



Distance Learning Guide 2020–2021 School Year

Selecting and Setting Up a Device

Your student may use a desktop, laptop, Chromebook, or Apple device, such as an iPad. If you do not have a device at home, you may check out a Chromebook from the school. Please contact our Technology Coordinator, Lisa Olsen, lolsen@stccs.com or 651.439.5581 x237.

Chrome is the preferred browser on all devices. To download for PC or MAC, please visit: [Download & install Google Chrome - Computer - Google Chrome Help](#). If your student is using an Apple device, such as an iPad, the following Apps should be downloaded: Chrome, Google Classroom, and Google Drive.

Particularly helpful for parents, Google Classroom App can be downloaded to mobile devices: [Get the Classroom app - Classroom Help](#).

Google Classroom

SCCS Distance Learning instruction and assignments are delivered through Google Classroom. All students in Kindergarten-Grade 8 are automatically enrolled in their respective Google Classrooms by the teacher. Students are provided a username consisting of first initial, last name, year of SCCS graduation.

jsmith29@stccschool.com Kindergarten student
jsmith28@stccschool.com First Grade student
jsmith27@stccschool.com Second Grade student
jsmith26@stccschool.com Third Grade student
jsmith25@stccschool.com Fourth Grade student
jsmith24@stccschool.com Fifth Grade student
jsmith23@stccschool.com Sixth Grade student
jsmith22@stccschool.com Seventh Grade student
jsmith21@stccschool.com Eighth Grade student

Generic password is sccs55082. Parents may assist students in changing passwords upon initial login.

Note: it is a good practice to have students log into and out of their Google accounts at the beginning and end of every work session, especially if there are multiple users sharing a device.

Teachers' recorded instruction and instructional plans will be posted in Google Classroom. Distance students will access Google Classroom to view recorded instruction and complete and turn in assignments. Kindergarten- Grade 4 teachers may have some assignments for distance students in handout form and will provide instruction to families how to gather. Given the efforts teachers are making to bridge in-person and distance learning, should any student(s) need to transition from in-person to distance learning at any given time, disruption should be minimal.

Lessons and corresponding assignments will be uploaded for distance learners one day following in-person instruction. If the whole school or classroom goes to distance learning, material will be uploaded by 8am, and teachers will communicate office hours with families.

Attendance and Late Work Policy

It is expected that students who are distance learning keep up with daily instructional plans, as assigned. Thus, Late Work Policy for distance learners is the same as in-person, but with a 24 hour delay. At Back to School Night, Primary, Intermediate, and Middle School teachers will communicate classroom policies regarding how and when late work will be accepted, with and without penalty.

Communicating with Teachers

Should a student or parent have a question about an assignment or a concept being taught, he or she is welcome to contact the teacher via email. Teachers will respond to emails within 24 hours, between the hours of 8am and 4pm.

Additionally, parents can opt-in to receive Google Guardian emails on a daily or weekly basis for their students' classes. These emails provide information on activity within Google Classroom. Please see Addendum, Google Guardian Opt-In.

Instructional Plans and Assignments

Within their respective Google Classrooms, teachers will be posting Week at a Glance overviews, which provide a quick checklist of what students will be learning in each subject area.

Week at a Glance: 4th Grade

Week Reminders/Looking Ahead:

- Please remember to turn in back to school paperwork by Thursday
- Marathon envelopes coming home next week
- Star of the week: Sam

What we're learning this week:

ELA:

- Spelling: they're/their/there
- Grammar: capitalization
- Writing: dressing up our writing with who-which clauses
- Reading: Point of view, Tuck Everlasting chapters 5-8

Math:

- Adding and subtracting fractions
- ALEKS

Social Studies:

- People of the East - where are they from and what do they do?
- I can explain where the people from the East migrated from, what industries they work in and what natural resources they draw from in their region.

Science:

- Chemical weathering: causes and effects

Scrolling down a bit, students and parents will see step-by-step details of Instructional Plans:

Week of August 17

Subjects	Monday	Tuesday	Wednesday	Thursday	Friday
Grammar	<ol style="list-style-type: none"> Complete Fix It: Day 1 & watch the video to check for corrections. Grammar ws HW: 				
Spelling	<ol style="list-style-type: none"> Watch lesson video Complete word preview 	I can spell there/their/they're properly in a sentence. <ol style="list-style-type: none"> Watch lesson video Complete word preview 			
Reading	<ol style="list-style-type: none"> Watch lesson video Read T Everlasting chapters 5-8 Complete Tuck WS 	I can demonstrate my understanding of chapters 5-8 by completing the TE WS <ol style="list-style-type: none"> Watch lesson video Read T Everlasting ch 5-8 Complete Tuck WS 			
Math	<ol style="list-style-type: none"> Daily Math Practice Watch lesson video Textbook Pg. 45 #1-10 	I can add and subtract fractions <ol style="list-style-type: none"> Daily Math 			

Most assignments will include instructional videos accompanied by work that students complete through textbooks and worksheets, etc. Links to videos and worksheets will be embedded within Google Classroom for each day. Teachers will direct students on how to turn in assignments electronically using the Classes tab in Google Classroom. It is recommended to have a second browser window open so the teacher's overview tab and the Classes tab to turn in homework are accessible simultaneously.

