

St. Anthony Remote Learning Plan:

July 2020

Non-public schools are not included in the remote learning provisions of H.B. 164. Non-public schools may choose, however, to voluntarily develop remote learning plans.

Objective: Support and continue to develop the academic success of all of our students, remote or in-building.

Whether you intend to choose Remote or In-Building learning please read the entire document. There are major components spread throughout the document. This document is fluid and subject to change due to new guidelines, mandates, and happenings.

TO KNOW:

1. Any snow or heat days will be required online learning days for all students.
2. In case of closure due to COVID (under guidance of Mont. Co. Health Dept.) or State of Ohio mandate, we will follow the remote learning plan for all students.

HB 164 Requirements

HB 164 requires that all schools with a remote learning plan ensure certain measures are taken. These are the six requirements:

1. *Determining & documenting instructional needs*
In the first few weeks of the 1st quarter, each student will complete a *Star360* or *i-Ready* reading and math assessment. This universal screener will give students, families, and teachers data on where each student is academically and allow us to plan appropriate interventions and instruction.
2. *Determining competency, granting credit, and promoting students to a higher grade level*
St. Anthony School will use the Archdiocese Curriculum and Graded Course of Study for learning to design instruction and assess students regularly to determine their competency. Students will be given traditional grades, credit will be awarded, and grade promotions will be made in accordance with current in-person learning practices and applicable policies. Grades will not be Pass/Fail. They will be traditional Archdiocesan grade scale for the assigned grade level.
3. *Attendance requirements & documentation of participation in learning opportunities*
Students will be required to attend school online on a daily basis, during regular school hours, as defined earlier in this document. Documentation will be provided through the *Option C* and *Google Classroom*, which tracks student attendance and activity in the platform.
4. *How student progress will be monitored*
St. Anthony educators will monitor student progress through formative and summative assessments throughout the school year utilizing the resources available through *Google Classroom* and their own teacher created assessments.
5. *Description of how equitable access to quality instruction will be ensured*
If necessary St. Anthony School will provide a Chromebook to those in need.
6. *Description of professional development activities offered to teachers*
All of our teachers have engaged in extensive professional development in *Google Classroom*.

Sections: Click underlined Section or scroll:

A. Student /Parent Commitment

B. B. Technology

C. C. Curriculum

D. D. Questions:

E. E. Remote Learning What can it look like?

F. F. What are Remote Learning expectations?

G. G. If the need for remote learning is greater than we anticipated and in order to meet all students' needs while teachers continue in-building learning:

A. Student /Parent Commitment

- Students must commit to being actively online, working on coursework for 1 of these options:
 1. during normal school hours
 2. same day as physical instruction of lesson
 - The schedule for online school hours will be released when available per grade/class.
- Students are required to log in everyday and complete work according to deadlines.
 - Students who do not log into school at all during the school and/or do not complete assignment for the day will be considered UNEXCUSED Absence
 - Unexcused absences affect EdChoice Scholarship: “EdChoice scholarship can renew the scholarship for the following school year as long as they meet the following requirements: ... They do not have more than 20 unexcused absences for the school year.
 - Students submit work on time
 - Teachers will assign due date
 - For the sake of student and teacher work must be turned in on time
 - because of the dual roles the teacher is responsible, physical and online learning
 - because students who do not turn in work on time will begin to feel overwhelmed and frustrated
 - because students will be behind classmates physically in school if there is a point where being in physical is for all or parent choice
 - Work turned in after assignment due date will be considered EXCUSED Absence.
 - Students who continue to turn in late work, not log in, and/or have incomplete assignments, may have the ability to online remote learn revoked.
 - If students are sick, and not working,
 - Call the school office
 - more than 2 days still requires a doctor’s note

B. Technology

- All technology use is subject to the Archdioceses Acceptable Use of Technology Policy.
- Students who have the need will be able to:
 - borrow a Chromebook to be used for all coursework, only
 - anything that is not school related should not be used, searched, played
 - Internet and Chromebook activity is monitored 24/7 through multiple softwares
 - Breaking the Archdioceses Acceptable Use of Technology Policy and or school policies in handbook could result in student no longer being able to borrow Chromebook
- Students will be required to take care of their school issued device while it is in their care, ensuring that it remains in the same condition it was given to them at the end of the school year.
 - Parents must sign the Chromebook Borrower's Agreement
- Students will be required to turn their device back into the school for inspection at any time during the year and collection at the end of the school year.
 - Damaged or lost or completely broken Chromebooks could cost as much as \$250
- If students are having technical difficulties with their devices, they should contact their teacher.
 - If needed the teacher will notify the administration for further technical support would be supplied by the school.

C. Curriculum

- We will continue to use the Archdiocese Curriculum and Graded Course of Study.
- Online could be used
- Physical textbooks will be used
- Apps in alignment with Archdiocese Curriculum and Graded Course of Study could be used

Teachers/Administrators

- Our plan is to use St. Anthony classroom teachers to conduct remote/distance learning.

