

Introduction to the St. Elizabeth Ann Seton Catholic School Remote Learning Plan (RLP)

The following plan outlines learning practices and strategies that St. Elizabeth Ann Seton Catholic School will use to continue teaching and learning in the event of an extended campus closure. Disruption of campus services can happen for many different reasons. We implemented this RLP to provide guidelines and a flexible framework that can be used in various situations to provide continuity of learning for our students.

St. Elizabeth Ann Seton Catholic School will convene the Crisis Management Team (CMT) in the event that a major emergency occurs that can result in an extended campus closure. Circumstances will vary when St. Elizabeth Ann Seton Catholic School might close our campus and implement this RLP. For example, in the event of a natural disaster such as flooding, hurricane, health risks like viral pandemics and more, a number of days may pass before conditions have stabilized to the point that the implementation of this RLP is appropriate.

The RLP was designed so that our teachers will have access to and use digital resources with their students. While remote learning cannot directly replace what goes on in a classroom, our plan strives to create a comfort zone for our faculty and students by making sure that they are familiar with the learning tools to use in a remote teaching situation.

General Guidelines for the SEASCS Community

Schedules:

- We will follow a daily schedule. Instructional meetings via Microsoft Teams will begin at 8:00am, and conclude at 11:55am, with the rest of the school day dedicated to completing assigned coursework.

Parent Assistance:

- Parents in Grade 3 and younger will need to assist their children with accessing and/or completing assignments from their teachers that will be posted in Microsoft Teams.
- While parents may be expected to assist in the management of the learning process, Grade 4 and higher parents would not be expected to be placed in the role of teacher; in most cases, students should be able to *independently* carry out the tasks assigned by teachers including access to the material by grades 4 and above.
- The goal is for learning to be authentic. All coursework to be turned in will occur online (no printing of assignments/photos/emails required). Acceptable offline coursework can include reading, exercising, drawing, playing, constructing, writing, etc.

Considerations

- Families have a variety of situations; students will need to have online access.
- Evidence of learning on Remote Learning Days can include tasks that can be documented via Microsoft Teams or IXL use.

Expectations

- All assignments must be posted by Sunday prior to the start of the week.
- Assignments are to be completed based on the discretion of the teacher, and no later than midnight of that day for a test/quiz. Teachers will be available to students and parents during the regular school day via email.

Roles and Responsibilities

Many stakeholders will contribute to the effective implementation of the SEASCS RLP. The roles and responsibilities of school personnel are delineated below.

School Personnel Roles & Responsibilities	
Admin Team	<p>Create and distribute SEASCS Remote Learning Plan.</p> <p>Establish clear channels of communications between faculty, staff, families, and students.</p> <p>Support faculty and students/families shifting to a remote learning environment.</p> <p>Help teachers implement RLP and ensure high-quality learning experience for all students.</p> <p>Monitor teaching and learning.</p>
Deans	<p>Support all teachers and teams in the implementation of the SEASCS RLP</p> <p>Provide models and examples of outstanding remote learning units and lessons</p> <p>Recommend new methods techniques for providing feedback to students</p> <p>Support teachers and teams as they design new methods to assess student learning</p> <p>Support teachers and teams in developing strategies to differentiate their instruction</p>
Subject or Homeroom Teachers	<p>Collaborate with other members of your team or department to design remote learning experiences for your students.</p> <p>Communicate frequently with your students and, as needed, with their parents</p> <p>Provide timely feedback to support your students' learning</p> <p>Communicate frequently with your Dean, Assistant Principal, and Principal</p> <p>If unable to attend live meeting due to illness, inform Dean, Assistant Principal, and Principal.</p>
Counselors	<p>Serve as liaison for communication with students/families in crisis</p> <p>Maintain bank of social-emotional lessons</p> <p>Accessible during school hours to students, parents and faculty via email</p> <p>Tuesdays/Thursdays.</p>
Librarians	<p>Collaborate with colleagues to find resources for high-quality remote learning experiences and research</p> <p>Regularly check in with subject and classroom teachers to identify ways to support their design of remote learning experiences</p> <p>Maintain and update online library site for obtaining resources</p> <p>Be available for teachers and students as needed for support</p>
Fine Arts, Foreign Language, PE Teachers	<p>Collaborate with classroom teachers on how to integrate music, art, and physical education into classroom projects and experiences.</p> <p>Staying mindful of the instruments or resources families may not have in their home, develop a bank of activities for students and share these with classroom teachers</p>

