



Student, Parent and Teacher Expectations

Updated August 28, 2020

Goals: To provide a dynamic, excellence-driven education to students in-person or online.

Purpose: To ensure a safe environment for students and staff.

Definitions:

Designation - The classification of 'in-person' or 'online' that each family has made for their student or each of their students. Changing designations is a process that impacts the student management system, the administrative assistants and the teachers. Due to the process, we are requesting that families do not change designations for a short-term absence.

In-person student - Student who has chosen to be in the building physically for instruction. The student has a full schedule of classes and attends classes at West Catholic daily.

Online student - Student who has chosen to receive instruction remotely. The student has a full schedule of classes and attendance in the live stream is required. An online student may receive an exemption for attendance for a valid reason approved by administration. (Ex. The student is learning remotely in a different time zone.)

In-person absence - A student that is designated for in-person instruction that does not physically come to school.

Online absence - A student that has chosen remote instruction that is not attending the virtual meeting with the instructor with the camera on so the student is visible.

Livestream - Live and interactive classroom meeting that includes instruction and real-time support.

Classroom recording - A video recording of instruction that can be found on the course Canvas page. (Note: Recordings will not be shared in any other manner.)

Policies & Procedures:

- **Expectations of Teachers-**

- **Live Streams -**
 - All classes will be livestreamed.
 - All Household meetings will be livestreamed.
 - Focus periods in which the teacher is requiring an online student to attend will be livestreamed.
- **Recordings -** Teachers will have one classroom recording of direct instruction per subject and post the recording to the course Canvas page daily.
- **Attendance -** Attendance will be taken according to Infinite Campus designation at the beginning of each class period. Online students must be in the meeting with video on to be considered present. In-person students must be in their assigned seat to be considered present. Joining a virtual meeting from another location does not count for an in-person student's presence.
- **Teacher Absence -** If a teacher is absent, there will be no livestream of class, Household meeting or Focus period. The teacher will place a lesson plan for each class and directions for the students in their Canvas calendar as an "event."
 - Substitute teachers will host Household meetings and Focus periods with support from administration.
- **Expectations of Students-**
 - **Attendance -** Students will attend class, Household meetings and required Focus periods based on their designation.
 - **School work -** Students will follow all homework and assessment policies found in the parent-student handbook.
 - **Absences -** Students who are absent can access the course live through the Meet or utilize recordings in Canvas for support with instruction. An absence from either in-person or online instruction results in a loss of extracurricular activities and athletics for that day.
- **Expectations for Parents/Guardians-**
 - Help with the safety of the building by keeping students that are sick or experiencing symptoms of illness home.
 - A communication will be made to the office when a student will be absent, whether the student is in-person or online.
 - If a student is staying home due to quarantine or testing, please call the office.