D. Questions:

- 1. What if my student has an ISP?**
 - a. Arrangements will be made through Mrs. Byrd and/or our Speech and Hearing Intervention person for online intervention instruction per the requirements of Dayton Public Schools.
- 2. What if my student receives Title I Reading and/or Math?**
 - a. If your student qualifies, arrangements will be made through catapult teachers for online intervention instruction per the requirements of Catapult Learning.
- 3. What if my student or I have a question about the lesson?**
 - a. Students can respond through Google Classroom.
 - b. Teachers will be available during predetermined, scheduled times.

4. What about breakfast and lunch, if my student(s) learns remotely?

- a. Mrs. Hughes will create a pick up schedule for breakfasts and lunches, similar to what was done from March-May.

5. What if my student is in-building learning will they have a Chromebook?

- a. ALL Students who do not have necessary device for remote learning will be allowed to borrow Chromebook for the 2020-2021 school year.
- b. Based on the receiving of extra funds to purchase additional chromebooks, Chromebooks for in-building will either:
 - i. brought back and forth to school
 - ii. kept home and used for homework or closure, snow day remote learning
 - 1. Additional chromebooks will be available at school.

6. Who logs into the school Chromebook and/or student account?

- a. Only the assigned student of St. Anthony can use their username/password to log in
- b. Only school business should be conducted on school chromebook or under student username and passwords.
- c. If you are on a personal device, make sure your student logs out. Sites and web activity are recorded and alerts sent to Tech Support and principal.
- d. Violation may result in remote learning being revoked, student account being suspended, student and parent meeting with the principal.

E. Remote Learning What can it look like?

Age and Grade level may factor in what remote learning looks like for your student. The student may learn in one or multiple ways listed below:

1. **Digital online learning:** online learning through one or more of the following:
 - a. Live Stream Lessons
 - b. Video recorded lesson
 - c. Google Classroom assignments
 - d. Apps, website links, and other digital ways.
 - e. Students will not be online/live all day, like traditional in-building classes
 - f. Upload proof of assignments on Google Classroom
 - g. Student support from teachers may happen outside “class time”, not during actual class
 - h. Teachers may call online students in for scheduled assessment times periodically throughout the semester to assure their learning is progressing and to help notify parents of any areas that need extra help
 - i. Teachers for grades K-2 may need parents to periodically return to school to pick up packets and resources for their child at home.
2. **Offline lessons and instructional packets for students**
 - a. Predominant way for Grades K-2 to learn
 - b. Predominant way for Grade 3 to learn 1st Semester.
 - c. Additional options for Grades 4-8
 - d. Hands-on activities
 - e. instructional packets
 - f. Use of Textbook workbooks, worksheets, questions, novels, picture books

- g. Student may complete independently or with the help of an available family member or caregiver (Google Classroom parent access through student account)
- h. Upload proof of assignments on Google Classroom or through ClassDojo

3. Combination of the 1 and 2

How can I choose remote learning for my Student?

A survey will be sent out to gather data(Due Friday, July 24th). For those who request remote learning from the first day of school, The Remote Learning Permission Form will be emailed or sent as a link for you to complete on July 27th. Your response is emailed or form completed by/on July 31st. Failure to complete the form will result in the student not being able to participate in remote learning.

1. How can my student return to school?
 - a. If you have made the decision for your student to learn remotely and would like them to return to school, there will be set dates that will be released when your student may return to school physically.
 - b. For consistency of student and staff, students who are remote learning may return on the 1st day of next Quarter.
 - c. Only ONE switch to remote learning or to return to physical school can only be made during the year.
2. How can my student convert to remote learning once school has started?
 - a. A sign up form will be emailed or sent as a link for you to complete.
 - b. Only ONE switch to remote learning or to return to physical school can only be made during the year.
3. Without the completion of Remote Learning Permission Form, your student will not be able to learn from home, and each day would be considered an UNEXCUSED absence.

What should my students area/space look like for remote learning?

- Provide a good study environment for your student. Obviously every home is different, so adapt these to fit your situation at your house.
- Students sitting at a well-lit desk or table, not lying on their bed or couch.
 - away from distractions and noises (i.e. TV, radio, game system, noisy siblings, pets, conversation, etc.) so they can focus on their work and will not be a distraction to classmates.
- All needed materials should be close at hand (pen, pencil, paper, books, etc.)
- In addition to the school's schedule:
 - A schedule should be set daily and followed
 - Set a consistent time every day.
- No eating, snacks or drinks or such near St. Anthony Chromebooks or attending a live stream.
- If live streamed, remote students will have limited access.
 - Classmates may be heard, but not visible.

- Any interaction with classmates will not occur
- Any interaction with teachers may be limited or not at all
- It will not be like Google meets during April and May. Google meets in April and May were predominantly used as a way for students to stay connected, relieve stress of students, and check in on students. Some teachers taught through live stream or small groups.

