



Marian
Central
Catholic High
School's
**REMOTE
LEARNING
GUIDE**

April 1, 2020



MARIAN CENTRAL CATHOLIC HIGH SCHOOL

1001 McHenry Avenue ~ Woodstock, IL 60098-3099

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Marian Central Catholic High School (PARENT/GUARDIAN/STUDENT)

Remote Learning

Remote Learning is not the same as E-Learning. The purpose of Marian's E-Learning program is to provide a short-term continuation of education for a 1-3 day school closure, typically for weather-related closures. Remote Learning, on the other hand, provides an opportunity for students and teachers to remain connected and engaged with key content while working from home. Marian's newly developed Remote Learning program's purpose will be for emergency situations that pose a threat to student safety, such as this viral pandemic. We plan to use Remote Learning to keep students on track so that when they return to physical school environments, they will not need to complete a lot of catch-up work to ensure that they are where they would have been in their education had they been in the actual school building. Many of the requirements in a traditional classroom environment will be in play for Remote Learning environments, and the goal is to adhere to as many curricular standards and requirements as possible.

Key Criteria

- The school's aim is to provide clear routines and structures to ensure that students and families are connected to our school and learning.
- Planning for Remote Learning will respect the needs of all of our students and staff.
- Remote Learning will include structuring active student engagement with learning in accordance with age appropriate thresholds which, for high school students, is a maximum of 3.5 hours per week for each class.
- Remote Learning will be meaningful, relevant, and aligned to the course objectives and standards.

Grading (some guidelines provided through ISBE)

- Remote Learning requires an emphasis on learning, therefore grading will focus on the continuation of learning.
- All students should have the opportunity to redo, make up, or try again to complete assigned work both during Remote Learning as well as work assigned prior to Remote Learning. Work that students turn in during Remote Learning, but was due prior to March 16, may be subject to a reduction of grade based on teacher policies. Any work assigned from March 16 through the duration of Remote Learning may be submitted for a grade without penalty.
- The focus for teachers and students is on learning and to improve grades both during Remote Learning as well as work assigned prior to Remote Learning.
- The state recommends that grading do "no educational harm," which means that students' grades are not to fall below what they were just prior to the implementation of Remote Learning.
- During Remote Learning, incomplete assignments and assessments should be recorded as incomplete rather than 0. No F grades will be assigned during Remote Learning. If a student has a number of incomplete assignments at the end of the grading period, the final grade may still be marked as incomplete until the work is submitted.



What is Asynchronous vs Synchronous Learning? The expectation of our faculty is to provide a healthy balance of both Asynchronous and Synchronous learning opportunities.

➤ **Synchronous Learning ~ “Live Sessions”**

- A learning event where students are engaged in learning at the same time... even if not all at the same place.
- Examples include:
 - Typical classroom lectures
 - Interactive webinars
 - Live teacher presentation using streaming video
 - Online discussions/chats
- Synchronous Learning is used to
 - Ensure that new material is delivered to all students, where it might otherwise be too complicated without direct communication
 - Meet individual need... in depth discussion on a topic that a student might be struggling with (great for students on ISPs)
 - Provide instruction to groups of students when a number of students a9not the entire class) are struggling with the same topic

➤ **Asynchronous Learning ~ “Non-Live Sessions”**

- A learning event where students are engaged in learning, potentially at different times and different locations
- Examples include:
 - Independent practice (reading, worksheets, questions, problems)
 - Pre-recorded video or online videos from online resources
 - Writing an essay
 - Emailing, posting, or assigning packets/projects, or activities with teachers available to answer questions
- Asynchronous Learning is used to
 - Provide “practice” on skills already taught (classwork, homework, etc.)
 - Obtain a quick “snapshot” of student progress to determine the course of future lessons through quizzes, do-nows, exit slips, short responses, etc.
 - Obtain final measure of mastery of material against a set of objectives through a final paper, summative assessment, culminating project



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Information on Dual Credit Classes

Marian currently has three courses that offer dual credit in partnership with McHenry County College: US Government, AP Government, and IDEA.

The expectation by ISBE and agreed upon by both MCC and Marian is that remote instruction of these courses must still meet the original standards set by the college in order to achieve both high school and college credit.

Students with Individualized Service Plans (ISPs)

It is the expectation that any student who has an active ISP should continue to receive any and all accommodations as indicated on their 2019-20 ISP document. These services will be delivered to the best of our teachers' ability via Remote Learning.

