



Mount Michael Remote Learning Policy

2020-2021

The Mount Michael Remote Learning Policy, when enacted, is intended to continue academic learning from remote locations when in-person classes are suspended or not possible. This protocol will go into effect when remote learning is deemed necessary by the Mount Michael administration. This could be done in accordance with a directive from the governor, the Nebraska Department of Education, or the CDC. Students should expect to engage in academic work on a regular basis if remote learning takes place.

In case of an extended interruption of in-person classes, school administration will reach out to families to communicate the remote learning timeline and plans. This information will be communicated via email from Mount Michael and through the classroom on Canvas.

Remote learning will take many forms depending on grade level and subject area. These experiences will look and feel very different than a typical in-person classroom experience and will vary by grade level and class requirement.

Unlike typical school days when students meet at a set time of day, students may have a different schedule while learning online. Some classes will be held synchronously, in real time; others will be asynchronous, meaning they will be viewed by the student outside of the normally scheduled time. Some classes will combine both approaches. Teachers will outline class expectations for their students. All students will be responsible for attending class and completing daily work.



Remote Learning Schedule

The Mount Michael Remote Learning Plan will go into effect for students as determined by administration based on recommendations from the governor, the Nebraska Department of Education, and the CDC.

The administration will communicate updates to all faculty, staff, students, and parents/guardians if we are required to move to remote learning.

Updates and information can be also be found at www.mountmichael.com/a

Remote Learning Concepts

Synchronous: This term refers to a class that occurs in real time with the teacher and classmates. Students would meet either during their regularly scheduled class time or during a predetermined time set by the teacher. This can be done via Zoom, Teams, or other services on Canvas.

Asynchronous: This term refers to instruction outside of the formal class setting during a time individually determined by the student. Students will view information and resources that help facilitate learning. This can be done via Canvas.

Video Conference: Participants who are in different locations can communicate in real time. Mount Michael will use Zoom or Canvas for video conferencing.

Student Expectations

Students should use their normal in-class schedule as the framework for their day. Class times should be kept as close as possible to the regular school day, including daily study hall time.

Students will prepare and study for each class as they would if they were on campus.

Communication with teachers is important. If students have questions or need clarification, they must reach out to the teacher. Appointments for phone or video calls can be made via email.

Teachers will post assignments for each class. The student is responsible for managing assignments, tests, papers, and projects.

All coursework should be submitted by the due date and time determined by the teacher.

Students are expected to keep track of their coursework through Canvas and check their email daily.

Evening study hall hours should be maintained while remote learning is in place.

Classes that might look different online include art, architecture/engineering, physical education, and speech. Teachers will give direction regarding the requirements for these classes.

If a class is meeting synchronously, students are expected to be in class the entire class period unless otherwise communicated by the teacher.

In case of a technology problem that prevents the student from participating in a live class, he must immediately call the school (402-289-2541) to report this as the reason for his absence.

Student Recommendations

Establishing a set routine is essential. Try to find what works best for you.

Maintain a regular school schedule. Report to class and study hall as if you were on campus.

Keep a reasonable bedtime routine and set your alarm to wake up on time for class in the morning.

Complete assignments daily and maintain an evening study hall in some capacity.

Practice self-care and be mindful of your moods. Are you happy? Are you frustrated? Are you anxious? What can you do to stay in a positive frame of mind?

Exercise and eat healthy. The better care you take of yourself, the sooner we all can get back on campus.

Teacher Responsibilities

Teachers will communicate how class meets, whether class will be synchronous or asynchronous, and what platform is being used: Zoom, Canvas, etc.

Teachers will outline class expectations clearly, while students will adhere and adjust to each class separately.

Teachers will alert counselors, deans, administration, and parents immediately if they observe changes or decline in the quality of a student's work or demeanor.

Communication and student engagement are important to maintain a healthy and consistent learning environment. Teachers will monitor their email in order to meet student classroom needs.

Teacher/student meetings can be set up by request via email.

School counselors will be available throughout the day to meet with students, administration, teachers, and parents. Appointments can be made with the counselors via email:

Noelle Hinrickson nkunkel@mountmichael.org Christy Crnkovich ccrnkovich@mountmichael.org

School counselors are here to help. If you are struggling with academics, anxiety, depression, or any other mental health issue please reach out immediately.

School counselors will strive to be proactive with support and interventions both in and out of the classroom.

Parent/Guardian Recommendations

Our priority is to continue to deliver the highest quality education experience to our students. We will continue to maintain a rigorous curriculum, which might require finding a balance between synchronous and asynchronous learning. Our preference will always be to conduct lessons on campus in our classrooms, but remote learning will enable us to continue to educate your son while we are apart.

It is imperative that your son be a student first and foremost. You have entrusted us with their care and education, and we take that responsibility very seriously. Your son is expected to be in class daily and to communicate with his teachers if he needs help. He is responsible for his assignments, tests, papers, projects, etc. We ask that parents support their sons in remote learning in the same fashion as they would if he were on campus.

Your son is a student first. If he has a job or is helping in the home, we ask that it is done outside of the school day. Your son is expected to be a student from 7:55 a.m. to 3:24 p.m.

