



CATCA
VBS Guidelines for Students, Parents and Teachers
June 2022



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Guidelines for Students

- Be on Time. Attendance will be taken in the first 5 minutes of class start
- Set up your desktop/laptop in a private space
- Keep your books/art materials ready before the start of the class
- Check your audio, video before the start of class.
- Keep your camera **ON** all the time. If there's a need to turn off the camera, let the teacher know first
- Wear appropriate and comfortable clothing,
- No food or drinks during the class. Snacks may be permitted during break time
- Follow the restroom breaks as instructed by your teacher
- Raise your hand if you want to talk. Be engaged during class discussions and be respectful in your speech.
- No side “conversations” or chats. Chat box should be used only as a learning tool, not for off the topic discussions with the classmates.
- Complete and submit homework assignments at the correct time
- Do Not Record the Meetings.



Guidelines for Parents

- Make sure your kids are on time for the class. Ask them to join 5 mins before the start of the class
- Help set up desktop/laptop in a private space to avoid interruptions duration the class
- Make sure your kids keep their books/art materials ready before the start of the class
- Let the child be the student and attend the class, not the parents (especially in answering the questions)
- Make sure the camera is on all the time. If there's a need to turn off the camera, tell your child to let the teacher know first
- Make sure you child wears appropriate dress/clothing, No pajamas please
- Make sure your kids submit assignments on time. Follow up with kids on homework/ assignments after the class everyday
- Make sure the kids actively participate in the class
- If for any unavoidable reason, your child has to miss the class, give prior notice to the class teacher



Guidelines for the Teachers

- Take attendance at the beginning of the class and maintain homework completion status for each day
- Prepare for your classes in advance
- Schedule small breathing periods for yourself with a quick video or activities.
- Make sure your lessons are focused on dialogues with your students where they are active participants.
- Deal with student issues quickly, efficiently with a positive attitude. If a problem continues, bring it to the coordinator's and parent's attention.
- Encourage parent and child spiritual conversation.
- Keep the parents updated – a daily summary of activities, plan for next day
- If possible, ask other teachers or CATCA members to sit in a few of your classes and give you an informal evaluation.
- Be open to accepting critiques and working on ways to improve your lessons and classes.
- Plan to share the materials (for printouts) or art materials by the end of the week for the following week



Grading Rubric for VBS Class Completion

Category	Exemplary (100%)	(Passing) 50%	(Incomplete) 25%
Attendance	Always prompt to class and attends class for the whole time	Sometimes absent (3 - 5 days) or late 5 mins to class, with prior notice to teacher	Is mostly absent (>5 days) or late (> 5mins) to class
Online Engagement	Student proactively contributes to the online class by offering ideas, asking questions and consistently responding to questions	Student occasionally contributes to the online learning	Student does not contribute to the online learning
Assignment Completion	Student completes 85 - 100% of assignments, majority of assignments are done correctly and on time	Student completes most of assignments, most assignments are done correctly and on time	Student does not complete majority of assignments or most assignments are late
Final presentation	Active and lead role in preparation and final presentation	Good contribution to preparation and final presentation	Little to no role in preparation and final presentation