If there are concerns about the delivery of these services, students and/or families should first reach out to the individual teacher, then, if need be, reach out to Mr. Chris Taylor ctaylor@marian.com, before reaching out to Administration for additional assistance and guidance.

Remote Learning Schedule

Block Scheduling ~ 1.5 hour periods, 2-3 times per week (alternating) (equivalent to 45 min, 5 days)

| April 2020 | | | | | | | "A-Week" | "B-Week" |
|--------------|--------|----------------|----------------|----------------|--|----------|----------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | |
| | 6th | 7th | 8th | 9th | 10 th Good Friday No School | | | |
| | 13th | 14th | 15th | 16th | 17th | | | |
| | 20th | 21st | 22nd | 23rd | 24th | | | |
| | 27th | 28th | 29th | 30th | May 1st | | | |
| May 2020 | | | | | | | "A-Week" | "B-Week" |
| If needed? | 4th | 5th | 6th | 7th | 8th | | | |
| Review Week? | 11th | 12th | 13th | 14th | 15th | | | |
| TBD | 18th | 19th Exams? | 20th Exams? | 21st Exams? | 22nd Graduation? | | | |



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“A-Week”:

Monday, Wednesday, & Friday: Periods 1, 2, 3, & 4/5/6 Monday: Administrator’s Meeting 2:30 pm
 Tuesday & Thursday: Periods 7, 8, & 9 Thursday: All Staffulty Meeting 2:30 pm

“B-Week”:

Monday, Wednesday, & Friday: Periods 7, 8, & 9 Monday: Administrator’s Meeting 2:30 pm
 Tuesday & Thursday: Periods 1, 2, 3, & 4/5/6 Tuesday: Dept. Chair Meeting 2:30 pm
 Thursday: PLC Meetings 2:30 pm

“A-Week”

| | | | | | | |
|-----------------------------|---------------------------------------|---------------------------|-------------------------------------|--|------------------------------|-----------------------------|
| | Spiritual @ Marian.com 8:45 - 9 am | Block 1 ~ 9 - 10:30 am | Block 2 ~ 10:45 am - 12:15 pm | Lunch & Spiritual @ Marian.com 12:15 - 12:45 pm | Block 3 ~ 12:45 - 2:15 pm | Block 4 ~ 2:30 - 4:00 pm |
| Monday, Wednesday, & Friday | Daily Mass | Period 1 | Period 2 | Daily Adoration | Period 3 | Period 4/5/6 |
| Tuesday & Thursday | | Period 7 | Period 8 | | Period 9 | NHS Tutoring Sessions |

“B-Week”

| | | | | | | |
|-----------------------------|---------------------------------------|---------------------------|-------------------------------------|--|------------------------------|-----------------------------|
| | Spiritual @ Marian.com 8:30 - 9 am | Block 1 ~ 9 - 10:30 am | Block 2 ~ 10:45 am - 12:15 pm | Lunch & Spiritual @ Marian.com 12:15 - 12:45 pm | Block 3 ~ 12:45 - 2:15 pm | Block 4 ~ 2:30 - 4:00 pm |
| Monday, Wednesday, & Friday | Daily Mass | Period 7 | Period 8 | Daily Adoration | Period 9 | NHS Tutoring Sessions |
| Tuesday & Thursday | | Period 1 | Period 2 | | Period 3 | Period 4/5/6 |



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Administrative Responsibilities

- Develop and monitor a clear, concise Remote Learning plan that can be implemented at all levels
- Communicate continuously with all stakeholders
- Provide faculty with ongoing professional development and resources
- Support students, families, and staff

Teacher Responsibilities

- Implement Remote Learning plans in a timely manner
- Communicate with students and parents regularly, as needed
- Be available at scheduled times (published office hours) to ensure student and parent inquiries are addressed
- Provide ongoing, timely feedback on student work
- Provide students with encouragement, connectedness, and reassurance

Student Responsibilities

- Attend all video lessons
- Review, complete, and submit all assigned work by due date
- Ask teachers clarifying questions when you need help or don't understand something
- Be respectful to yourself, teachers, and peers
- Students are reminded that they must still adhere to Marian's Code of Conduct and Technology Acceptable Use Policies. Failure to do so will result in consequences that will be enforced. Included in this, please note that **students may NOT record, edit, and repost videos, images, or content from Remote Learning online or on social media.**

Family Expectations

- Provide a dedicated space for students to complete remote work
- Help students establish and follow regular daily routines
- Encourage students to take care of themselves mentally, physically, and spiritually
- Please note that when teachers and students are video conferencing, it is not a one-way application. Please have your students be aware of their images and surroundings when using their cameras.



