

# Holy Rosary Catholic School

## Distance Learning Plan

### Grades K-8

### 2020-2021 School Year

Holy Rosary School is committed to providing a quality, faith-based education for all students, regardless of the format of instruction. With the current circumstances, we will work to ensure that every student receives an equitable education through a Distance Learning Plan that will allow meaningful, relevant learning to take place. We must acknowledge that our approach to distance learning cannot replace the true learning that happens when school is in regular session; social interactions, hands-on learning, community prayer and extracurriculars are invaluable and they are what make our school a special place.

	Plan #1	Plan #2
<b>Purpose</b>	<p>School is open for in-person instruction, but a student is at home due to:</p> <ul style="list-style-type: none"> <li>a) isolation because of COVID-19 exposure or illness</li> <li>b) family choice not to return to in-person instruction due to health or other related concerns (*families choosing to remain home will be required to continue this model for the entire quarter)</li> </ul>	<p>Temporary closure of the entire school or a classroom goes into effect. Teachers and students will revert to teaching and learning online.</p>
<b>Structure</b>	<ul style="list-style-type: none"> <li>a) Teachers will use <i>Google Classroom</i> as the main platform for instruction. Other supportive systems for learning will be used, such as, but not limited to: <i>Khan Academy, Accelerated Reader, Moby Max, Super Kids Reading, Studies Weekly, and YouTube.</i></li> <li>b) Teachers will administer assignments and due dates via <i>Google Classroom</i>.</li> <li>c) Through <i>Google Classroom</i>, homeroom teachers will provide learning opportunities in the core subject areas of: Religion, Language Arts/Reading, Science, Math, and Social Studies.</li> <li>d) Students will be provided with all necessary textbooks, papers, and other appropriate educational materials.</li> <li>e) Parents should contact administration or their child's teacher if they would like to check out a school technology device for educational use while completing schoolwork. If internet access from home is an issue, parents should contact administration.</li> </ul>	<ul style="list-style-type: none"> <li>f) Wednesdays will be a designated "specials day" (music, band, technology, art, phy-ed) (FACS &amp; health also for middle school). Lessons and assignments will be posted each Wednesday to successfully accomplish meeting state standards.</li> <li>g) Whenever possible, teachers will provide video format of lessons – livestreamed or recorded.</li> <li>h) Plans will be made for an exchange of materials on a regular basis.</li> <li>i) Mrs. Larson will post "Morning Prayer &amp; Pledges" at 8:00 a.m., daily. Teacher's daily lessons will come shortly thereafter; approximately 8:30 a.m.</li> </ul>
	<ul style="list-style-type: none"> <li>f) Teachers who teach specials (music, band, technology, art, phy-ed) (FACS &amp; health also for middle school), will post their assignments and lessons to <i>Google Classroom</i> as needed.</li> <li>g) Whenever possible, teachers will provide video format of lessons – livestreamed or recorded.</li> <li>h) Teachers &amp; administration will work with parents to determine an exchange of materials, as needed.</li> <li>i) Students who are Distant Learning will not be allowed to attend in-person school activities (ie: school Mass, field trips, assemblies, etc.)</li> <li>j) Students can expect lessons and assignments to be posted to <i>Google Classroom</i> the day after lessons and assignments were presented to students in the classroom.</li> </ul>	

<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>a) Communication from teachers/administration to <b>parents</b> will happen primarily through email. Parents should check their email on a daily basis. Staff and administration will check their email daily, Monday through Friday, mainly between the hours of 8:00 a.m. and 4:00 p.m.</li> <li>b) Communication with <b>students</b> will happen primarily through the platform, <i>Google Classroom</i>. Students should check their Gmail account regularly.</li> <li>c) There will be scheduled times when staff checks-in with students and/or parents via a telephone call or a video conference.</li> <li>d) <i>PowerSchool</i> will continue to be used to record grades and attendance. Every parent and student has access to this online, or through the <i>PowerSchool</i> app, and should continue to check grades on a regular basis.</li> <li>e) A letter will be sent home to parents during the first week of school that will contain student login information for <i>PowerSchool</i> and <i>Google Classroom</i>.</li> </ul>
<p><b>Student Expectations</b></p>	<ul style="list-style-type: none"> <li>a) Students are expected to maintain a good work ethic and complete assignments in a timely manner. They should maintain integrity and honesty, doing their best work.</li> <li>b) Students should establish a daily routine and find a comfortable, quiet space in their home where they can work effectively and successfully.</li> <li>c) Students should regularly monitor their <i>Google Classroom</i> for announcements and feedback from their teachers.</li> <li>d) Teachers will assign due dates <u>as a guideline</u> to keep students on task and on track for learning the next skill. Students should proactively communicate with teachers if they cannot meet deadlines or if they need additional support.</li> <li>e) Students will be expected to check in with their classroom teacher a minimum of one time a week via web conference or phone call at a time mutually agreed upon between the teacher and family.</li> <li>f) Students are expected to adhere to Holy Rosary School's Information Network Acceptable Use Policy, which can be found in the Student Handbook on the Holy Rosary School website. This policy applies to the use of <i>Google Classroom</i> and any other platform used for instruction and learning.</li> <li>g) Students are expected to take care of any school property that is loaned to them during this time of Distance Learning and return it when restrictions are lifted. These items include, but are not limited to: textbooks, manipulatives, art supplies, and technology devices.</li> </ul>
<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>a) Kindergarten attendance will be tracked through any online meetings scheduled with the Kindergarten teacher. Parents are asked to notify the teacher if their child is unable to keep their scheduled meeting time.</li> <li>b) Students in grades 1-8 should check in with their homeroom teacher, daily, Monday – Friday, in <i>Google Classroom</i>. Teachers will give students a simple question to respond to and they will need to respond at some point during the day before 9:00 p.m. If students do not check in to their homeroom teacher, they will be deemed absent for the day.</li> <li>c) Parents are asked to continue to notify their child's teacher if they are sick or unable to attend Distance Learning for the day.</li> </ul>
<p><b>Instructor &amp; Administrator Availability</b></p>	<ul style="list-style-type: none"> <li>a) During a school/classroom closure, teachers will communicate their office hours and/or time blocks of availability via <i>Google Classroom</i> Calendar. Families should watch for updates/schedule changes.</li> <li>b) Principal Cathy Larson will check email throughout each day, Monday – Friday, and will retrieve voicemails left on her office phone if she is unavailable at the time of a call. Parents can also email Mrs. Larson with a phone call request, and she will return the call during regular hours, 8:00 a.m. – 4:00 p.m.</li> </ul>

Due to the nature of many unforeseen circumstances, please take note that this document can be changed/updated at any moment so that we can continue to serve our school family to the best of our ability. Changes/Updates will be communicated immediately.