Academic integrity and honesty are still the rule. All course work should be done by the student without the use of outside sources, and we appreciate parental support in this matter.

Some classroom expectations will be altered when learning remotely. Teachers will outline these expectations to students for each class.

Canvas, our online learning platform, will let parents get a glimpse of what is going on in their son's classroom. You are encouraged to become familiar with how Canvas works.

Mount Michael understands that some of our families have limited access to resources outside of the school setting. Our remote learning platform requires that your son have access to Wi-Fi in order for him to be able to maximize his online experience. Working online will be the primary way the instruction is relayed to your son. If your son will not have reliable access to Wi-Fi or a working computer, please contact the administration or counselors so that we can help with this. We want to ensure that all students have equitable arrangements and continuity of their education.

All students are expected to adhere to the academic standards that are set forth in the Mount Michael Student Handbook.

If your son is going to miss class for any reason, please contact the office at attendance@mountmichael.org or 402-289-2541. Please call immediately if your son is experiencing Wi-Fi connection issues or other technical difficulties.

Contact information for administration, counselors, and teachers can be found in the links provided at the end of this document.

Academic Expectations

The regular attendance policy, as outlined in the Mount Michael Student Handbook, will continue during remote learning.

If a student is ill or has a scheduled appointment, a parent or guardian must email attendance@mountmichael.org to let Mrs. Jenner know of the absence.

It is the expectation that all Mount Michael students adhere to the academic standards that are in the Mount Michael Student Handbook. This includes, but is not limited to, academic integrity and honesty.

Normal classroom rules still apply to remote learning. Students who are in violation of these rules or of the rules of Mount Michael academic integrity will be addressed by the teacher. If misconduct continues the student will be referred to the Dean of Students. Parents/guardians will become involved if the student fails to comply with behavioral expectations. Consequences can include a lower grade, removal from a class or dismissal from Mount Michael.

Students should be dressed appropriately for class. The student's face should be visible during class: video turned on, and no hats, hoodies, masks, or filters on screen.

Students should be respectful to teachers and classmates during class time.

Email will be the primary form of communication. Students should use their Mount Michael email addresses when communicating with teachers or the school. Administration, counselors, and teachers will respond to emails within 24 hours of a regular school day.

If there is an emergency, contact the school directly at 402-289-2541.

Technology

We want to ensure that all students have equal access to a reliable internet source and have a device to complete all of their course work. If you need a laptop or a mobile hot spot to complete your course work, please email Dr. Rzemyk at trzemyk@mountmichael.org.

For technology assistance, please email Dr. Rzemyk at trzemyk@mountmichael.org. Please provide details about your issue to ensure a prompt resolution to your problem.

If a student is having technology issues, call the school immediately at 402-289-2541.

How to be Successful in the Synchronous Classroom

- Be on time to class. If your teacher is meeting at the regularly scheduled class time, make sure you have all your materials and are present when the teacher begins class. Teachers will take attendance.
- Turn on your camera and mute your microphone. Your teacher will give you participation instructions in class.
- Stay on task. Remove all distractions from your learning space. This includes phones, iPads and tablets, televisions, social media, video games, other tabs or websites, non-required books, etc.
- Make sure that you are in a location in your house that is appropriate, e.g., do not attend class from the bathroom.
- If you need help or clarification during class be mindful of your teachers' instructions about class participation, such as raising your hand, using the chat box, unmuting your microphone, etc.
- Take notes as you would if you were on campus.
- Continue to use your assignment notebook/planner to stay organized.
- Do not screen shot, use filters, or record during class time.
- Understand that you are still in class, and be respectful to your teacher and classmates. Computer etiquette and school rules still apply.
- Responsible computer behavior still applies, as outlined in the Mount Michael Student Handbook.

Daily Schedule

Students should use their regular class schedule as the framework for their day. School is in session from 7:55 a.m. until 3:24 p.m. It is imperative that students are prepared and participating in class as they would be in a normal school setting.

Period	Class Times
1	7:55 – 8:38
2	8:42 – 9:25
3	9:29 – 10:12
4	10:16 – 10:59
5	11:03 – 11:46
Seniors/Sophomores	
Lunch	11:46 – 12:16
6	12:20 – 1:03
Juniors/Freshmen	
6	11:50 – 12:33
Lunch	12:33 – 1:03
7	1:07 – 1:50
8	1:54 – 2:37
9	2:41 – 3:24

Important Links for Students and Parents/Guardians

Mount Michael website: <https://mountmichael.com/>

Mount Michael announcement page: <https://mountmichael.com/a/>

School Resources (Handbook, Sycamore, Calendar, etc.): <https://mountmichael.com/school-resources/>

Mount Michael Faculty/Staff Directory: <https://mountmichael.com/faculty-staff/>

Sycamore: <https://app.sycamoreschool.com/index.php?schoolid=2949>

Canvas: Students will have their own profiles on Canvas where they can see information for their classes.

If you wish to explore Canvas, visit their website here: <https://www.instructure.com/canvas/>

Zoom: Teachers will provide a link to class meetings. If you wish to explore Zoom, visit their website here: <https://zoom.us/>