



Trinity Catholic Academy  
Remote Learning Handbook  
2020 – 2021

11 Pine Street, Southbridge, MA 01550  
Phone: 508-765-5991 FAX: 508-765-0017

<https://trinitycatholicacademy.org>

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November 15, 2020

Dear Trinity Parents and Students,

This school year has certainly presented us with challenges we never expected to face, from the forced shut down of school last spring to preparing for opening this year. We thank you for your patience and understanding as we navigate the waters of the unknown and work to making it a better system day by day. My thanks to Mrs. Symock and her committee for their hard work in putting it together!

In looking ahead to the possibility of school closure and to the future in general, we are moving to Google Classroom as our overarching online platform for use during in-person and remote learning. Our faculty has been engaged in training for it, and we will soon begin student training during computer classes. We will also schedule parent training as soon as possible.

Please read through this plan, and if you have any questions or think of something we have not thought of, please contact us. We certainly welcome feedback. Once you have read it, please sign the agreement at the end and have your child return it to their homeroom teacher as soon as possible.

Thank you for your support. God bless, and stay safe.

Sincerely,

*Mrs. Josie M. Citta*

Principal

*Traditional Values---Catholic Formation---Academic Excellence*

*This remote learning handbook contains Trinity Catholic Academy's plan for*

- *remote learning in the event of school closure—either by government order or other circumstances that prevent the school from being in session in person*
- *use of online learning platforms while school is in session in person.*
- *Remote learning schedules for all grades*
- *Remote Handbook Parent/Student Agreement Signature Page*

This handbook outlines the expectations of teachers, parents and students. It enumerates what constitutes attendance and expectations for the submission of school work, behavioral expectations during face to face meeting times and how students will be graded.

The Archdiocese of Hartford Standards have been adopted by the Catholic Schools in the Worcester Diocese. These are the standards that will continue to be followed during remote learning. All textbooks and workbooks used during in-person learning will continue to be used during remote learning, along with online platforms.

### Attendance

- Students earn daily attendance through daily engagement measure(s). The approved engagement methods are listed below:
  - Participate in scheduled teacher-student interactions through live Google Meets/Hangouts or Zoom. Students are expected to attend all virtual meetings unless the teacher is informed otherwise.
  - Completion/Submission of assignments from student to teacher via Google Classroom. All assignments must be completed by 11:59PM on the due date in order to be reflected in that day's attendance.
  - Student engagement with Google Classroom or Zoom and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress.

**A student will be considered absent if the student does not have documented engagement in Google Classroom and/or daily contact with the teacher.**

### Technology

- All students are expected to have daily access to a device that can support Google Classroom.
- It is recommended that students have their own device.
- Families who may not have access to a device should contact the school as soon as possible.
- A family that experiences technical issues should contact the teacher as soon as possible.
- When students are engaged in Google Meets/Hangouts or Zoom there should be no other devices (phone, gaming system, TV, music, etc.) that would distract their participation and learning.
- Virtual backgrounds are not allowed unless specified by the teacher.

### **Student Expectations**

- Establish daily routines for engaging in the learning process.
- Identify a space where you can learn and study comfortably and effectively.
- Attend live instruction fully visible, appropriately dressed in TCA uniform, and engaged.
- Regularly check Google Classroom for assignments.
- Complete assignments with integrity and academic honesty.
- Communicate with the school when you need assistance. We are here to help!
- Submit assignments by their due date.

**It is understood that some students will need parent/learning coach support to meet these expectations.**

### **Parent/Learning Coach Expectations**

- Establish a partnership with classroom teachers to ensure a smooth transition from in-person learning to remote learning.
- Establish routines and expectations.
- Locate a space that is ideal for learning.
- Monitor communication from teachers and school.
- Monitor completion and submission of class assignments daily.
- Take an active role in helping your child process his/her learning.
- Attend school trainings for implementation of remote learning.
- Use teacher office hours to help strengthen learning as needed.
- Contact the school for additional needs.

### **Google Classroom**

Trinity Catholic Academy will be utilizing Google Classroom as our overarching platform for communication among faculty, parents, and students. It allows for “face time” between teacher and students so that they have regular contact, and it is an easily manageable system where teachers can upload their assignments and students will submit their completed assignments. Google Classroom interfaces easily with a number of platforms our teachers have already employed, including but not limited to Flip Grid, See Saw, E-Spark, etc. Training for the use of Google Classroom will be provided to our faculty, students, and parents.

