

# **Christ the King Catholic School**



## **E-Learning Guidelines**

**Student/Family Reference**

**Updated as of April 21, 2020**

Highlighted text indicates updates

## **Introduction**

Christ the King Catholic School (CKS) has an E-Learning protocol in the event an extended school closure is necessary. The goal of the CKS E-Learning experience is to provide students with a continuation of academic learning and spiritual development. The E-Learning protocol intends to engage students in meaningful learning experiences. Teachers will provide academically rigorous instruction through various electronic platforms and are readily available to students throughout the school day. Students should plan to login to the E-Learning platform designated for their grade level each day and spend approximately 4 hours on academic work. (The time spent on academics will not all be online during E-Learning. The work will be a combination of various learning modalities and take into consideration differentiated instruction.) The regulations outlined in the CKS Parent/Student Handbook must continue to be adhered to during E-Learning.

The CKS E-Learning protocol was designed in accordance with fulfilling the school mission. Our Catholic faith is the foundation of all school programs and permeates all areas of CKS in order to educate the hearts, minds, and spirits of our students to become future servant leaders.

## **CKS Mission**

As members of Christ the King Catholic School, we will reverence Christ, respect others, and educate our hearts, minds, and spirits to become future servant leaders.

*As members of the faith community of Christ the King Catholic School, we will*

- Reverence Christ so that all may grow in faith and love,
- Respect others and ourselves so that all may live in dignity, and take
- Responsibility for the spiritual, intellectual, and physical growth and well-being of all members of our community.

## **Hardware/Software/Network Access:**

E-Learning will require students in grades 5-8 to have access to their device, which they normally would utilize at school. Students in grades 4K/DK-4 will need access to a device that is compatible with the following platforms:

RenWeb LMS – Grades 2-8  
SeeSaw – Grades 4K/DK-1

Students should have access to the LMS/SeeSaw, as well as the other online resources utilized throughout the school year. (Students will need their usernames/passwords to access some of these resources.)

Students will also need access to an online network/internet.

If a student needs to check out a device from the school, there will be an opportunity to do so. If there is an issue with internet access, the family should contact the school as soon as possible after learning E-Learning will go into effect.

### **CKS E-Learning – Asynchronous:**

Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live. There are optional live components (i.e. Microsoft Team Meetings), which are recorded and posted for viewing at an alternate time. This method provides a convenient and flexible approach to student engagement throughout the week. It allows students to work at their own pace. Examples of asynchronous learning: email, screencasts, videos, discussion board posts/comments.

### **Student Learning:**

Teachers have planned lessons for the students that align with curriculum standards. The lessons are organized within the platforms indicated above. Student instructions, lesson objectives, and due dates are all included within the modules. Students will receive feedback from the teachers and there will be various opportunities to interact with teachers and other faculty/staff.

Students have been asked to bring home their binders, devices, consumable books, and extended learning packets for E-Learning.

- RenWeb LMS and SeeSaw are the central locations for communication from the teachers. Any additional communication (i.e. email) will be minimized in order to streamline the E-Learning process.
- Students must check email and SeeSaw/RenWeb LMS daily. They should be prepared to do academic work on each school day missed as a result of the closure.
- RenWeb LMS and SeeSaw are the primary resources – this should be the first-stop for getting information each day. Each class will post daily learning objectives, agendas, and assignments (with due dates.)
- Students should complete assignments and submit them to their teacher(s) via the requested format by the next class day or the deadline communicated by the teacher. Login to the designated platform and completion of the module(s) will satisfy attendance for the full school day.
- Teachers will post videos of their instruction on designated electronic platforms, which are accessible to students to watch as often as needed.
- Teachers will hold live Microsoft Team Meetings each week. The link for the meeting will be sent to the students' and parents' email address in RenWeb prior to the meeting.

A schedule will be sent in advance. The Team Meetings are an opportunity for the teacher to provide instruction, as well as an opportunity for questions and answers. The live meetings are optional and will be recorded so that they can be viewed at an alternate time. In accordance with the asynchronous model, this approach respects the varied needs of our community.

### **CKS Microsoft Team Meetings Guidelines:**

**\* By participating in the Team Meeting, parents/guardians and students agree to the following guidelines and terms:**

- A schedule of Team Meetings will be sent to parents and students in advance.
- The meetings are optional and recorded. The meetings will be posted on the class LMS/SeeSaw for viewing at an alternate time.
- Two Safe Environment cleared faculty members will be present in the meeting.
- The meetings are an opportunity for instruction, as well as an opportunity for questions and answers.
- As this is optional, students can choose attendance according to their comfort level: audio, video, or to view the recording later.

The Team Meeting is a live feed. Unlike the traditional classroom, we cannot control who else may be in audio or visual range when the students are receiving and accessing the feed remotely. By joining a virtual E-Learning Team Meeting, you are acknowledging that your student will participate, and that although efforts will be made to maintain privacy and confidentiality, there are risks with virtual transmission.

