



THE JOHN CARROLL SCHOOL

Distance Learning Guidelines

FOR STUDENTS AND PARENTS



UPDATED: 11/13/20

STUDENTS AND PARENTS:

Our goal at The John Carroll School is to be in partnership with *both* our students and parents in all we do. Collectively, we believe we can achieve more together. Full distance learning can be challenging, but we have worked hard to create concrete steps and guidelines for both students and faculty to help provide an environment for optimal learning and success. In order to assist each student in achieving his/her full potential, we have prepared the following guidelines for students during distance learning:



ROUTINES

Try to establish good habits from the beginning of the school year. Always wake-up in the morning with enough time to prepare for the day ahead and your first class at 8am. **Make sure you are dressed in your school uniform**, eat a good breakfast and are ready to be engaged on screen for learning. Same thing goes at night; try to keep a healthy and normal bedtime routine and give yourself time to unplug from digital devices prior to going to sleep.



ENVIRONMENT

Create a dedicated, organized workspace to be successful during online learning. It is recommended that you have a desk, sit upright, try to avoid being in your bedroom, and be in a place without distractions such as your phone or TV. Check to make sure your computer camera and microphone are working and that you have a reliable internet connection. It would be a good idea to have a pair of headphones nearby and easy access to drinks and snacks. If you can, we highly recommend setting up a physical location that is dedicated to school-focused activities.

CLASS SCHEDULE

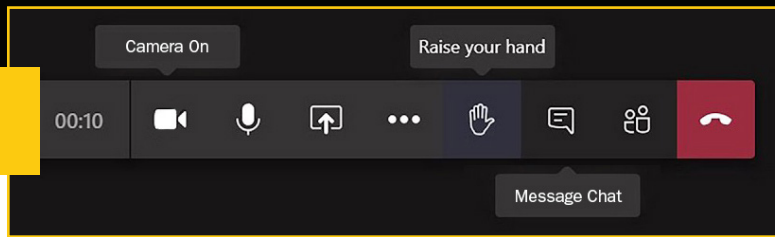
Classes will meet according to our regular A-H day schedule with normal class times (including our regular shortened D Day schedule). Monday through Thursday will be synchronous learning while Fridays will be asynchronous.

THE JOHN CARROLL SCHOOL
2020-2021 School Year Bell Schedules
8-Day Class Rotation Cycle

Meal	Normal	Day A	Day B	Day C	Early Dismissal	Day D	Normal	Day E	Day F	Day G	Day H	Community
1	08:00-09:00				08:00-09:00		08:00-09:00					08:00-09:00
2	09:00-09:30				09:00-09:30		09:00-09:30					09:00-09:30
3	09:30-10:00	Advisory		Advisory	09:30-10:00	Advisory	09:30-10:00	Advisory				09:30-10:00
4	10:00-10:30				10:00-10:30		10:00-10:30					10:00-10:30
5	10:30-11:00				10:30-11:00		10:30-11:00					10:30-11:00
6	11:00-11:30				11:00-11:30		11:00-11:30					11:00-11:30
7	11:30-12:00				11:30-12:00		11:30-12:00					11:30-12:00
8	12:00-12:30				12:00-12:30		12:00-12:30					12:00-12:30
9	12:30-1:00				12:30-1:00		12:30-1:00					12:30-1:00
10	1:00-1:30				1:00-1:30		1:00-1:30					1:00-1:30

Meal 1 (Scheduled Classes Meet as Directed by Teachers) | Daily Meal 2 (8:30-9:00) | Meal 3 (Daily for Grades 5 and 6) | Meal 4 (Lunch for Grades 7 and 8) | Meal 5 (Lunch for Grades 9 and 12) | After-School Classes Meet as Directed by Teachers | Daily Meal 6 (3:30-4:00) | Dismissal 4:00-4:30 | Bus Departure 4:45 (24.45 in Early Dismissal Days)

STUDENTS:



Zoomcast is John Carroll's enrollment, event and school information management system.

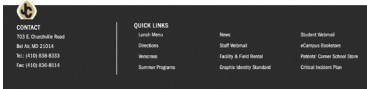
Log in to Zoomcast as a current student, current parent or teacher.

[Current Student Login](#)

Log in to Zoomcast as an applicant, admitted student, or parent of applicant or admitted student.

[Admitted Student Login](#)

Have questions about Zoomcast? Check the Zoomcast Frequently Asked Questions page.



Backgrounds on live meetings must be appropriate. Blurred backgrounds are acceptable. Virtual backgrounds must be appropriate for school setting.

ATTENDANCE

Students are required to be in school uniform and must log on to their school account at the beginning of each class with cameras on.

Attendance will be taken by the teacher. If a student does not log-in after the first five minutes of class, the student will be marked absent.

Students are also expected to remain in the class meeting for the entire time the teacher is there, with cameras on. No student should leave a class early without a teacher's permission and must contact the teacher if an emergency arises. **If students are free mod 1 on their schedule, they do not need to do the traditional "check-in" for attendance.** Instead, they will start their attendance in mod 2 with their first teacher.

