

HOLY CROSS CATHOLIC SCHOOL



COMPREHENSIVE CATHOLIC DISTANCE LEARNING PLAN 2020-2021

In March of 2020, Holy Cross Catholic School pivoted to emergency distance learning due to the COVID-19 pandemic. Within a few short days, our staff created a fully remote method of instructional delivery and carried our students to end the year through distance learning. There were many lessons learned along the way, highlights, successes, and roadblocks to overcome. We learned a great deal since responding to this crisis shift. In the summer of 2020, our faculty and administration reviewed staff and parent feedback through survey data reflecting on the distance learning experience. This has been invaluable in shaping a stronger program that serves each child. In addition, we continue to engage in professional development on topics relating to effective instructional strategies through distance learning.

As we prepare to begin the 2020-2021 school year remotely, this document defines our expectations for a comprehensive Catholic distance learning plan. Our staff will be providing a robust, supportive, and academically rigorous curriculum through a model of comprehensive distance learning. We are blessed to have an incredibly strong faculty, curricular resources, and technology to mitigate any learning loss - helping your child to succeed as they continue to build essential foundational skills and master the standards. By focusing on our foundation of faith and providing high expectations with support, we will help your child to demonstrate the school's Student Learning Expectations as faith-filled Christians, responsible citizens, and life-long learners. In partnership, our teachers, administrators, pastor and community will be here to guide your child and your family as we navigate the fall until we are able to reopen and join together again safely. Thank you for supporting Holy Cross and for being a part of our family in person and through distance.

Key Considerations

- Shifting from “Emergency Remote Learning” to “Comprehensive Catholic Distance Learning”
- Providing robust instruction, feedback and live check-ins to deliver a rigorous quality Catholic education with support for all learners
- Focusing on social-emotional learning and a system of support for students and families
- Allocating funding to increase our technology infrastructure, train faculty and staff, purchase new digital curriculum, on-line subscriptions, new devices and new technology to enhance the distance learning experience
- Strengthening our foundation in faith and continuing our mission as a Catholic school

Materials

- Families are encouraged to help their children set up a quiet classroom space where they can organize themselves, their materials and their work. For example, a table or desk that can be kept free of clutter, a place for their folders, workbooks, and paper/pencils/tablet. Reduce distractions in the environment as much as possible to promote focus and concentration. Students should begin their day with a healthy breakfast, get dressed and come to their morning class meeting ready to learn.
- Chromebooks will be available for check out to any student that needs a device. Although the school will be providing a device, students will have the flexibility to use an alternative device in addition to or instead of the school provided device. All students are expected to be good digital citizens and adhere to the Internet Use Policy signed with the registration documents.
- Families should conduct an assessment of their technology access, speed, and available devices to determine whether they can provide a consistent and successful internet connection. Troubleshooting questions can be directed to Mr. T., our Technology Director.
- Distance Learning Supply List: teachers will keep you updated as to any specific supply needs to support distance learning.
 - Timer or clock: please have a timer or clock available at your child’s desk or learning area so the student can keep track of live instruction times and time spent on individual assignments.
- The first scheduled drive-thru to pick up school supplies/Chromebooks is Sept. 3rd between 8am and 11am.
 - **A-E: 8-8:45**
 - **F-L: 8:45-9:30**
 - **M-R: 9:30-10:15**
 - **S-Z: 10:15-11:00**
- The school may host additional scheduled parent drive-thru as needed for families to pick up instructional materials via a car line.

Schedule

- Instruction will occur 5 days a week. Friday afternoons will be designated for catch up/extension work and provide teachers time for professional development.
- Families should expect their child(ren) to follow a regular, yet flexible school schedule routine over the course of each day, Monday-Friday. This schedule may include dedicated work periods like core instruction, specialists, meal/physical activity breaks, and downtime opportunities.
- A weekly schedule will be shared with parents outlining synchronous learning on Sunday evening.
 - This schedule will outline when students will need to log on at specific times so you may plan your week around these times and commitments.
- A daily syllabus will be shared with details of the synchronous (live instruction) and asynchronous (independent) assignments, posted the afternoon before.
 - This will provide a breakdown of the assignments/expectations for the day.
 - This daily plan will contain necessary links.

Synchronous (Live) Instruction

- Students will have daily interaction with one or more teachers and/or their Instructional Assistant who will guide their full educational experience.
- Each homeroom will host at least one live Zoom each morning Monday through Friday. Each live Zoom will focus on one or more of the following formats:
 - Class meeting: General check-in, review assignments for the day, answer questions from the day before, student sharing.
 - Grades K – 2: 8:00 a.m.
 - Grades 3 – 5: 8:15 a.m.
 - Grades 6 – 8: 8:30 a.m.
 - Live instruction: An instructional lesson that is interactive.
 - Social Emotional Learning (SEL) Support: lessons will be presented using the SEL curriculum, 2nd STEP.
 - Break-out Rooms/Small Group Instruction Faculty, Instructional Aides, and Parent Volunteers (through Zoom) may be utilized to provide small group instruction. The Middle School faculty will also be available during scheduled office hours and advisory on Fridays.
- Students must adhere to our Electronic Information/Communication Policy/Agreement for participation and follow the guidelines as set forth in the Student/Parent handbook. An updated Digital Citizenship Code of Conduct will be provided to students to explain expectations.

Asynchronous

While some learning will be synchronous (live at a scheduled time), many of the required assignments will be delivered asynchronously (not time bound). This instruction will include flexibility and autonomy for students to complete the required assignments on their own schedule to meet the needs of unique family situations while at home.

