



St. Catherine Remote Learning Plan 2020-2021

During these tumultuous and extraordinary times, St. Catherine is committed to the continued support of our students' academic and social-emotional needs. We will provide a high level of instruction and service to all our students and families by offering a comprehensive and robust remote learning program.

Instructional Format

- Daily LIVE, synchronous instruction with teachers; Friday afternoons will be asynchronous (independent activities) to provide teachers additional time for 1-1 student support and instructional planning
- Daily schedule will mostly mirror the regular school day with several breaks and a variety of 'offline' activities built into the day; online schedules will be developmentally appropriate for the age level (individual class schedules are still under construction)
- Core classes consist of live instruction, interactive student components, and independent work time monitored live by the teacher
- Teachers instruct from the actual classroom using all their regular instructional resources; creates a more 'authentic' learning environment for students

Curriculum & Instruction

- K-8: Math, Reading, and language/writing classes taught daily, M-F
- Science, social studies, religion, and specialist classes 2-3 times per week
- Live specialist classes include PE, music art, and Spanish (5th-8th) taught 1-2 times per week
- K-8: Weekly life skills classes with the school counselor to focus on social/emotional health
- Schedule provides time for teachers to meet with students 1-1 and in small groups each day
- Inquiry and project-based learning activities embedded into curriculum

Platform Components

- St. Catherine will use the following online learning platforms to deliver instruction and streamline the process of sharing instructional materials and files between students and teachers
 - K-4: Seesaw and Zoom
 - 5-8: Google Classroom and Zoom

Student Support Services

- The school will provide individual support for students with diverse learning needs, through one or more of the following services:
 - Modifications and/or accommodations to assignments and assessments
 - 1-1 support with a teacher or instructional assistant
 - Access to additional educational resources
 - Altered schedule or instructional format
- School counselor will provide individual and small group social/emotional support as needed

Enrichment and Wellness

- Regular community building activities, such as: Live daily announcements (birthdays, weekly Tiger Paws recognition awards, Fun Joke Friday), classroom theme & spirit days, St. Catherine News Network, Mental Health & Movement days, virtual assemblies & school gatherings, virtual Mass with classmates
- Weekly class sessions with the school counselor to focus on social emotional health, team building activities, conflict resolution, interpersonal communication skills, etc.
- Optional enrichment activities will be offered – some online ideas being explored: book clubs, gaming activities, math/science clubs, Yoga, speech team, etc. When possible, small group in-person activities.

Daily Work, Grading & Assessment

- Each day teachers will post a checklist of tasks and assignments (to be reviewed with the class during the morning homeroom time)
- Students will turn in their completed work either digitally (via Seesaw or Google Classroom)
- Every other Friday afternoon will be a materials pick up/drop off day (12:00-3:00). On this day, teachers will send home specific materials and resources for upcoming lessons, and parents of younger students can drop off any completed work (as directed by the teacher)
- Teachers follow best practices when assessing student learning in a remote environment, which includes a variety of methods. They may include daily assignments, exit tickets, 1-1 observation, live or open book assessments, projects, etc.
- Teachers will provide timely feedback to parents and students on completed assignments
- Teachers will assign work that is meaningful and relevant (i.e. avoid busy work), and will set reasonable homework expectations

Parent Communication

- Teachers will post their weekly plans on the school website by 8:00 p.m. Sunday night. It will contain an overview of the lessons and activities for the week, along with important assignment information. Note: Weekly plans are subject to change depending on the pacing and needs of the class. When posting their weekly plans, all teachers will use one collective document with separate tabs for each grade level. This way parents will only need to access one document that includes information for all their children's classes.
- Teachers in grades 3-8 will post homework on their classroom webpage each day (if applicable)
- Teachers will periodically reach out to parents to inquire how things are going with remote learning
- Weekly school-wide bulletins will be emailed home every Thursday to provide regular updates on general information.

Professional Development

- K-8 teachers will attend a week long professional development course on designing effective and engaging online instruction
- K-4 teachers will attend training on the Seesaw platform
- All teachers will attend additional Zoom training to further enhance instruction, such as using break out rooms and other interactive features
- All teachers will continue implementation of project & inquiry based learning and update their units to include a variety of PBL related activities
- Teachers will focus on identifying Essential Standards to be covered throughout the school year
- Teachers will be trained on how to use the new cameras and microphone systems in the classroom

