

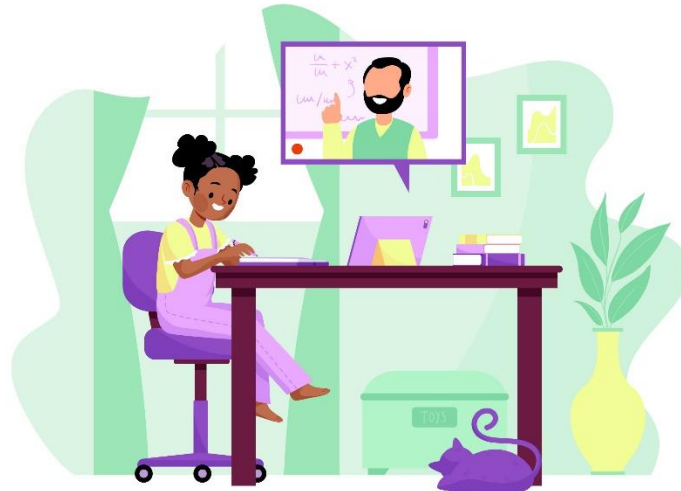
**MARY, STAR OF THE SEA CATHOLIC ACADEMY
VIRTUAL LEARNING GUIDE**

2020 – 2021 FALL TERM

A Guide for Parents & Guardians

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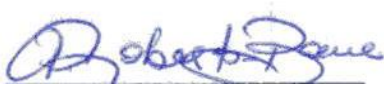
LETTER FROM CBE CURRICULUM OFFICER

Dear Parents & Guardians:

The Catholic Board of Education aims to ensure that all our students receive a high level of curricula exposure that is consistent with national and global standards. While we know there is no substitute for face-to-face instruction, our remote learning initiative will encompass engaging teacher led lessons using the Google Classroom platform. Instruction may include group Google Meet sessions, some audio or video calls, emails, work packages and other resources to effectively engage students. In keeping with the World Health Organization’s guidelines, we aim not to have students sitting in front of a screen all day, simulating a face-to face scenario. Thus, you will note that the schedules you have received give specific times for live Google Meet sessions. However, these sessions will not run continuously as a normal school day. There will be times when students will be encouraged to explore and deepen their understanding of curricula objectives through activities that may take them outside in the yard to investigate, observe and problem solve.

We are committed to the success and progress of all students and have instituted measures to ensure that every student receives the assistance that is needed to meet curricula expectations. In addition to schedules developed for each grade level, all teachers will have time set aside daily to check in and communicate with students and parents to ensure that students are developing academically and effectively responding to curricula expectations. We are confident that students will thrive and excel with the initiatives instituted for remote learning within this archdiocese.

Sincerely,



Alexandria Roberts-Bowe

Curriculum Officer

Catholic Board of Education

Netiquette

Learning Platform

Catholic Board of Education (CBE) Schools will use the Google Classroom as the main platform for teaching. There may be times when teachers use other platforms for supplemental teaching or additional resources.

Netiquette

In order for students to remain on task with their learning, we ask that you assist us by ensuring the following takes place:

A. During Live Classes

1. Students must attend each live session (if your child cannot be present, you are required to communicate with the teacher, explaining the reason for the absence)
2. Students must wear a school shirt, but not necessarily the full uniform
3. Students must be visible at all times during the lesson
4. All microphones must be muted when students enter the virtual classroom and remain muted until asked to speak
5. Students should remain seated for the lesson, unless otherwise instructed
6. Students are not allowed to chat among themselves during the lesson, unless otherwise instructed
7. Students must not eat during the lesson
8. Students must show respect for each other during lesson
9. Students should have all materials needed for the lesson readily available

B. During Remote Learning

10. Ensure that your child is organized and following a schedule to help him/her navigate each day
11. Unless otherwise instructed, all work must be completed independently by the student
12. Students must submit their work in a timely manner (communicate with the teacher if the work will be late)
13. Ensure that your child has a space in which to work that is conducive to learning (quiet, ample space, good ventilation, good lighting, desk, and chair)
14. Ensure that your child is getting enough sleep each night
15. Ensure that your child is getting enough physical exercise each week

CLASS SCHEDULES

Understanding My Timetable/Schedule

HR – Homeroom: All students must sign into homeroom by 9:00am each morning and at the end of the school day for registration, prayers, and announcements.

Ind. Work – Independent Work: Because we do not want students sitting in front of the computer continuously, there are some periods during the day when they will not have a live class. It is expected that during these times students are completing assignments and/or studying.