Key Terms for Online Learning

Though much of teaching and learning online is the same as in the shared physical classroom, there are a few key terms that will help you to navigate the shift, and better communicate your plans.

Asynchronous	Class interactions happen via Microsoft Teams postings, without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.
Synchronous	Class interactions happen in real time. Students may virtually attend class together via video conference or live chat (Microsoft Teams) Most online courses are a blend of synchronous contact and asynchronous study/work. In describing their experience of shifting school completely online, colleagues at schools who have experienced moving to fully online for extended periods of time share that asynchronous instruction worked best for deep learning, whereas synchronous instruction was essential for maintaining relationships.
Screencast	A digital video recording of your computer screen, usually including audio narration, and maybe some video. Screencasts are a form of instructional video. Powerpoint Recording, Screencast-o-matic are common tools for screencasting.
Video Conference	A virtual meeting in which participants in different locations are able to communicate with each other simultaneously with audio and video. (Microsoft Teams.)

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experience (example, 8:30 am start time).
- Identify a comfortable, quiet space in your location to learn effectively and successfully. Lightning and space for books, computer or iPad (if needed,) and a comfortable chair contribute to an effective learning environment.
- Regularly check Microsoft Teams pages for announcements and feedback from your teachers.
- Complete assignments with integrity and academic honesty.
- Be a good digital citizen and comply with the SEASCS Technology Agreement.
- Do your best to meet timelines, commitments, and due dates.

For questions about...	Contact
A course assignment, tasks or feedback	Corresponding teacher
A personal or social-emotional concern	Counselor
Issues related to academics	Principal, Assistant Principal, and Deans

Parent/Guardian Roles & Responsibilities

- Establish routines and expectations.
- Identify a space in your home for your child to work without distraction on their assigned work, where you can also occasionally monitor them, and encourage good digital citizenship practices when they work online.
- Make sure that your child is checking for assignments on their Microsoft Teams pages daily, and staying in communication with their teachers.
- A daily check-in with your child about progress on learning experiences to see if they have questions or need support.
- Establish times for prayer, reflection, mindfulness and relaxation practices.
- Encourage physical activity and/or exercise.

For questions about...	Contact
A course assignment, tasks or feedback	Corresponding teacher
A personal or social-emotional concern	Counselor
Issues related to academics	Principal, Assistant Principal, and Deans

Student and Parent Guidelines

After receiving initial notice from the Principal about initiating the SEASCS RLP, families will receive an email with information from the Assistant Principal or Dean.

Students will have unplugged and online learning activities designed to engage the students in experiences aligned to the SEASCS curriculum.

Daily Checklist	Communication
<ol style="list-style-type: none"> 1. Identify a learning location. 2. Parents of PK3-3rd grade students <ol style="list-style-type: none"> a. Check email daily for any new communication from the school or your child’s teachers. b. Login to your child’s Microsoft Teams page on Monday and review the teacher’s announcements and lessons for the week with your child. 3. 3rd Grade & up students: <ol style="list-style-type: none"> a. Login to your Microsoft Teams daily and review your teacher’s announcements and assignments or tasks for the week on Monday. b. Parents check email daily for notes from teachers. 	<ul style="list-style-type: none"> • Faculty will send emails to the parent email address you have provided in RenWeb. Please make sure that is kept current. • Most coursework, tasks, and assignments will be delivered asynchronously, posted-online, by your teacher for you to do and submit following assignment messages. • Instructional content will be delivered synchronously, real-time, using the Microsoft Teams Meeting feature. All classes delivered synchronously are recorded to the corresponding Team. • Use your Microsoft 365 accounts to complete your tasks and assignments. These tools include: <ul style="list-style-type: none"> ○ OneDrive = Digital storage and applications ○ OneNote ClassNotebook = Digital notebook ○ Teams=Collaboration portal • <u>Microsoft Teams Meetings Guidelines:</u> <ul style="list-style-type: none"> ○ Students join the class on MUTE ○ If you have a question, type the question in the chat box ○ Virtual classes and content work will meet required minutes