Student & Parent Orientation & Training

- Thursday, August 27th at 4:30: Teachers will host an online student 'Meet & Greet' session, it will include ice breaker activities and an opportunity for everyone to get to know one another (teachers will send families the Zoom link directly)
- The school will provide a training session for parents on how to navigate Seesaw (K-4), Google Classroom (5-8), and Zoom (K-8); these will be a recorded sessions posted for viewing by late August
- The principal will schedule grade level, parent Zoom meetings in mid to late August to answer questions about the Remote Learning Plan & review student/parent expectations
- During the first two weeks of school, the teachers will schedule individual 1-1 Zoom meetings with each of their students as an opportunity to get to know one another and answer questions
- The first week of school, teachers will focus mainly on building community, developing strategies for remote learning, and training students on digital tools and class systems

Technology

- The school recently made additional technology purchases for remote learning, including: additional Chromebooks, camera and microphone systems for each classroom, and the school-wide wireless system was updated in July
- The school will send out a survey to parents to ascertain the technology needs in our community
- Chromebooks will be distributed to families based on availability and level of need

Remote Learning Expectations

In order for remote learning to be successful, everyone must play a part: teachers/staff, students, and parents. **Parents, please read and discuss the attached Remote Learning Expectations with your children (see below)**. Then click on this link: <https://forms.gle/aXuULfT9B9wZtqJu5> , fill in and acknowledge the appropriate areas, and submit it to the office **no later than Tuesday, August 25th**.

NOTE: The staff will periodically review the Remote Learning Plan and class schedules and make any adjustments as needed.



St. Catherine K-8 Remote Learning Expectations

Students and parents, please thoroughly read and discuss these expectations. Then click on this link: <https://forms.gle/aXuULfT9B9wZtqJu5> , fill in and acknowledge the appropriate areas, and submit it to the office **no later than Tuesday, August 25th**.

Student Expectations

- Attend all classes, every day. If you are sick and can't attend, then your parent needs to contact the school.
- School starts promptly at 8:30 a.m. You need to be online and ready to learn at that time, this includes:
 - Wake up no later than 8:00 a.m. to ensure you are alert and ready to start on time.
 - Finish eating breakfast before class begins – no eating during class unless approved by your teacher.
 - Come to class fully dressed in clothing appropriate for school (follow the Free Dress guidelines outlined in the Family Handbook); no pajamas please!
 - Have your materials ready to go, as directed by your teacher
 - Be seated at a table or a desk (you may not sit on the floor, in bed, etc.)
- Complete daily assignments and tasks, submit work by due dates as outlined by your teachers.
- Be attentive and focused during your daily lessons, just as if you were in the real classroom. Participate in discussions and activities.
- NO phones, T.V., or other electronics may be used while participating in online learning unless directed by the teacher.
- No pets or personal items should be shared on screen unless directed by the teacher.
- Be respectful of your classmates; don't purposefully cause distractions for you or others.
- Screens must remain on at all times, unless otherwise directed by the teacher. Teachers need to see your face in order to verify your attendance and participation in class.
- Remain on screen and present during the entire class, unless otherwise directed by your teacher (i.e. raise your hand and ask permission if you need to leave the virtual classroom).
- All work submitted must be your own, original work. The same standards and expectations that apply at school apply with remote learning.
- Take your participation and learning seriously, it counts!

Parent Expectations

- Ensure your children attend their online classes. Daily attendance and participation is required for all K-8 students, per state law. Students' daily participation will ensure they have met the required instructional hours and acquired the necessary skills to move onto the next grade level. Teachers will take attendance daily and report it to the office for mandatory records reporting.
- Help your children to maintain a 'normal' daily routine, including maintaining a regular bedtime and wake up schedule (no later than 8:00 a.m.), meals, etc.
- Ensure your children are online and mentally ready to learn by 8:30 a.m. (see above list)
- Communicate with the school office by 8:30 if your child will be absent from online classes (via phone or email: attendance@stcatherineschool.net)
- Ensure students have a quiet, 'distraction free' place to learn. Designate a desk or table where the child doesn't have access to television, cell phones, video games or other activities that might distract them from learning.
- Monitor students online learning to a level that is appropriate for the child's age; younger students may need parent support initially to access and complete lessons.
- Communicate with teachers in a timely manner if your child is experiencing challenges with the remote learning experience. We want to help!
- Parents are encouraged to help their children when needed, but to also ensure that work is completed independently to reflect the child's own learning and knowledge.
- Please remember that parents and teachers are on the same team. Working together in a collaborative, respectful manner will help to ensure we are all providing the best support for our students/children.

Click on this link: <https://forms.gle/aXuULft9B9wZtqJu5> , fill in and acknowledge the appropriate areas, and submit it to the office **no later than Tuesday, August 25th**.