

St. Elizabeth Ann Seton Catholic School

	Face to Face	Hybrid	Remote
Calendar/Documentation of Instructional Minutes	180 instructional days; TCCBED/Archdiocesan guidelines followed for instructional minutes	180 instructional days; TCCBED/Archdiocesan guidelines followed for instructional minutes	180 instructional days; TCCBED/Archdiocesan/TEA recommendations followed for instructional minutes (Pk-2nd grade Asynchronous and Synchronous, 120 minute minimum daily; 3rd-5th grade Asynchronous and Synchronous, 180 minute minimum daily; 6th-8th grade Asynchronous and Synchronous, 240 minute minimum daily)
Daily Attendance Method			
Students	Daily attendance will be taken by homeroom teachers and recorded in FACTS.	Daily attendance taken by homeroom teachers via Asynchronous (IXL, assignment, Teams) and/or Synchronous methods (TEAMS meeting attendance) and recorded in FACTS.	Daily attendance taken by homeroom teachers via Asynchronous (IXL, assignment, Teams) and/or Synchronous methods (TEAMS meeting attendance) and recorded in FACTS.
Faculty and Staff	Staff will follow SEASCS employee handbook guidelines for reporting absences to Admin.	Staff will follow SEASCS employee handbook guidelines for reporting absences to Admin (principal, assistant principal, bookkeeper).	Staff will follow SEASCS employee handbook guidelines for reporting absences to Admin (principal, assistant principal, bookkeeper).
Communication Plans			
Parents and Students	SEASCS will communicate with parents and students via Email, Newsletter, FACTS Parent Alert, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams. Regular reminders will be sent concerning health/safety best practices.	SEASCS will communicate with parents and students via Email, Newsletter, FACTS Parent Alert, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams.	SEASCS will communicate with parents and students via Email, Newsletter, FACTS Parent Alert, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams.
Staff	SEASCS will communicate with staff via Email, Newsletter, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams. Regular reminders will be sent concerning health/safety best practices.	SEASCS will communicate with staff via Email, Newsletter, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams.	SEASCS will communicate with staff via Email, Newsletter, phone calls, SEASCS website, SEASCS social media, and Microsoft Teams.
Instructional Plan			
Instructional Minutes	TCCBED/Archdiocesan guidelines followed for instructional minutes	TCCBED/Archdiocesan guidelines followed for instructional minutes	TCCBED/Archdiocesan/TEA recommendations followed for instructional minutes (Pk-2nd grade Asynchronous and Synchronous, 120 minute minimum daily; 3rd-5th grade Asynchronous and Synchronous, 180 minute minimum daily; 6th-8th grade Asynchronous and Synchronous, 240 minute minimum daily)
Differentiated Instruction	SEASCS teachers will document differentiated instruction in their lesson plans in RenWeb.	SEASCS teachers will document differentiated instruction in their lesson plans in RenWeb.	SEASCS teachers will document differentiated instruction in their lesson plans in RenWeb.
One-on-one Support for Students	Teachers will provide needed support for students, with assistance from the counselor or admin as necessary.	Teachers will provide needed support for students, with assistance from the counselor or admin as necessary.	Teachers will provide needed support for students, with assistance from the counselor or admin as necessary.
Management of Materials	SEASCS will provide textbooks and/or necessary class materials for students.	SEASCS will provide all textbooks and/or necessary materials for students to complete remote learning coursework. Laptops are available for check-out, as needed.	SEASCS will provide all textbooks and/or necessary materials for students to complete remote learning coursework. Laptops are available for check-out, as needed.
Collection of Assignments	Teachers will collect assignments in class.	Teachers will collect assignments via Microsoft TEAMS.	Teachers will collect assignments via Microsoft TEAMS during remote learning.
Grading Procedures	Teachers will follow Archdiocesan and SEASCS handbook guidelines for grading.	Teachers will follow Archdiocesan and SEASCS handbook guidelines for grading.	Teachers will follow Archdiocesan and SEASCS handbook guidelines for grading.