Parent Guidelines

Grades 3 and up

After receiving initial notice from the Principal about initiating the SEASCS RLP, families will receive an email with information from the Assistant Principal or Dean.

Students will have unplugged and online learning activities designed to engage the students in experiences aligned to the SEASCS curriculum.

Daily Checklist	Communication
<ul style="list-style-type: none">• Check Parent email daily for school updates.• Students receive their work assignments via Microsoft Teams.	<ul style="list-style-type: none">• Class content is delivered, and assignments will be collected and assessed using a variety of tools use in their particular classes, following Student Guidelines above.• Digital resources will be linked or posted for students on their Microsoft 365 Class Teams.• For synchronous learning: Microsoft Teams will be the tool used by teachers to deliver instructional content face-to-face. Invitations to join these virtual classes will be posted in the Teams Class Page by 8:00 pm on Sunday prior to the online meeting. Meeting times will follow the schedule, and classes will be recorded and saved in that Team.• Students should always use devices under the supervision of an adult, following the Technology Agreement.

Teacher Guidelines

PK3 – 2nd

Students/parents have access to Parent Portal & Microsoft 365

3rd-8th

Students/parents have access to Parent Portal & Microsoft 365

General

- Check **email** and **Microsoft 365 Teams daily**.
- Gather information to post to your class page in Teams.
- **By 8:00 pm on Sunday, post your message, topics and assignments for the entire week.**
- **Take daily attendance using data from any of the following: IXL login, Teams login, turned in assignments, or other means.**
- Set your availability for the week with students and how they should communicate with you during the school day.
- Use apps and other programs that are routinely used at school in your class.
- Communicate clearly the objective for each activity.
- Require some form of evidence of student learning via Teams.
- Send lesson plans to Mrs. Smith by email.

- Check **Microsoft 365 Teams daily**.
- **By 8:00 pm on Sunday, post your message, topics and assignments in Microsoft Teams page.**
- **Take daily attendance using data from any of the following: IXL login, Teams login, turned in assignments, or other means.**
- **Check in with Deans daily via Microsoft Teams.**
- Set your availability for the week with students and how they should communicate with you during the school day.
- Check your email hourly from 8:00am-4:00pm.
- Use apps and other programs that are routinely used at school in your class.
- Communicate clearly the objective for each activity.
- Require some form of evidence of student learning via Teams.
- **Synchronous virtual classes will use Microsoft Teams, and follow the schedule. Meetings need to be listed in the Teams page by 8:00 pm the Sunday prior.**
- Invite students to Team classes by scheduling it ahead of time in Teams.
- **Team class meetings should be recorded** to a tab in your Teams to your Stream channel.
- Send lesson plans to Mrs. Smith by email.

SEASCS RLP Sources

This plan was adapted from the plans of the following schools, in order to meet the needs of the SEASCS community. The SEASCS Admin team will be revising and editing this plan, as necessary, to meet the needs of the SEASCS community.

- Duchesne Academy of the Sacred Heart– Houston, Texas
- Sacred Heart Schools Preparatory – Atherton, California
- Colegio Franklin Delano Roosevelt - The American School of Lima
- Shanghai American School
- Korea International School - Jeju
- International School of Kuala Lumpur
- The American Embassy School Delhi
- American International School of Japan
- International School of Beijing
- Duchesne Academy of the Sacred Heart