



# Remote Learning Plan

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2020- 2021

***St. John School is an inclusive Catholic Community committed to inspiring moral development, academic excellence, and the courage to act for the common good.***

Our mission calls on us to be Christ-centered and empowered learners. We are called to act for the common good of our students, faculty, staff, and the greater community. This year will be a great test in resiliency. We must remain open-minded, collaborative, flexible, and creative as we adapt to circumstances beyond our control.

Our theme for this year is: *Together We Can Act with Justice, Love with Mercy, Walk Humbly with God.*

We will look to God and each other to guide us through these challenging times.



St. John Catholic School will continue to live its mission of providing an excellent Catholic education with the Remote Learning Plan (RLP). First and foremost, we are a Catholic school. Building classroom and school community through daily prayers, virtual Mass, and online religion lessons will continue. With this plan, we seek to create a learning environment that is consistent and equitable across grade levels, and for students and families of varying needs. We will provide training for families to access instruction in the distance learning platforms and related tools. Teachers will continue to support students' on-going education by delivering and assessing content. While the tools to deliver and assess content differ by department, the goals of the RLP are coordinated and seek to provide:

- Live instruction in large and small groups
- Live student-teacher contact time, small groups and individual
- Online content – lessons, resources, and assessments – will be delivered through
  - Google Classroom
  - Microsoft Teams
  - Zoom Meetings

Individual teachers and/or departments may utilize additional curricular/educational websites (Achieve3000, Zearn, Flipgrid) to communicate content.

# Methods of Instruction

A combination of live sessions and recorded video sessions will be used to teach curriculum. Instructional plans will focus on essential standards to ensure student learning experiences are high in engagement and rigor. Formative assessment and student choice are critically important in the distance learning environment, as are opportunities for students to reflect on and evaluate their own learning. The following formats will be utilized for instruction during Remote Learning:

## **“Synchronous” instruction**

teacher/student are online at the same time

## **“Asynchronous” instruction**

teacher/student are not online at the same time –  
this would include teacher-recorded lessons,  
videos, online resources, and more

**Small Group and Individual  
student-teacher contact time**

**Other online platforms depending on  
grade level**

# Remote Learning Format and Protocols

*The culture of respect and care for one another that we have on campus continues online.*

## **Daily student attendance is required**

Should a student be ill or for another reason cannot participate in the Remote Learning on a particular day, the absence must be reported to <https://st-johnschool.org/attendance/>.



# Expectations for a Successful Remote Learning Experience

# Student Responsibilities

- Establish daily routines for engaging in learning: know your daily schedule
- Have a quiet space in your home where you can work. Work at a desk or table with all your school supplies, textbooks, and notebooks ready to go. Have earbuds or headphones available, if needed
- Come to remote learning, on time, dressed in clothing appropriate for school. Set alarms or reminders for live calls
- Check your schedule in Google Classroom or Teams for your live sessions and assignments
- Check for due dates and turn in work on time
- Communicate proactively with your teachers if you cannot meet deadlines or require more support
- Collaborate and support your peers in their learning
- Comply with online etiquette. During live lessons only your *first name* may be displayed on the screen. Backgrounds must be school appropriate, and not distracting to the learning environment. You may not change backgrounds during the day
- Show your face during lessons, take part in the discussions, and be prepared to speak when called upon. Be an active learner and track the reader/speaker at all times
- Advocate for yourself and ask clarifying questions whether during discussion, in the chat box, or in an email to your teacher via Google Classroom or Teams. You may seek extra support during office hours or by emailing the teacher and requesting a help session when needed
- Participate in online Mass. Be an active participant in our St. John community

# Parent Responsibilities

- Ensure that each child has a workstation at home with all the necessary school supplies. Be sure each child has headphones or earbuds available to cancel out any noise distractions, and minimize distractions from siblings or others during live sessions
- Establish routines and expectations that help set up your child for success each day as if we were on campus. This includes a school night bedtime
- Monitor communication from your child's teachers that includes schedules/assignments/due dates
- Ensure that your child is logged on and ready for lessons each day. K-5 teachers will be using Google Classroom and middle school will use Teams to post links and assignments
- Check to see that your child submits work according to teachers' directions
- Parents of students in grades 5- 8 should check Powerschool/Microsoft Teams as a weekly routine. You will have a family login for each account
- Begin and end each day with a check-in to ensure your child is processing the learning. Ensure he or she is feeling confident with the lessons, emotionally engaged and included in the learning environment. Email the teacher with concerns or questions right away
- Establish times for quiet and reflection
- There will be breaks in the day – just like recess! Encourage physical activity, especially outdoor exercise, and healthy eating habits
- Monitor how much time your child is spending online/on devices *outside* of the school day
- Keep your child social, but set rules and boundaries around their social media interactions. Monitor frequently