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Marian Central Catholic High School **PARENT/GUARDIAN Remote Learning FAQs**

Q) When should my assignments be posted?

A) By 9:00 am each day

Q) How will assignments be sent to students?

A) Teachers will be pushing out assignments via their chosen Learning Management System (LMS) such as Google Classroom, OneNote, etc. Teachers will (or already have) communicated this to their students.

Q) Are teachers accessible at all times during the day via electronic means?

A) Teachers should have set “office hours” and posted them on their LMS. Though you can email teachers between 9:00 am and 4:00 pm Monday through Friday, students/parents may expect that there are times in which teachers may not be able to respond immediately because they may be teaching or communicating with other students. One could expect the teacher to get back within a reasonable timeframe.

Q) How does attendance work?

A) When a student “submits” work to their teachers, this submission indicates to the teacher that the student was “present” and has participated in the class. It is expected that students make every attempt to participate in each class, but if there is some reason that they could not, they should reach out to the teacher to determine how to still fulfill their assignment and participation responsibility in order to be marked present.

Q) When should a student submit their assignments by?

A) Students will now be able to submit their work anytime between when it was assigned and 9:00 pm the same day for attendance purposes.

Q) Do students have to participate when a teacher schedules live video conferencing?

A) Students are expected to attend live classes during the assigned time that their teacher is holding them. If, on the outside chance, the student has a conflict, they must notify the teacher ahead of time. The teacher will have the ability to post recordings of the presentation for all students for future use at a later date, but it is always best, whenever possible, for a student to receive direct delivery of instruction.



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Q) What if a student does not complete all of the learning activities?

A) A student's grade will be the same if they were in school and did not complete all of their work. It will either be marked as "missing" or "incomplete" until the student has completed the assignment.

Q) What if a student is taking too long to complete the activity that is assigned?

A) It is assumed that students complete tasks at different rates, similar to when they are in school. Our teachers will be assigning a reasonable amount of work, based on what teachers have determined as an appropriate timeframe in which to complete the assignment. If your student is spending more than 30-40 minutes per subject on the independent work assigned by teachers, have the student first reach out to the teacher to determine if adjustments need to be made.

Q) Will students be graded during the school closure?

A) As the Diocese of Rockford indicated earlier, Marian will be continuing to grade students on their work, continuing to assess their mastery of the standards set out by course objectives and standards. Per the ISBE though, *the closure cannot negatively impact a student's grades*. With that said, Administration has recorded baseline grades for all of our students at the time the closure began and is continuously monitoring our student's academic progress.

Q) What if my student is sick during this Remote Learning time period?

A) Please communicate via normal channels (e.g.: reporting the absence on Marian's Automated Attendant (338-4220 ext. 299 available 24 hours/day) prior to 9:30 a.m. Parents must call every day the student is absent, even when the illness continues for more than one day.

Q) Where can my student get technical support for their device?

A) As we tell students during regular school days, the first thing we suggest is for the student to restart their computer, which often solves several problems. If that doesn't solve the issue, any student needing technical support during the Remote Learning days should complete the following form and they will receive a response as soon as possible. [Technology Assistance Request Form](#)

Q) Will Invest in Kids scholarship recipients be required to take state assessments this Spring?

A) State law requires Invest in Kids scholarship recipients to be assessed "in the same manner" as public-school students. As State assessments have been suspended, Invest in Kids scholarship recipients will not need to complete State assessments during the Spring 2020 testing window. ISBE is seeking relief from the evaluative study mandated by the Invest in Kids Act that is based on these assessments.



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Q) Will the College Board still administer Advanced Placement (AP) Exams?

A) For the 2019-20 exam administration only, students can take a 45-minute online exam at home. Educator-led development committees are currently selecting the exam of 21 questions that will be administered. Students will be able to take these streamlined exams on any device they have access to, e.g.: computer, tablet, or smartphone. College Board will conduct standard-setting processes to set appropriately rigorous cut scores for AP scores of 3, 4, and 5. AP curricula are locally developed, and College Board defers to local decisions on how best to help students complete coursework. To be fair to all students, some of whom have lost more instructional time than others, the exam will only include topics and skills most AP teachers and students have already covered in class by early March. The exam questions are designed in ways that prevent cheating; College Board is using a range of digital security tools and techniques, including plagiarism detection software, to protect the integrity of the exams.

** More Q/A will be added as new information becomes available