find the help they need to be successful**
- **Stay in contact with teachers and Mrs. Blackburn; if you have concerns, let the appropriate teacher know.**

### **Conclusion**

**Whatever method of learning takes place for our OLM students, we are committed to helping the students to learn and grow in a positive learning environment. We will do our best to meet each child's needs for learning in a Catholic Educational environment. We must continue to have strong communication for the benefit of our students. Being involved in the life of your child(ren) is a sacred trust which we do not take lightly. We thank you for trusting us. We are here to guide, assist and support you in any way possible. And where we cannot, our faith reminds us that God will. Above all, we must pray for each other.**

**Please sign and return the Acceptable Use Pledge Covering Electronic Devices.**

**Keep the Faith!**

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my chromebook or any of my other electronic devices in ways that are appropriate, educational, and meet Our Lady of Mercy School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my chromebook/ipad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my chromebook/iPad.
- I will never leave the chromebook/iPad unattended, and I will know where it is at all times.
- I will protect my chromebook/iPad by keeping it stored in the provided case at all times.
- I will never loan out my chromebook/ iPad or give my password to other individuals.
- I will not let anyone else use my chromebook/iPad other than my parents or guardians.
- I will charge my chromebook/iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my chromebook/iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my chromebook/iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the chrombook/iPad or chromebook/iPad cover, or do anything to permanently alter the chromebook/ iPad in any way.
- I will not remove or deface the serial number or other identification on any chromebook/iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the chromebook/iPad, case, and power cords in good working condition.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date