# Teacher Responsibilities

- Establish weekly, daily routines and schedule for instruction. Provide to families in the Welcome Packet during Orientation
- Send out a weekly email to parents with information for the upcoming week before Monday
- K-5 teachers will post daily/weekly assignments via Google Classroom according to the established schedule
- Grades K-5 use Google Classroom and Grades 6-8 use Microsoft Teams as the platform for posting Zoom links, daily assignments, documents, links to videos, and schedules for both student and parent use
- Provide high-quality, remote instruction using synchronous and asynchronous formats. Differentiate instruction for individual students' needs. Provide opportunities for whole group, small group, and individualized instruction
- Provide accommodations for students with Accommodation Plans in partnership with the parents and the student support team
- Ensure work is meaningful in supporting the mastery of critical skills. Collect all assignments virtually or in hard copy (weekly) and assess to direct next instructional steps in the learning continuum. Return assessed work to students electronically or via the packet distribution system in a timely manner
- Inform students and parents of ongoing progress. Update PowerSchool frequently
- Take daily attendance for all classes. Specialists are not required to take attendance
- Specialists will provide opportunities for synchronous and asynchronous lessons through Google Classroom and Teams. At this time in the virtual classroom, specialists will not be assessing K-5 students.

# General Daily Schedule

All teachers will engage students through live instruction for sustained periods of time that meet or exceed the Archdiocesan recommended times as well as the age-appropriateness by grade level. One major goal is to ensure consistency across the entire educational program with particular focus on core essential standards. The school acknowledges the attention span of students in a remote learning environment will vary. Each grade level will have large group and small group instruction times. These times will be determined by grade level and will take into consideration the age of the students and their ability to focus. Lesson times will integrate direct instruction, collaboration, student work time, and various instructional strategies to help students access required learnings. An established and consistent schedule will be maintained to support the needs of students and parents.

**Parents will receive student's schedule in the Welcome Packet during Orientation Week**



# Grades K-5



Google Classroom will be the main platform the school utilizes for lessons, assignments, online materials, and assessments. Within Google Classroom, assignments and daily schedules will be posted under separate subject categories.

Grades may choose to divide core content and have both classroom teachers teaching subjects to all students. Each grade level has been assigned an instructional aide to help facilitate small groups and individual instruction. All links to live instruction will be in students' Google Classroom, including Specialists.

# Middle School



To create uniform procedures and expectations across the middle school, all students and teachers will utilize Microsoft Teams and PowerSchool as common platforms to share assignments and provide feedback to students. Students will receive family logins to both accounts to access assignments and announcements. **Please keep your family login details handy to monitor your child's work.**

The school is aware 6<sup>th</sup> graders are unfamiliar with the Teams platform and will provide an opportunity in-person tutorials. Small groups of 5 or less students will meet with a teacher outdoors in the coming weeks.

	Time	6A	6B	7A	7B	8A	8B
	8:45-8:55	Homeroom					
1	9:00-9:55	LA/ Lit	Science	Math	LA/Lit	Social Studies	Science
2	10:00-10:55	Science	LA/Lit	LA/Lit	Math	Science	Social Studies
3	11:00-11:30	Religion-Community Block					
L	11:30-12:30	Lunch/ Recess					
4	12:30-1:25	Social Studies	Math	Social Studies	Science	Math	LA/Lit
5	1:30-2:25	Math	Social Studies	Science	Social Studies	LA/Lit	Math

Middle school students are to login every morning at 8:45am to their homeroom teacher's site. Teachers will take daily attendance, pray, and make announcements. Students will then follow a five period schedule Monday through Thursday from 9:00 – 2:30 with breaks and lunch included. The remote schedule is geared toward core standards with dedicated time for community building and outlets for social-emotional learning. During each lesson students are to be on the Teams platform to receive and complete the task for the class period. Classes will be a combination of live instruction, recorded videos, and independent work time. The teacher will be available the entire block, either with whole group, small groups, or supporting individuals. It is our aim students will complete and submit the work at the end of the class in order to decrease the amount of work to be completed after school hours. Larger assignments and studying for assessments may still happen out of the class window.