CLASS INSTRUCTION

Teachers will be utilizing a variety of methods of instruction to provide the best synchronous classroom experience for each subject. Your camera should be on at all times during direct instruction and/or discussion. There may be times your teacher gives you independent work to do after direct instruction. You are expected to treat this class time as work time. Additionally, there may be times when an instructor provides a flipped classroom model (you watch a lecture online for class ahead of time and then utilize your class time for group work, individual student meetings or guided practice work). During online instruction, please be prepared to ask and/or answer questions either by raising your hand and/or submitting a message in chat. All students are expected to behave during distance learning the same way as if they were learning in-person, per the student handbook.

PARENTS:

Students are expected to be in class and engaged in learning for the full school day. Please do not make appointments, plan outings, or allow students to work during school hours.

Teachers may employ one of the following online instruction methods:

- 55 minutes of direct instruction, class discussion or online tools.
- 25-30 minutes of direct synchronous instruction followed by 20-25 minutes of independent practice (teacher available for assistance).
- Collaborative project work with students in virtual groups (teacher alternates between channels to provide assistance).
- Independent assignment (teacher available for assistance).

STUDENTS AND PARENTS:



COMMUNICATION

The first steps in communication should always start with a student reaching out to his/her teacher. Communication should be through school emails, and students should address teachers in a professional manner. We encourage you to reach out to your child's teacher and/or counselor if you have any concerns or questions. If a student does not receive a satisfactory response from a teacher, we recommend that parents contact the department chair and set up a meeting – online and/or in person.



ASSIGNMENTS

All classes will have **at least two graded assignments per cycle** (many may have more). Teachers will post and review with students specific instructions for turning in assignments on Veracross. Students must follow teachers' directions for turning in assignments. For daily assignments, students will have until 11:59 p.m. to turn in. Long-term assignments may be given other due dates. We ask that students plan ahead and ask questions/address concerns during school hours. Upon submission, the majority of all assignments should be returned to students and a grade posted within 72 hours (exceptions include longer assignments, such as a term paper or final project).

LATE WORK AND ABSENCES

If for any reason you miss class, it is the student's responsibility to reach out to the instructor to determine what was missed. In the case of sickness and/or an excusable reason listed in the Student Handbook, a parent/guardian must email the attendance moderator: (attendance@johncarroll.org) prior to 8:30 a.m. that day. The number of days of an excused absence indicates the timeframe a student has to complete the missed work. If a student does not turn in an assignment on the original due date (or an extended due date due to an excused absence), he/she will receive a zero after one cycle from the due date. **Extended absences and/or illness should be communicated to the school nurse and the attendance moderator.**

TEXTBOOKS AND STUDENT MATERIALS

Students will have their own purchased textbooks/workbooks/literature books at home. Teachers may introduce other necessary supplies the first week of class. **MSDE books will not be handed out with the start of the school year beginning with distant learning.** Necessary passages/pages will be posted on Veracross for student usage as allowed with free and fair usage policies. If distance learning continues beyond the first month of the school year, the school will investigate the feasibility of a student pick-up of necessary texts and or other supplies. Teachers will list the MSDE book information on their course syllabus if a student prefers to purchase the book rather than use the online resource material given, although this is not necessary.

STUDENTS:

Additional guidelines for distance learning:

- *Be respectful and show appropriate behavior online.*
- *Students are reminded that recording others without expressed acknowledgment and consent is illegal. It is also a violation of the student handbook to record others without permission.*
- *Use the school email account for all school-related communications.*
- *Notify IT school personnel of any technical or wi-fi issues immediately.*

ADVISORIES

Advisories will not meet online during synchronous learning days (Mon-Thurs) so that students and teachers will have the opportunity to take a screen break while we are in full distance learning mode. However, Advisors will be held on asynchronous Fridays to take attendance and check in on students. We also plan to have one or two special bell schedule days where Advisors will be able to meet for extended time. Students are encouraged to reach out to their Advisors if they need any assistance or have any questions during distance learning.

DIGITAL CITIZENSHIP

When working online, students are expected to be in full compliance with the John Carroll Student Code of Conduct as outlined in the Student Handbook as well as the Technology Acceptable Use Policy of The John Carroll School. The Student Handbook can be found at patriots.johncarroll.org/current-patriots/student-handbook.

PARENTS:

Students are encouraged to report concerns if they see any type of inappropriate behavior. The School does not condone bullying, discrimination, and/or behavior that falls outside the guidelines of our Acceptable Use Policy and the Student Code of Conduct outlined in the Student Handbook.

ACADEMIC INTEGRITY

Please remind your student that no grade is worth academic dishonesty and he/she is responsible for completing his/her own work. In an online world it is much easier to utilize the work of another and claim it as your own. Unfortunately, no student is immune from the temptation to cut, copy, paste, borrow, and/or not cite work properly. Students submitting work that is not their own and/or giving work to another student to be turned in, utilizing online resources not cited, etc.) will be given a zero for the assignment along with possible future detentions and/or disciplinary restrictions as outlined in the Student Handbook.

HEALTH

It is important for students to live a healthy and well-balanced life. Encourage your students to eat a balanced diet, take ample opportunity for movement and exercise (both between classes and before/after school), try to normalize sleep patterns and enjoy healthy and affirming relationships with peers. Additionally, if you are in need of assistance, please reach out to your school counselor and/or a trusted adult.