Evaluation for Mastery	Teachers will evaluate student mastery using classwork, quizzes, tests, and other assessments.	Teachers will evaluate student mastery via Microsoft TEAMS assignments, quizzes, tests, and other assessments.	Teachers will evaluate student mastery via Microsoft TEAMS assignments, quizzes, tests, and other assessments.
Assessment Strategies			

Benchmarking	Students will take the IXL Diagnostic test online in Mathematics and English Language Arts during the first two weeks of school.	Students will take the IXL Diagnostic test online in Mathematics and English Language Arts during the first two weeks of school. Students will be able to login from home to take the assessments.	Students will take the IXL Diagnostic test online in Mathematics and English Language Arts during the first two weeks of school. Students will be able to login from home to take the assessments.
Formative	IXL Continuous Diagnostic will be used to measure progress.	IXL Continuous Diagnostic will be used to measure progress. Students will be able to login from home to take any assessments.	IXL Continuous Diagnostic will be used to measure progress. Students will be able to login from home to take any assessments.
Standardized	Students in Grades 1-7 will take the ITBS tests (IOWA) in the Spring (2021). Students in grades 7 and 8 will take the CLT8 in the Fall (2020) and in the Spring (2021).	Students in grades 7 and 8 will take the CLT8 online in the Fall (2020) and in the Spring (2021).	Students in grades 7 and 8 will take the CLT8 online in the Fall (2020) and in the Spring (2021).
Technology			
Learning platform (e.g., Google classroom, See Saw, FACTS, etc.)	FACTS; Microsoft365; Microsoft TEAMS	FACTS; Microsoft365; Microsoft TEAMS	FACTS; Microsoft365; Microsoft TEAMS for remote instruction.
Resources Available	Computer labs; ipod cart; laptops; document cameras	Laptops are available for check-out, as needed.	Laptops are available for check-out, as needed.
Ongoing Support	IT Coordinator; Admin	IT Coordinator via email for staff; Admin via email for staff and parents	IT Coordinator via email for staff; Admin via email for staff and parents
Troubleshooting Plan (when issues arise)	IT Coordinator; Admin	IT Coordinator; Admin	IT Coordinator via email for staff; Admin via email for staff and parents
Social Emotional Learning			
Resources for Students/Families	Counselor; Admin	Counselor via email; Admin via email or phone	Counselor via email; Admin via email or phone
Resources for Teachers	Counselor; Admin	Counselor; Admin	Counselor via email; Admin via email or phone
Special Services for Students on Catholic Accommodation Plans			
Accommodations Provided	The counselor or AP meet with parents of each student who have a diagnosed need for a Catholic Accommodation Plan (CAP), to review and/or update their CAP. These meetings will be completed before the end of the second week of school. Meetings will be conducted in person or via Microsoft TEAMS. The counselor or AP also meet with respective teachers to provide a copy of the CAP. Teachers document accommodations provided on their lesson plans.	The counselor or AP meet with parents of each student who have a diagnosed need for a Catholic Accommodation Plan (CAP), to review and/or update their CAP. These meetings will be completed before the end of the second week of school. Meetings will be conducted via Microsoft TEAMS. The counselor or AP also meet (via TEAMS) with respective teachers to discuss accommodations to be provided in the CAP. Teachers document accommodations provided on their lesson plans.	The counselor or AP meet with parents of each student who have a diagnosed need for a Catholic Accommodation Plan (CAP), to review and/or update their CAP. These meetings will be completed before the end of the second week of school. Meetings will be conducted via Microsoft TEAMS. The counselor or AP also meet (via TEAMS) with respective teachers to discuss accommodations to be provided in the CAP. Teachers document accommodations provided on their lesson plans.
Modified Curriculum (for those students whose CAP calls for it)	SEASCS does not have students with modified curriculum.	SEASCS does not have students with modified curriculum.	SEASCS does not have students with modified curriculum.
