

Guidelines and Expectations for Hybrid & Remote Learning

1. Students who are remote are required to log into their online classroom each day during the time that the class physically at AC is meeting (for example, students need to log into their Mod 1 class each Monday at 7:45, Tuesday at 8:40, etc)
2. The sharing of Google classroom codes, Google meeting codes or phone numbers is strictly prohibited. Students caught sharing this information are in violation of school policy and will face internal disciplinary action as well as possible referral to law enforcement.
3. Students, home and at school, should ensure that all assignments, supplies and materials are present in the work space and that they are ready to learn.
4. **Students in school should have headphones available to use their device in class as needed.**
5. Teachers will take attendance in all classes and mark students, virtual and physically present, present or absent. Students will be marked P if physically present, P-V if virtually present and A if absent. Parents should monitor their students' attendance through the Family Portal. **Students who log in more than 5 minutes after a class has begun may be marked tardy. A student who misses more than half of a class will be marked absent.**
6. Families are asked to contact the main office (781-777-7024) if their student will not be attending class, whether in person or remote. Regarding attendance policy, COVID-19 related absences will be excused. It will depend on the judgement of the family to determine whether students ill or under quarantine are able to participate in remote instruction. Missing academic time for vacations continues to be discouraged and will be considered unexcused.
7. Communication with the nurse (covid19@achs.net) is important with any questions or concerns about the health of a student.
8. Students do not need to wear their uniforms when virtual, but should be dressed properly for school.
9. A virtual background may be used, as long as it is appropriate.

Guidelines and Expectations for Hybrid & Remote Learning

10. Students must have their camera on during the class and should mute their microphone unless they are asking a question, answering a question, or otherwise interacting with the class.
11. It is highly recommended that students have a quiet, dedicated space at home and use headphones to minimize background noise. **Students should not log in from bed, car, etc., they should be at a dedicated workspace.**
12. Students should expect that the amount of work, in and out of class, spent on school work will be equivalent to times of 100% in person instruction.
13. Students should not be using the chat feature or texting while engaged in remote learning unless specifically instructed to do so by the teacher.
14. Screenshots and recording of classes is prohibited for any reason. Students who record classes or take screenshots will face disciplinary action.
15. Students who are present at AC should not be joining the livestreamed class unless they have teacher permission.
16. Students need to be diligent about checking their school email and Google Classroom regularly for messages from teachers.
17. Students are not required to log in during their scheduled study period.
18. When the physical class goes to lunch, the students at home may log out. They should be certain to log back in when the class returns from lunch.
19. **Students will be allowed to log off during mask breaks (usually during periods 4 or 5) or if the teacher assigns work for them to complete. Teachers will remain logged in to allow remote students to ask questions.**
20. Students are expected to complete their work without the aid of peers, the internet, etc. unless specifically authorized to do so by the teacher. Arlington Catholic's Academic Integrity policy will continue to be enforced.
21. Technical issues will arise. Students who experience technical issues should have a parent email the teacher explaining the circumstances. Teachers who experience technical issues will notify students and will post an assignment in

Guidelines and Expectations for Hybrid & Remote Learning

Google Classroom. “Technical issues” or inability to log in do not excuse students from work.

22. Students should make appointments for extra help with teachers, which may be conducted in person or online. Teachers will be available on Mondays, Tuesdays and Thursdays from 2:15pm-2:45pm.
23. Counselors are available, by appointment, for students who are remote. College counseling and other items will continue to be explored with students.

These policies may be amended at any time with proper notice. Students are responsible for following all posted policies.

We are committed to ongoing and regular communication with all key stakeholders: students, parents and faculty/staff. Regular, constructive feedback will be needed in order to adapt and adjust our reopening plan as needed.