



York Catholic High School

601 E. Springettsbury Avenue, York, PA 17403
717-846-8871 www.yorkcatholic.org

Virtual Distance Learning Expectations and Protocols

We want to be sure that all parents, students, and teachers are on the same page with what is expected of those students learning from home. The Virtual Distance Learning option at York Catholic has academic and behavior expectations that are consistent with our in-person day-to-day method of instruction, delivery, assessment, and classroom management. Please be aware of the expectations and responsibilities below for those students/families who choose the Virtual Distance Learning option at YC.

- **Platform:** Students must use their school-issued YC Chromebook to log into all class periods, including homeroom (unless they have received written permission to use an alternative device from Mr. Hayek, Dean of Students). Only the YC student assigned to the Chromebook may sign in (no parents, siblings, friends, etc.). Student cameras must be ON with students clearly visible for the duration of each homeroom/class period.
- **Homeroom:** Virtual students may start attending homeroom at 8:00 AM each day. However, they are expected to be present online for homeroom by 8:15 AM at the latest. Students who arrive to their virtual homeroom after 8:15 AM will be marked tardy for the day. Students who do not arrive to virtual homeroom at all will be marked absent for the day. During homeroom, students must be clearly visible and are expected to participate in the prayer and pledge. Connection issues will not be permitted as an excuse to miss homeroom since there is ample time between 8:00 AM and 8:15 AM to troubleshoot those issues with Mrs. Lisa Catalanello, Virtual Distance Learning Coordinator & Homeroom Teacher.
- **Study Hall:** Students do not have to participate in virtual STUDY HALL. That is a free period for them.
- **Physical Education Classes:** Virtual students should complete the weekly assignment/activity posted in their Phys. Ed. Google Classrooms in lieu of virtual participation in Physical Education classes.
- **Class Attendance:** Students will be responsible for logging into their virtual class sessions on time where they will be admitted by the teacher and attendance will be taken. Students who do not arrive on time to a class session MUST wait to be admitted by the teacher, which will take a little while.
- **Attendance:** Parents should still notify the school office (717-846-8871 x322) if their child will be absent from online learning for a day and/or if they are going to arrive to classes late for the day (any time after 8:15 AM).
- **Accessibility:** Students/Families are responsible for providing internet connection capabilities. Parents are responsible for communicating with the teacher and YCHSvirtual@yorkcatholic.org if there is an issue with the internet connection or accessibility to an online device. York Catholic is not responsible for resolving connectivity/internet issues. YC will address Chromebook/hardware issues as per the Acceptable Use Policy (AUP) Agreement.
- **Virtual Help Desk:** If students experience technical difficulties logging onto their Zoom session or during their virtual class, they should immediately email YCHSvirtual@yorkcatholic.org and include the parent phone number (not student phone number) and a brief description of the problem.
- **Home Learning Environment:**
 - Students will participate from home in an area without distractions (to include food, pets, inappropriate background scenery, etc.) Failure to comply may be cause for blockage or removal from the streaming.
 - Students will be expected to be in school uniform at least from the waist up (tops).
 - Students will be expected to be seated upright in a chair (not a bed) with video on and audio off at all times unless directed differently by the teacher. Turning the video off without permission is the same as leaving class without permission.
- **Code of Conduct:**
 - Students/Parents are responsible for their behavior while being online. Students should follow the same code of conduct expected in the school building. If a student is disruptive, they will be given a warning. If it continues, they will be removed from the session and the parent will be notified.
 - Teachers will be responsible for acknowledging the student to the best extent possible during the lesson. However, classroom behavior such as a raised hand, waiting until the teacher is done speaking, etc. will be expected.
 - Students will abide by the York Catholic Technology Acceptable Use Policy (AUP).
 - Students will follow all York Catholic Policies and Procedures as detailed in the Student Handbook.

- **Classwork/Homework:** Students will be responsible for completing and turning in work when assigned. Students are responsible for any missed work/notes if they are late to class and/or experience internet issues.
- **Assembly Attendance:** Students will be expected to attend Mass/assemblies with their scheduled class if a live streaming option is available.
- **Recordings:** Unauthorized recording, which includes photos of course content posted online, is strictly prohibited. Teachers may provide recordings to students of the teacher engaged in educational practices for the purpose of implementing the curriculum. Unauthorized recordings of students are prohibited.
- **Parental Assistance:** Please understand online learning is not a 1:1 teacher method. Teachers will do their best to assist the child learning at home, but especially for younger grades, students may need adult assistance as well.
- **Assessments:** Assessments for those students online will vary by class and by teacher. Each teacher will provide specific information to address and explain the various methods.
- **Teacher Absence:** If there is a substitute teacher in a classroom for a day or two, the class will not be live streamed, but work will be provided. If a teacher is out for any extended length of time, we will continue live streaming.
- **Consequences to Agreement Violations:** Virtual students who are in violation of the terms of this agreement will be subject to disciplinary consequences to include virtual morning detention, suspension, or possible withdrawal from YC depending on the severity and/or frequency of the violation.

York Catholic High School
Virtual Distance Learning Expectations and Protocols
AGREEMENT

I have read, understand, and agree to follow the Virtual Distance Learning guidelines.

Name of Student: _____

Signed: _____ Date: _____

Parent/Guardian Name: _____

Signed: _____ Date: _____

Please complete this form and return it to York Catholic

or scan it to YCHSvirtual@yorkcatholic.org.

Form must be returned prior to beginning Virtual Distance Learning.