Parents' role:

- Be available, but not within voice or visual of screen/monitor when live streaming.
- Obviously, younger students will need more help from you than older students. It's important to make them take ownership of their schoolwork.
 - Make them do what they can themselves.
 - Provide help only after they have made a serious attempt to do it themselves.
 - Help them understand directions, demonstrate or give an example of a procedure, and check over for accuracy, but never do the work for them!!!
- Resist the temptation to stop by regularly with "Do you need help?" or "How's it going?" That makes you "overly available" and it makes them less likely to try to do it themselves.
- Stay positive and encouraging! (Easier said than done sometimes.)
 - It's OK to ask for help/clarification from your student's teacher.
 - Contact them (you, the parent, not your student) via DoJo or email or Google Classroom.
- Don't let your student work all day. Set time limits to complete work and follow the schedule. Teach them to manage their time.

F. What are Remote Learning expectations?

Students can approach Remote Learning 2 ways:

1. Because a parent or caregiver is at home during school hours or student is old enough, adhere to the school schedule.
 - Students log in at 8am
 - Students must be in uniform.
 - i. Students who are not in uniform will need to log off and return in in uniform
 - a consistent habit of this could lead to tardies and/or absences
 - ii. If live streamed, students will attend on mute, until the teacher determines differently.
 - Outbursts, behavioral concerns, consistent extra noise or distraction, could result in the student being asked to log out.
 - iii. The online school schedule may differ from an in-building schedule:
 - allowing for bathroom breaks, specials, changing class, lunch, etc...
 - 5-30 minutes maximum per class for screen time(depends on age/grade/lesson)
 - Specific remote schedule will be given closer to school, as well as, in-building class schedule(for structure and consistency, you may want your students to follow)
 - Students will have all textbooks given to in-building students at home.
 - iv. Live streaming is teacher driven(teachers determine if live or recorded).

- Class lesson, activity, small group, or intervention
 - v. Interaction with teachers will be scheduled by teacher due to in-building instruction.
 - Teachers will have closed times in which they will not respond or communicate. This may delay answers and explanations to questions/concerns.
 - vi. Not all lessons will be recorded or live streamed.
 - Google Classroom assignments will be daily, but may not require or need Live or recorded videos.
 - vii. Teachers may not be available during live in-building teaching
 - Interaction with remote learning will be during scheduled times.
 - viii. Classes will start promptly at scheduled time. Students who are late joining will not be admitted because class will be already in process.
 - Procedures will be sent out for joining class at a later date.
- 2. Because of parent work or lack of caregiver at home during school hours, student learning may happen outside of school hours.
 - Students are recommended to be in uniform
 - i. a consistent habit of this helps distinguish between play/home and school time
 - If live streamed, video will be recorded or previously recorded video uploaded,
 - i. The online school schedule may differ from an in-building schedule:
 - allowing for bathroom breaks, specials, changing class, lunch, etc...
 - 5-30 minutes maximum per class for screen time(depends on age/grade/lesson)
 - Specific remote schedule will be given closer to school, as well as, in-building class schedule(for structure and consistency, you may want your students to follow)
- 3. Teachers may upload a video/recording of lesson, explanation instead of live streaming
- 4. Interaction with teachers will be scheduled by the teacher due to in-building instruction.
 - Teachers will have closed times in which they will not respond or communicate. This may delay answers and explanations to questions/concerns.

Regardless of the choice, it is HIGHLY recommended that students work in-school polo uniform in an area that looks and feels like a classroom/student desk space. When students can distinguish play/home time from school, it helps with a positive mindset change to focus on school.

G. If the need for remote learning is greater than we anticipated and in order to meet all students' needs while teachers continue in-building learning:

Your continued understanding and support in these matters is appreciated more than words or sentiment can express. We are in a situation never experienced before. Balancing the needs of students/families and staff while keeping health and education priorities has us thinking outside the normal boxes of school.

By working empathetically together, we can move together in Hope to overcome frustrations, stress, and the unique challenges COVID-19 pandemic has created.

- The task of teaching in-building students and monitoring online learning is monumental dual role. At the same time maintaining consistency and availability for students and families is essential. Teachers will be available during scheduled times, only.
- If the need for remote learning is greater than we anticipated:
 - Fridays are ALL student remote days.
 - In-building students would have assigned work by teachers to be completed for Friday at home. It could be paperwork, project, activity or online.

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work:

In an effort to cut down on paper packets and to provide actual instruction during the time of closure, the school is developing the use of Google Classroom for grades 3-8. Google Classroom will be another communication method for parents to be able to contact the classroom teachers. Students in PK-2 will receive a mix of paper instructions and/or online instruction (Google Meets, Recorded Google Meets/Youtube Videos, etc with instruction by the child's homeroom teacher).

- Students who do not have access to a PC, Chromebook or device allowing internet access will be able to check out a Chromebook from school to use during this time (families will be financially & physically responsible for the device if anything happens to it while in their care)
- Learning and communication will be through Google Classroom, including scheduled Google Meets with teachers/classmates
- Attendance will be taken daily and work will be graded per the student handbook grading policy.
- Student support services such as Title I tutoring, speech, ISP support, etc will still be provided via scheduled Google Meets.
- Students schedule will be posted according to class.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents. ***This will only be used as a last resort since Chromebooks will be available for check out.***