- Each day there will be posted assignments and activities available for the students on Seesaw (K-4) and Google Classroom (5-8).
- Instructional expectations and class work will follow Archdiocesan daily guidelines for each subject area, includes all synchronous and asynchronous work:
 - K-1stGrade:
 - ELA 60 minutes
 - Math 30 minutes
 - Religion 30 minutes
 - Science/Social Studies 30 minutes
 - 2nd-4th Grade:
 - ELA 135 minutes
 - Math 60 minutes
 - Religion 30 minutes
 - Science/Social Studies 30 minutes
 - 5th-8th Grade:
 - ELA 135 minutes
 - Math 60 minutes
 - Religion 30 minutes
 - Science 30 minutes
 - Social Studies 30 minutes
- Instruction will be delivered through one or more of the following formats:
 - Pre-recorded instructional video or screencast of the child's teacher presenting a full lesson for viewing.
 - A link to a website or video and activity/classwork assigned to be completed by the student.

Specialist Classes

- Holy Cross will provide a full academic program for all students through distance learning.
- Specialists will provide supplemental activities to accent the core curriculum, following a typical schedule. Instructional delivery will follow the same guidelines as above, with a mix of live synchronous instruction, pre-recorded videos, and activities that can be done at home and offline following directions.
- These classes are required and will receive a grade (Pass/No Pass) and graded on participation and effort (Art, Music, PE, Technology).

Social-Emotional Learning

- Teachers and the principal will develop ways to address Social-Emotional Learning (SEL) in an ongoing manner for ALL students.
- Teachers and staff members will check in with families individually throughout the distance learning experience.
- Creative methods for SEL support and community building will be designed to enhance the student experience.
- Faculty will host individual Zoom conferences at the start of the school year with each family to introduce themselves to your child, answer questions you have, look at the year ahead, and build a relationship for learning. Grade level Zoom calls will also be scheduled as the traditional “Back to School Nights.”

Learning Support Program

- The Learning Specialist will work with teachers, students and families to provide necessary and appropriate support.
- Students on an Individualized Learning Plan will receive support from the learning support team and classroom teachers following the accommodations or modifications outlined on their learning plan.

Assessment

- Teachers will use assessments in all core subjects with varied approaches. Examples include project-based assessments, written responses, worksheets and other assignments through Seesaw, Google Classroom, writing prompts, reading journals, Nearpod, on-line discussions, live quizzes over Zoom, Google forms quizzes, collaborative Google slides, student created videos and/or note pages, exit tickets, etc. Specialists will grade on effort and participation in addition to providing feedback on skill and standards mastery.
- Grades K-4 Feedback will be provided through Seesaw (written, audio, or video feedback) and during live class meetings and/or office hours (face to face feedback).
- Grades 5-8 Feedback will be provided through Google Classroom and live class meetings and/or office hours. Feedback will be visible in Google Classroom regularly.
- Grades will be updated in TeacherEase.

Attendance

- Attendance will be taken daily at morning meetings.
- Homeroom teachers will record attendance in TeacherEase.
- To be considered “present” students **must** do the following:
 - Homeroom morning meeting or respond to teachers’ questions/feedback by 3:00 pm
 - Complete at least one assignment a day

- If a student is absent from a distance learning day for illness or other reason, parents need to email the child's teacher and main office, as with a typical absence.

Student Expectations/Accountability

- Dress appropriately for school and it is recommended that students wear their uniform top. Please contact the school office if you would like some uniform tops from the Uniform Closet.
- Utilize a quiet workspace.
- Exercise appropriate Zoom etiquette.
- Students in grades 3-8 must check their Holy Cross emails each morning and respond to their teachers that they have received and read the email. An example email will be provided to students (greeting, body, closing, capitalization, punctuation, grammar, etc.).

Catholic Identity

- Students will attend Mass virtually.
- Religion lessons will be provided as part of our core instruction.
- Classes will pray daily.
- Students will participate in acts of service.
- Students will learn how Jesus is a role model for us as we overcome the difficulties of distance, the fear of uncertainty, and help to lift each other up with hope and love in a challenging time.
- Teachers recognize their vocation and lead our mission to be a Catholic, parish-school community, rooted in Gospel values and dedicated to the spiritual and educational development of the whole child.

Screen Time

- Although all assignments will be distributed via SeeSaw and Google Classroom, not all assignments will be completed using the computer or tablet.
- Teachers recognize the difference between “passive” or “non-educational” screen time (i.e. watching a movie, playing a non-educational video game) and “active” or “educational” screen time (i.e. students using technology as a tool to create, demonstrate learning, interact with instructional concepts, or build mastery of standards through multimedia instruction). Students will be taught to recognize this difference and set limits on how they interact with screens on a daily basis.
- Students will be encouraged to find leisure activities away from screens when the school day ends (i.e. outside play, board games, puzzles, books, creative writing, art, crafts, etc.)

Office Hours and Communication

- Teachers will assign office hours for open communication. They will be available during this time to respond to student or parent questions in real time, and be accessible through Zoom or email.
- Art, Music, PE, Library, and Technology specialists will designate scheduled times for student or parent questions.
- Communication plays an important role in our partnership with parents. In a distance learning environment, a teacher spends significantly more time focused on communication than in a traditional classroom environment. Our teachers will work with students and parents to best organize and respond to questions in an efficient and supportive manner. Some questions may be answered with the whole group in the next day's morning meeting, or a student/parent may schedule time during office hours.
- We recognize that creating an online class and giving feedback takes time and, without parameters, could be overwhelming. Therefore, we have set the following guidelines regarding email and response times. Teachers are advised to only respond to a parent or student email during the hours of 8:00 a.m. and 4:00 p.m.
- Principal and office communications will be shared on a weekly basis keeping you updated on virtual school events and updated details regarding distance learning and our plans for reopening.