Monday, August 17, 2020 ...



Spelling

Posted Aug 17, 11:35 AM



Math

Posted Aug 17, 11:34 AM



Religion

Posted Aug 17, 11:37 AM



Social Studies

Posted Aug 17, 11:39 AM



Music

Posted Aug 23, 3:17 PM

Specials Classes

Teachers of Specials Classes provide lessons to students according to their typical weekly schedule. This schedule will be communicated within a grade level teacher's Instructional Plans for the day, but the student will access the Specials Instructional Plans in the "Specials" Google Classroom.

Google Meet

Teachers may use Google Meet in order to have real-time meetings with their distance learning students and/or parents. Students do not have the ability to initiate a session; rather he/she must request a session directly from the teacher. Some 'Google Meets' will be mandatory and others will be optional. The teachers' instructional plan will indicate when Google Meets are required vs. optional. Students are expected to be in uniform when attending a Google Meet session.

Online Resources

YouTube: Teachers may integrate external videos within Google Classroom. Students will have access to YouTube.com and will need parental supervision while using Google Classroom for schoolwork.

Additional platforms and websites such as Screencastify, EdPuzzle, Flipgrid, BrainPop, FOSS, Envision Math, Khan Academy, ALEKS (Grades 3-8) and others may be used by teachers to supplement instruction. Terms and conditions can be found at:

<https://www.khanacademy.org/about/tos>; <https://www.fossweb.com/terms-of-use>;
<https://edpuzzle.com/terms>; <https://www.screencastify.com/terms>; <https://legal.flipgrid.com>;
https://www.brainpop.com/about/terms_of_use/;
https://www.aleks.com/highered/ppl/terms_aleks_listserv
<https://www.savvasrealize.com/index.html#/>

Assessments

Teachers will be regularly assessing students.. Academic honesty is applicable during distance learning. Parents may be asked to verify that the student has taken a test or quiz without help, notes, or tools (calculators, online information, etc.). Teachers will notify students and parents when/how assessments should be taken.

PowerSchool

Teachers of Grades 3-8 will continue to post grades in PowerSchool. Some individual grades may show in Google Classroom, however these are for individual assignments only.

Expectations

Teachers

Will be posting daily assignments in Google Classroom for students. When SCCS is offering in-person learning, lessons and corresponding assignments will be uploaded for distance learners one day following in-person instruction. If the whole school or classroom goes to distance learning, material will be uploaded by 8 am. Teachers will respond to emails within 24 hours, between the hours of 8am and 4pm.

Communication will include any updates, instructions, or announcements for learning and assignments.

Will be tracking student work and progress. Grades will be given on applicable assignments. Feedback will be provided as needed. Grades will be updated in PowerSchool for Grades 3-8. Traditional report cards grades will be given.

Students

Will spend time each day learning and completing assignments.

Will communicate with their teacher about assignments or anything related to distance learning. Parents of younger students should communicate with teachers.

Distance learners are expected to do their best and follow academic honesty rules just as they would in the school setting.

A part of learning involves perseverance and diligence; therefore, it is expected that a student follows the directions in the Instructional Plan, as well as watching the corresponding video at least two times before contacting the teacher.

The use of technology is a privilege, not a right. Inappropriate use may result in a loss of those privileges. At all times, students are required to comply with the Parent-Student Handbook and school policies. Violations of policies may result in disciplinary action. In cases of inappropriate use, SCCS Administration and staff will decide what consequences are appropriate.

School Emails (Grades 3-8)

Students in Grades 3-8 will have the ability to send and receive email and only within the @stccschool domain. Messages sent from students using the provided email system are required to adhere to school policies. All email account users should be aware of the following: SCCS monitors all inbound and outbound emails for viruses, profanity, offensive language, racism and sexual comments, virus hoaxes, chain-mail, and known spam mailers. SCCS reserves the right to intercept, store, archive, delete, or view such emails for security purposes; and, where necessary, investigate inappropriate subject matter by the parties involved. Additionally:

- Students will use this email account for the purpose outlined in the class expectations.
- Students will exhibit respect and courtesy at all times when using their email account.
- Students will NOT use this email to sign up for other online accounts unless permission is granted by the teacher or parent.
- Students will not use this email account to send or receive derogatory subject matter.

Teachers will respond to emails within 24 hours, between the hours of 8am and 4pm.

Parents

Should change their child(ren's) password(s) upon logging-in for the first time.

Should encourage that child(ren) wear their school uniforms while completing their school work for the day. *Students are required to be in uniform when on a Google Meet.*

Should provide a study area for their children, free from as many distractions as possible.

Should provide a predictable schedule for their child(ren).

