

St. Helen Remote Learning Plan:

July 25, 2020

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

Whether you intend to choose Remote or Face to Face 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. Remote Learners will have a session on Friday, August 28th from 9-11 am. School will start Monday, August 31st for students with last names A-K (we will go with the last name of the youngest child in the family) and Tuesday, September 1st for students with last names L-Z (we will go with the last name of the youngest child in the family). All students will be in session beginning Wednesday, September 2nd.
2. Arrival and dismissal procedure will be different; how breakfast & lunch are served will be different
3. Classrooms will have minimal furniture to allow for desks in order to be spaced apart.
4. Masks required by all, all students and all staff. More detailed Mask information will be coming out due to Health Department updates.
5. Temperatures taken upon arrival.
6. Movement through school will be limited.
7. Students doing face to face option will also be trained on Remote Learning and integrated into in-building lessons.
8. Any snow days will be required online learning days for all students- Assignments will be posted in Google Classroom by 10 am for students to complete.
9. 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 with a modified schedule.

Sections: Click underlined Section or scroll:

- A. **Student /Parent Commitment**
- B. **B. Technology**
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- 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 during normal school hours
 - Students are to sign in by 8 am
 - The schedule for online school hours will be released when available per grade/class (as previously mentioned grades K-2 may have a different afternoon schedule from face to face learning because of specials).
- Students are required to log in to Google Classroom everyday and complete work according to deadlines.

- o Students who do not log and/or do not complete assignments 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.
- o Students submit work on time
 - Teachers will assign due dates
 - For the sake of students and teachers, work must be turned in on time
 - because of the dual roles the teacher is responsible, face to face 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 late and in some cases may not be accepted by the teacher.
 - 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.
- o If students are sick, and not working,
 - You must still follow school guidelines with a phone call or email to the school office
 - excessive absences will still requires a doctor’s note

B. Technology

- All technology use is subject to the Archdioceses Acceptable Use of Technology Policy.
 - o Whenever participating in remote learning through the use of video communication, it is important that you continue to respect the privacy/confidentiality and intellectual property rights of our school community for both students and teachers. By participating, you as students agree that you may not save, record, share, or post a session or any photos/screenshots from a session. Remember that all school rules and acceptable use policies apply during these remote learning sessions. Any violation of this may result in expulsion.
- Students who have the need will be able to:
 - o borrow a Chromebook to be used for all coursework, only
 - o 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 the 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.
 - o 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.
 - o Damaged or lost or completely broken Chromebooks could cost as much as \$350
- If students are having technical difficulties with their devices, they should contact their teacher **and** send an email to help@sainthelenschool.org explaining the problem.
 - o Someone from the school or our tech department will get back to you as soon as possible.

C. Curriculum

- We will continue to use the Archdiocese Curriculum and Graded Course of Study.
- Online sites 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. Helen classroom teachers to conduct remote/distance learning.

D. Questions:

- 1. How will my student be graded for work completed?**
 - a. Student work will be graded using the grading process outlined in our student handbook. Students will continue to receive report cards documentation of progress.
- 2. What if my student has an ISP?**
 - a. Arrangements will be made through Mrs. Franks and/or our Speech and Hearing Intervention person for online intervention instruction per the requirements of Mad River Public Schools.
- 3. 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.
- 4. What if my student or I have a question about the lesson?**
 - a. Students can respond through Google Classroom as well as ask questions during live instruction with the classroom teacher.
 - b. Teachers will also be available via email.
- 5. What if my student is doing face to face learning, will they have a Chromebook?**
 - a. ALL Students who do not have the necessary device for remote learning will be allowed to borrow Chromebook for the 2020-2021 school year if we move towards remote learning for all..
- 6. Who logs into the school Chromebook and/or student account?**
 - a. Only the assigned student of St. Helen 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 taking place with face to face learners
 - b. Video recorded lesson
 - c. Google Classroom assignments
 - d. Apps, website links, and other digital ways

- e. In some grades, students will not be online/live all day, like traditional face to face classes
 - f. Upload proof of assignments on Google Classroom or email work to teachers
 - g. Student support from teachers may happen outside “class time”, not during actual class
 - h. Teachers may call students doing remote learning 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 when necessary**
- a. Hands-on activities
 - b. instructional packets
 - c. Use of Textbook workbooks, worksheets, questions, novels, picture books
 - d. Student may complete independently or with the help of an available family member or caregiver (Google Classroom parent access through student account)
 - e. Upload proof of assignments on Google Classroom or via email
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 29th). 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. 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. You must notify the principal by one of the following dates to switch to Face to Face Learning (September 18th, October 30th, December 11th,February 5th)
 - b. For consistency of student and staff, students who are remote learning may return at the halfway point of a trimester or the 1st day of next trimester.
 - c. *Administration reserves the right to limit the number of times a switch is made.*
2. How can my student convert to remote learning once school has started?
 - a. If a family decides to change to remote learning, this transition would happen at the end of the week and remote learning would start on the first day of the next week to allow for teacher planning and resources to be given out.
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 child's 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 need to be in uniform.
- 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.)
- No eating, snacks or drinks or such near St. Helen Chromebooks or when attending a live stream.
- Live streamed classes:
 - Will require students to be logged in and in front of the camera with the exception of scheduled breaks.
 - Will have a camera used in the classroom for students to participate in lessons
 - A teacher may give an alternative assignment to students learning at home if the need arises.
 - 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 email or Google Classroom.
- Teach them to manage their time if working on assignments independently.

F. What are Remote Learning expectations?

- Because a parent or caregiver is at home during school hours or the student is old enough, adhere to the school schedule.
 - Students log in by 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. Students and teachers pictures or voices may appear on camera for remote learners to see or hear.
 - 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 a face to face schedule:

- allowing for bathroom breaks, specials, changing class, lunch, etc...
 - Specific remote schedule will be given closer to school, as well as, face to face class schedule(for structure and consistency, you may want your students to follow)
 - Students will have all textbooks given to face to face students at home. Again students are financially responsible for the textbooks
- iv. Live streaming is teacher driven(teachers determine if live or recorded).
 - Class lesson, activity, small group, or intervention
 - v. Interaction with teachers may be limited by teacher due to face to face 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 given, but may not require or need Live or recorded videos.
 - Teachers may upload a video/recording of lesson, explanation instead of live streaming
 - vii. 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.

G. If the need for remote learning is greater than we anticipated and in order to meet all students' needs while teachers continue face to face 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 face to face students and monitoring online learning is a monumental dual role. At the same time maintaining consistency and availability for students and families is essential.
- If the need for remote learning is greater than we anticipated changes may need to be made to our schedule. This will be communicated with families.
 - Trends in the Government or Health Dept. mandates, recommendations, orders can affect any plan.

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)
- An online helpdesk will be established to help with technology questions and issued through our technology provider, Netdemics.
- 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 will be in session Monday- Thursday from 8-11:00; a lunch break will be from 11:00-12 and then from 12:00-2:00 teachers will hold online study sessions, independent work, and/or online office hours. Friday will be an independent work day for students to catch up on assignments, receive help from teachers, etc.

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.***