Title Services	SEASCS does not use title money to provide services to students with a diagnosed learning disability.	SEASCS does not use title money to provide services to students with a diagnosed learning disability.	SEASCS does not use title money to provide services to students with a diagnosed learning disability.
Monitoring and Support			
For Teachers and Staff	Admin will check in with staff on a daily basis. Faculty meetings will be held weekly, and as necessary.	Admin will check in with staff on a daily basis. Faculty meetings will be held weekly, and as necessary.	During remote learning, admin will meet twice weekly, and as necessary, via TEAMS to check in with staff.
For Students/Families	Teachers and staff will communicate with students and families by phone and email to check in and discuss any needs/support. Referrals to the counselor or AP will be made if additional assistance is necessary.	Teachers and staff will communicate with students and families by phone and email to check in and discuss any needs/support. Referrals to the counselor or AP will be made if additional assistance is necessary.	Teachers and staff will communicate with students and families by phone and email to check in and discuss any needs/support. Referrals to the counselor or AP will be made if additional assistance is necessary. Microsoft TEAMS is available for any necessary meetings.
Resources			
For Teachers and Staff	Staff will be provided any necessary instructional resources. Admin will meet with teachers and staff weekly to ensure that they have adequate resources available for instruction. Staff will be provided with any necessary cleaning materials to disinfect high-contact surfaces daily.	Staff will be provided any necessary instructional resources. Admin will meet with teachers and staff weekly to ensure that they have adequate resources available for instruction. Staff will be provided with any necessary cleaning materials to disinfect high-contact surfaces daily.	Staff will be provided any necessary instructional resources. Admin will meet with teachers and staff twice weekly via Microsoft TEAMS to ensure that they have adequate resources available for instruction.
For Students/Families	Students will be provided any required instructional resources.	Students will be provided any required instructional resources.	Students will be provided any required instructional resources.
Safe Environment			

Safe Haven	SEASCS is restricting any non-essential campus visitors at this time. This includes mystery readers, lunch visitors, etc. All classroom visitors and volunteers are required to have completed the Safe Haven program in order to participate in any school activity or volunteer in any capacity on campus.	All classroom visitors and volunteers are required to have completed the Safe Haven program in order to participate in any school activity or volunteer in any capacity on campus.	All classroom visitors and volunteers are required to have completed the Safe Haven program in order to participate in any school activity or volunteer in any capacity on campus.
Ensuring the systems in use are secure and will not allow for the release of protected student or staff information.	IT Coordinator; Admin	IT Coordinator; Admin	IT Coordinator; Admin
PPE	SEASCS will follow state guidelines for the use of PPE. Face masks, gloves, and face shields will be available for staff in the office. Visitors are asked to comply with state guidelines for face-masks when visiting the office. Hand sanitizer will also be available upon entering the building.	N/A	N/A
Social Distancing	Students will no longer gather in the Commons for arrival or dismissal. Upon arrival, students will proceed directly to classrooms. During carpool, students will be dismissed from their classrooms. Students will follow a recess and locker use schedule to help minimize congestion in the hallways and common areas. Students will eat lunch in their classrooms to minimize congestion in the Commons, with hot lunches packed "to-go" for quick pick-up. Students in grades K-8 will attend Mass weekly, and will follow Archdiocesan guidelines. The church will be disinfected on Thursday evenings to prepare for Friday school Mass.	N/A	N/A
Screening Protocols	SEASCS staff will conduct student temperature checks daily in the AM. The clinic will serve as an isolation area for any students exhibiting symptoms. Any staff with COVID-19 related concerns must communicate directly to the principal.	N/A	N/A
Exclusion and Readmittance Procedures	SEASCS will follow TCCBED Health Manual guidelines and administrative discretion for excluding and readmitting students. We are also requesting that students excluded due to sickness not return to school until they are symptom free for 48 hours, without the use of fever-reducing medication.	N/A	N/A