Should ensure that students are completing daily assignments.

Should communicate with their children's teachers if they have any questions, concerns, or are reporting student absences.

Should refrain from doing any assigned work for their children; teachers need to know what skills students have mastered in order to proceed with the highest-quality instruction.

Should monitor student use of all technology and internet activity.

Should be aware that sharing classroom recordings and videos is strictly prohibited under school copyright laws.

Acceptable Use Agreement and Loss of Privileges

The use of technology is a privilege, not a right. Inappropriate use may result in a loss of those privileges. At all times, students are required to comply with the Parent-Student Handbook and school policies. Violations of policies may result in disciplinary action. In cases of inappropriate use, SCCS Administration and staff will decide what consequences are appropriate. Students may lose privileges, such as their network accounts, at any time for inappropriate use. Some examples are

unlawful activities, commercial purposes (running a business or trying to make money) or personal financial gain (running a website to sell things), inappropriate sexual or other offensive content, threatening another person, misrepresentation of SCCS staff, or students.

Any violation of the Acceptable Use Agreement will result in disciplinary action based on the policies of the school and. These supplement the school's policy for Acceptable Use of Technology Resources as stated in the St. Croix Catholic School Parent-Student Handbook. Students under age 13 ordinarily need parent permission to have email accounts. However, COPPA (Child Online Privacy Protection Act) allows schools to act as the parent's' agent and approve G Suite for Education accounts on their behalf.

APPENDIX *G Suite for Education

G Suite for Education, previously referred to as Google Apps for Education, includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. Your child's teachers will use G Suite for Education for lessons, assignments, and communication. G Suite for Education is available anywhere with Internet access. While school staff will monitor student use of G Suite for Education when students are at school, parents are responsible for monitoring their child's use of G Suite for Education outside of school. Students are responsible for their own behavior at all times. Click [here](#) to learn more about G Suite for Education.

Acceptable Use (Privacy and Safety)

G Suite for Education is for educational use. Students may use them for personal use, but they will be subject to the restrictions below and additional school rules and policies that may apply. School staff and administration have access to view student activity in G Suite for Education.

Safety

As a best digital citizenship practice, students should not post personal contact information about themselves or other people, including last names, addresses, and phone numbers. Content created by students may be shared with their peers who are also using G Suite for Education (in addition to their teachers). Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Under no conditions should a user provide his or her password to others.

Through G Suite for Education, the following safety features/monitors are provided:

- Securely, web filtering software monitors and reports all student search and blocks access to sites we deem inappropriate as well as those that meet the criteria to be identified as pornography, drugs, gambling, adult content, social media, chat/messaging. The software also monitors for language especially as it related to cyberbullying or self harm.
- Google Vault allows any student created document or email to be viewed without needing permissions. It is also possible to search how documents were shared between students.

- Google SafeSearch -- SafeSearch is on and it helps filter out explicit content in Google's search results for all your queries across images, videos, and websites. While SafeSearch isn't 100% accurate, it's designed to help block explicit results, like pornography, from your Google search results.
- Google You Tube Videos -- The highest level of security possible allows students to only watch those videos classified as restricted or if approved by their teachers for viewing.
- Language Quarantine -- Within gmail, there are 800+ English and Spanish words that if they are used in their communication to another student, the email will get quarantined and not be sent until approved by the administrator.
- Ad BlockPlus -- Force installed for all students. Blocks pop ups, ads, and annoying banners (even remove video ads!) on YouTube, Blocks third-party trackers and protects student privacy.

Access Restriction

Access to G Suite for Education is considered a privilege accorded at the discretion of SCCS. The SCCS maintains the right to immediately withdraw the access and use of G Suite for Education when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. As part of the agreement with Google, the school also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

What rules and practices are in place to keep students safe? Child Internet Protection Act (CIPA) Requires the school to have filters in place to protect students from harmful materials, including the obscene.

Children's Online Privacy Protection Act (COPPA) - Applies to commercial companies and limits their ability to collect personal information from children under the age of 13. Google advertising is turned off for G Suite for Education users. No personal student information is collected for commercial purposes. COPPA allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

Family Educational Rights and Privacy Act (FERPA) - FERPA protects the privacy of student educational records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.), but parents may request that the school not disclose this information. The School will not publish confidential educational records for public viewing on the internet. Parents may request that names and general directory information about their children not be published. The school is allowed under FERPA to publish student work and photos for public viewing, but will not publish students' last names or other personally identifiable information. Parents have the right at any time to investigate the contents of their child's G Suite for Education files.

The following links provide more information about G Suite for Education:

- https://edu.google.com/products/gsuite-for-education/?modal_active=none Privacy and Security in
- https://edu.google.com/why-google/privacy-security/?modal_active=none

We want you to be involved with your child's education. We encourage you to log into G Suite for Education with your student to see what it's all about! If you wish to discuss how G Suite for Education is used at SCCS, please contact Lisa Olsen, Technology Coordinator, at lolsen@stccs.com.