Guidance: To assist with students' emotional and social well-being, a time has been scheduled for students in grades 6 – 12 to meet with the Guidance Counselor once per week. The Guidance Counselor is available to meet with all students by appointment as well.

Teacher Office Hours: Teachers will be available for at least one hour at the end of each day to meet with students and/or parents. Some teachers may schedule appointments, so you will need to find out from your child's teachers which format they will be using.

HW – Homework: Teachers will give homework assignments to students. These days are indicated on your child's timetable. Homework can be a written assignment or a project-based assignment.

Daily Schedule

K4 & K5: 9:00am – 12 noon
Gr. 1 – Gr. 6: 9:00am – 2:00pm
Gr. 7 – Gr. 12: 9:00am – 3:00pm

CURRICULUM & ASSESSMENT

Timetables were created in preparation for face to face classes with students having full day classes beginning at 8:30am. Students in the secondary department will have six 45-minute periods each day and the primary department will have six to nine 30-minute periods each day.

During virtual teaching/learning, the timetables have been amended to be more conducive to learning while sitting in front of a device. As such, the allocated times for some subjects have been adjusted.

Additionally, the 6-Day cycle will be implemented this academic year, which means that students will have more contact time in key subject areas. Each student will receive a calendar that coincides with the day at school. The table below shows which school day coincides with the calendar date.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14 TH – DAY 1	15 TH – DAY 2	16 TH – DAY 3	17 TH – DAY 4	18 TH – DAY 5
21 ST – DAY 6	22 ND – DAY 1	23 RD – DAY 2	24 TH – DAY 3	25 TH – DAY 4
28 TH – DAY 5	29 TH – DAY 6	ETC.		

September Calendar

The tables below show the various subjects and number of sessions **per cycle**.

***Note: Schedule information subject to change**

K4 & K5 (30-minute live sessions)

Language Arts – 6 sessions
Mathematics – 6 sessions

Grades 1 – 6 (30-minute live sessions)

Language Arts – 6 sessions
Mathematics – 6 sessions
Religion – 2 sessions
Social Studies – 2 sessions
Science – 2 sessions
Physical Education – 2 sessions
Music – 1 session
Information Technology – 1 session
Spanish (grades 3 – 6) – 1 session
Art – 1 session
*Guidance (grade 6 only) – 1 session

*only during virtual learning

Grades 7 – 9 (40-minute live sessions)

Mathematics – 5 sessions
English – 5 sessions
General Science – 4 sessions
Social Studies – 4 sessions
Religion – 2 sessions
Foreign Language – 3 sessions
*Music/Tech. Draw/Art – 2 sessions
Physical Education – 1 session
Guidance – 1 session

* Students choose one of these subjects

Grades 10 – 12 (40-minute live sessions)

Mathematics – 5 sessions
English – 5 sessions
Biology – 4 sessions
*Electives – 3 sessions
Religion – 2 sessions
Civics – 1 session
Physical Education – 1 session

**Guidance – 1 session

*Students have 4 elective subjects

**Only during virtual learning, not during face to face classes

SCHOOL SUPPLIES & MATERIALS

Primary students will be able to collect their workbooks and textbooks from the school once they arrive on island.

High school students will be allowed to use e-books in place of hard copies wherever possible. All book and supply lists will be posted on the school's website.

All students are required to have a tablet or laptop as part of their school supplies.

Recommended Devices

Recommended devices are:

Samsung Galaxy Tab A8.0" (2019) with S Pen SM-P200

Samsung Galaxy Tab A 10.1" (2019, Wi-Fi Only)

Samsung Galaxy Tab A 10.1" (T510) 32 GB Wi-Fi Tablet Silver

Samsung Chrome book 4

Apple iPad (10.2-inch, Wi-Fi, 32GB) – Gold with Apple pen

Dragon Touch K10 Tablet, 10-inch Android Tablet with 16 GB Quad Core Processor

Lenovo Tab 4 Plus, 8" Android Tablet, 64-bit Octa-Core Snapdragon

Devices Not Recommended

Amazon Fire or Kindle

ADDITIONAL INFORMATION

Tech Support

If you have questions/queries about operating or navigating Google Classroom, please contact:

High School: pmedwinter@cec.edu.bs

Primary School: tmaycock@cec.edu.bs

How to Reach Us

For tuition and fees: lgrant@cec.edu.bs

Registration and general inquiries: marystar@cec.edu.bs

Guidance Counselor: rbeckles@cec.edu.bs

Facebook Page: Mary, Star of the Sea Catholic Academy

Webpage: mss.cec.edu.bs