### **Grading**

Online assignments are given the same weight established by the teacher as they would during in-person instruction. All assignments are expected to be submitted on time to receive full credit.

## Meeting 504 accommodations

Administration, teachers, and parents will work closely together to meet the needs of individual students with 504 accommodations.

### Schedules

Schedules are designed to provide maximum live instruction to students. The specific length of time for live academic blocks in grades PreK-4 may be adjusted at the discretion of the teacher depending on the lesson and student attention. Teacher office hours are built in to the daily schedule to provide extra-help to students, meet with parents, and assess student work.

When transitioning to remote learning, students and parents will receive a detailed schedule of classes from their homeroom teacher.

TCA Grades Pre-K - 4 Remote Learning Schedule					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:30: Prep	Log-in and prepare for classes! Have all your materials ready and your device set up!				
8:30-9:15: Academic Block 1 Live from 8:30-9:00					
9:15-9:30	Bathroom/Snack/Stretch & Go Outside! Break				
9:30-10:15: Academic Block 2 Live from 9:30-10:00					
10:15-10:30	Bathroom/Snack/Stretch & Go Outside! Break				
10:30-11:15: Academic Block 3 Live from 10:30-11:00					
11:15-12:30	LUNCH/RECESS BREAK				
12:30-2:30	The afternoons are for independent work and specials. Teachers' Office Hours – Students can email with any questions or concerns. Students should take a break when they feel the need.				
12:30-1:00 Academic Block 4	Pre-K Live Music & Movement 1 <sup>st</sup> Live Library	Pre-K Live P.E. 4 <sup>th</sup> Live Music	Pre-K Live Music 4 <sup>th</sup> Live Art	Pre-K Live Art 4 <sup>th</sup> Live P.E.	Pre-K Live Music & Movement 3 <sup>rd</sup> Live Library
1:00-1:30 Academic Block 5	Kindergarten Live Music & Movement 2 <sup>nd</sup> Live Library	Kindergarten Live P.E.	Kindergarten Live Music	Kindergarten Live Art	Kindergarten Live Music & Movement 4 <sup>th</sup> Live Library
1:30-2:00 Academic Block 6	1 <sup>st</sup> Live Music & Movement Pre-K Live Library	1 <sup>st</sup> Live P.E.	1 <sup>st</sup> Live Music	1 <sup>st</sup> Live Art	1 <sup>st</sup> Live Music & Movement
2:00-2:30 Academic Block 7	Kindergarten Live Library 2 <sup>nd</sup> Live Music & Movement	2/3 <sup>rd</sup> Live P.E.	2/3 <sup>rd</sup> Live Music	2/3 <sup>rd</sup> Live Art	2 <sup>nd</sup> Live Music & Movement

TCA Grades 5 - 8 Remote Learning Schedule					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:30: Prep	Log-in and prepare for classes! Have all your materials ready and your device set up!				
8:30-9:15: Live Academic Block 1					
9:15-9:30	Bathroom/Snack/Stretch & Go Outside! Break				
9:30-10:15: Live Academic Block 2					
10:15-10:30	Bathroom/Snack/Stretch & Go Outside! Break				
10:30-11:15: Live Academic Block 3					
11:15-12:30	LUNCH/RECESS BREAK				
12:30-2:30	The afternoons are for independent work and specials. Teachers' Office Hours – Students can email with any questions or concerns. Students should take a break when they feel the need.				
12:30-1:00: Academic Block 4					
1:00-1:30: Academic Block 5		5 <sup>th</sup> Live Music	5 <sup>th</sup> Live Art	5 <sup>th</sup> Live P.E.	
1:30-2:00: Academic Block 6		6 <sup>th</sup> Live Music	6 <sup>th</sup> Live Art	6 <sup>th</sup> Live P.E.	
2:00-2:30: Academic Block 7		7/8 <sup>th</sup> Live Music	7/8 <sup>th</sup> Live Art	7/8 <sup>th</sup> Live P.E.	

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We have read the Trinity Catholic Academy 2020-2021 Remote Learning Handbook and agree to abide by its expectations.

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Parent Signature(s)

Student Signatures:

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If student is too young to sign, parent may write the name(s) on the line.

Please return this signed form to the student's homeroom teacher  
as soon as possible.  
Thank you.