To support these Team Meetings:

- Login invite links will not be shared.
- Mute the microphone when entering the Meeting.
- CKS “Free Dress Day” guidelines must be followed during the Meeting.
- You should be in a common space of your home, such as dining room or living room.
- Follow your teacher’s instructions on how to ask a question, so that multiple people are not speaking at once.
- No pictures, screenshots, Snapchats, audio or video recordings in any manner can be taken during the Team Meeting. Doing so is considered a CKS Computer Ethics Violation.
- No recordings will be made by the parent, guardian, or student of virtual Team Meeting.
- Participants will respect every student’s right to privacy, and will not discuss observations or any information obtained during the virtual Team Meeting with anyone.
- A link to the Meeting will be emailed to parents and students (grades 5-8) prior to the Meeting.
- Parents/guardians shall make every effort to ensure that no one other than the student scheduled to participate or guardian are present.
- When participating in a Team Meeting, please be mindful of the educational environment and eliminate distractions that may divert the students’ attention away from learning.

- As a parent/guardian during the time that I am observing a virtual Team lesson, I will be respectful of the educational environment and will not interrupt instruction by talking to the teacher or any other person in the virtual classroom.

### **E-Learning Expectations:**

- Students should set up a workspace at home if one does not already exist.
- The E-Learning environment will attempt to mirror classroom routines as much as possible. Students will continue to complete academic work each school day.
  - 4K/DK-1 families must check parent email and Seesaw accounts regularly.
  - 2nd -8th students must check their student/parent email and RenWeb/Facts LMS each day.
  - Any student having technology issues should contact Mr. Hudson (rhudson@cks.org) and their teacher(s).
- Teachers will post learning objectives, assignments, and relevant resources by 9:00 a.m. each day on Seesaw or RenWeb/Facts LMS.
- Students should approach the E-Learning experience with academic integrity. Unless an assignment or project is specified as group work, students should complete work individually so teachers can best provide feedback and support.

### **Grading:**

- Grades will be updated in RenWeb weekly. This is important to provide students feedback and for documentation purposes.
- Grading practices will continue as they have been. Flexibility on due dates is acceptable during E-Learning.
- Students' grades will not be adversely impacted due to E-Learning. Students will need to complete the assigned work and meet teacher expectations.

### **Student Support:**

Faculty, teachers, and staff are here to support our students and their families during challenging times. Open lines of communication will be increasingly important as needs arise. Please contact the school if you need anything, have questions, or have a circumstance that impacts student learning.

- Daily announcements and prayer will be communicated to students each morning through the school Facebook page.
- Grades will continue to be posted in RenWeb to reflect a student's progress.
- If a student is sick, or there are other extraordinary circumstances, please inform the student's teacher so that arrangements can be made for completing the school work.

### **E-Learning Communication:**

CKS has a dedicated webpage for communication related to COVID-19:  
[CKS COVID-19 Webpage](#)

- Teachers and staff will be available during the school day. Families and students should email or use the designated platforms to contact CKS faculty and staff.

**Quick Reference Contact Information:**

Dr. O’Sullivan, President – [posullivan@cks.org](mailto:posullivan@cks.org)

Dr. Bosco, Principal – [lbosco@cks.org](mailto:lbosco@cks.org)

Mr. Hudson, Director of Technology – [rhudson@cks.org](mailto:rhudson@cks.org)

Mrs. Blue, Director of Admission – [jblue@cks.org](mailto:jblue@cks.org)

Mrs. Rodriguez, Director of Finance – [nrodriguez@cks.org](mailto:nrodriguez@cks.org)

Mrs. Wrozek, School Nurse – [nwrozek@cks.org](mailto:nwrozek@cks.org)

Mrs. Kohut, Dean of Students – [rkohut@cks.org](mailto:rkohut@cks.org)

Ms. Jeffers, Counselor – [cjeffers@cks.org](mailto:cjeffers@cks.org)

Christ the King Catholic School is dedicated to fulfilling our mission in providing meaningful experiences to educate the hearts, minds, and spirits of our future servant leaders. As a strong faith community, it is a blessing to come together in support, prayer, and hope. Together we will overcome times of uncertainty and challenge. Please continue to keep those suffering in your prayers, and know that CKS is here to support your families throughout this challenge.

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*O Mary,  
you always shine on our path  
as a sign of salvation and of hope.*

*We entrust ourselves to you, Health of the Sick,  
who at the cross took part in Jesus' pain, keeping your faith firm.  
You, Salvation of the Roman People,  
know what we need,  
and we are sure you will provide  
so that, as in Cana of Galilee,  
we may return to joy and to feasting  
after this time of trial.  
Help us, Mother of Divine Love,  
to conform to the will of the Father  
and to do as we are told by Jesus,  
who has taken upon himself our sufferings  
and carried our sorrows  
to lead us, through the cross,  
to the joy of the resurrection. Amen.*

*Under your protection, we seek refuge, Holy Mother of God. Do not disdain the  
entreaties of we who are in trial, but deliver us from every danger, O glorious and  
blessed Virgin.*

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