Friday's schedule will include Specialist time. Students will select a specialist elective each trimester from the following: Spanish, Art, Music, and Physical Education. PE is encouraged for all students and resources will be available to all. Middle school teachers will offer office hours for the grade level and/or run small groups in which case a student's attendance is required. Students who are not requested for a small group will have an assignment to complete.

# Communication

Teachers will send electronic newsletters/schedules weekly. Emails will be answered within 24 hours. NewsViews will be posted on Thursday. Packet pick-up/return day is Friday. Times will be communicated in advance.

Faculty will be advised to turn off their email and computers at 4:30pm daily and we remind you to do the same. We are asking all our families to do the same and unplug. Making time for family, exercise, prayer, fun, and mindful activities will be critical in supporting everyone's health.

# Technology Tools



Most of our technology tools are not device-specific, which means students will be able to access learning through nearly any electronic device (laptop, iPad, phone, tablet, etc.). It is important that each student is able to have access to a device during the school day. To ensure this is possible for families, St. John School is able to loan devices to families as needed. Devices will be available for check-out during Orientation Week.

# Assessment



Teachers will use a variety of methods to assess student learning. Teachers utilize summative and formative assessment to monitor student progress and adjust instruction accordingly. This includes MAP Growth for grades 2-8 in Reading and Math. MAP testing will begin on September 14. We are eternally grateful to St. John parents for your partnership in supporting your students and teachers in this transition to remote testing. Students will be testing on web browsers while being proctored via Zoom. Students in grades 1 and 2 will be assessed via the STAR reading test. Achieve3000 LevelSet is given to all students in grades 3-6 the week of September 8. Kindergarten and 1st grade will meet individually with a teacher in the first weeks of school to give teachers insight into students' individual strengths and areas for growth. Progress reports and report cards will be as regularly scheduled. Parents of students in grades 5-8 are encouraged to check PowerSchool frequently.

# Preschool

**Preschool will open for in-person school. XDC will open for in-person care for this age group.**

- In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-K should focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorts, and spending time outdoors
- Cohort classes to minimize crossover among children and adults within the school; the exact size of the cohort may vary, often dependent on building size along with local or state health department guidance
- Utilize outdoor spaces when possible
- Limit unnecessary visitors/volunteers into the building
- Face coverings(cloth) for children ages 5 and up
- Reduce classmate interactions/play in Pre-K aged children when feasible



# In-Person Small Group or Individual Instruction

During the 'high risk' phase, staff may invite students in to work at the school in small groups, especially those students who are most at risk of failing or falling behind. The following protocol must be followed:

- **Request principal approval prior to making arrangements.** Follow the guidance, policies and procedures regarding COVID screen of staff/students/parents including an understanding of wellness requirements for all parties as stated at the Health Screening Station.
  - If answers to any wellness questions are adverse or if the family does not want an in-person meeting, reschedule for a later date or meet virtually
- Per Safe Environment Protocols, meetings with students while school is not in session will take place in small groups (2+ students or in the vicinity of another adult). Any individual student instruction or student meeting (1:1 student instruction via Zoom, for example) must be prearranged with the student's parents so the parent is aware the meeting is occurring. Ideally this would be arranged in writing with the student's parent's email so a written record of arranging the meeting is maintained.
- While conducting the meeting:
  - Require all parties wear face masks the entire time they are on campus
  - Maintain social distancing of at least six feet at all times - in the parking areas, sidewalks, hallways, classrooms, etc.
  - Do not shake hands or touch others when greeting or interacting
  - Wash hands frequently and use hand sanitizer when soap and water isn't available
  - Limit unnecessary contact with surfaces/items and avoid shared use of tablets, laptops, writing utensils, and cell phones. Regularly wipe down all items
  - Follow the current COVID-19 guidance to protect yourself and others

# Conferences

Conferences in October will be held during the usual scheduled times (October 26 and 30) and may be held in person or remotely, depending on the status of COVID-19 at the time. Details will be provided at a later date. Parents can reach out to teachers if a conference is necessary before the October dates.