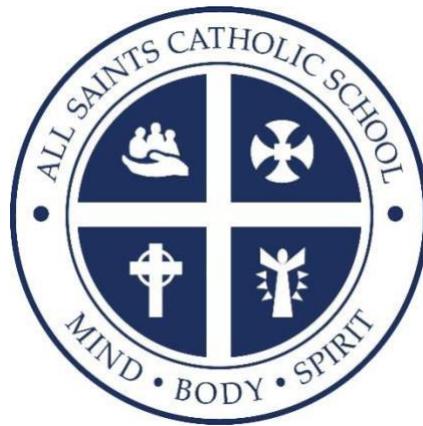


All Saints Catholic School



Fall 2020 School
Distance Learning Plan
August 3, 2020

***Please Note: The All Saints Catholic School Early Childhood Program
has a separate plan due to licensing requirements.*

All Saints Catholic School

2020-2021 Distance Learning Plan

In the event that distance learning is mandated during the 2020-2021 school year, All Saints will be required to transition instruction to a distance learning only format. Once initiated, the following policies and instructional schedule will be instituted. These policies and schedules are consistent with the MI Safe Schools Road Map school requirements and Archdiocese of Detroit Recommendations for Remote Instruction.

Preschool-8 Student Instructional Schedule

An email will be sent to All Saints parents if distance learning has been mandated by the State of Michigan outlining their student's online instructional schedule/calendar. A weekly schedule for students will include the following:

Preschool and Pre-Kindergarten

- Whole class meetings through live instruction will be conducted at a minimum of once a week.
- Preschool will have one small group live teacher lead instruction for literacy/math each week.
- Pre-Kindergarten will have one small group live teacher lead instruction each week for literacy.
- Pre-Kindergarten will have one small group live teacher lead instruction each week for math.
- Pre-recorded large group lessons will be provided on a daily basis incorporating all subject areas for both preschool and Pre-Kindergarten.

In addition to live instruction, reinforcement activities and assignments will be ongoing throughout the week (pre-taped videos, video clips, consumable packets and booklets, online platforms, etc.).

Pre-Kindergarten specials: library, Spanish, music, and gym once a week for live teacher lead instruction.

Preschool specials class: library once a week for live teacher lead instruction.

Kindergarten -Grade 2

A minimum of ten live interactive teacher lead classes will be offered each week:

- Whole group meetings with live instruction will be conducted five days a week.
- Small live instruction groups for reading will meet at minimum three times a week.
- Small live instruction groups for math will meet at minimum three times a week.
- All live stream lessons will be recorded and available for additional student/parent viewing.

- 2nd Grade: Daily morning work will be posted with a math, handwriting, or reading focus.

In addition to live instruction, reinforcement activities and assignments will be ongoing throughout the week (pre-taped videos, video clips, consumable packets and booklets, online platforms such as Freckle, etc.).

Specials classes: gym, music, art, Spanish, computer, and library once a week for live teacher lead instruction.

Grade 3rd

A minimum of fifteen live interactive teacher lead classes will be offered each week:

- Whole class meetings through live instruction will be conducted five days a week. Additional time can be allotted during and after the live instruction for class discussion and student questions.
- Small live instruction reading groups will meet at minimum two times a week.
- Small live instruction math groups will meet at minimum two times a week.
- All live stream lessons will be recorded and available for additional student/parent viewing.
- Writing whole group live instruction twice a week.
- Small live instruction spelling groups will meet once a week.
- Social studies and Science instruction will be taught in 2-week units and be inquiry/project based. Class instruction will include any combination of pre-recorded lessons, videos, and/or reading or writing assignments.

Specials classes: Spanish, gym, music, art, computer, and library once a week for live teacher lead instruction.

Grade 4th

A minimum of fifteen live interactive teacher lead classes will be offered each week:

- All core classes (math, science, social studies, religion, and language arts) will be conducted five days a week. Class instruction will include any combination of live instruction, pre-recorded lessons, videos, and/or reading or writing assignments.
- Teachers will hold office hours five days a week.
- All live stream lessons will be recorded and available for additional student/parent viewing.
- Homeroom teachers will meet with their homeroom classes each morning.

In addition to live instruction, reinforcement activities and assignments will be ongoing throughout the week (pre-taped videos, video clips, online platforms such as Freckle, etc.)

Specials classes: gym, music, art, Spanish, computer, and library once a week for live teacher lead instruction.

Grades 5-6

A minimum of fifteen live interactive teacher lead classes will be offered each week:

- All core classes (math, science, social studies, religion, and language arts) will be conducted five days a week. Class instruction will include any combination of live instruction, pre-recorded lessons, videos, and/or reading or writing assignments.
- Teachers will hold office hours five days a week.
- All live stream lessons will be recorded and available for additional student/parent viewing.
- Teachers will meet with homeroom classes each morning.

In addition to live instruction, reinforcement activities and assignments will be ongoing throughout the week (pre-taped videos, video clips, online platforms such as Freckle, etc.)

Specials classes: gym, music, art, Spanish, computer, and library once a week for live teacher lead instruction.

Grades 7-8

A minimum of fifteen live interactive teacher lead classes will be offered each week:

- Teachers will hold office hours five days a week.
- Junior high will use block scheduling.
- 7th grade M/W literature, math, science and T/TH English, social studies, religion.
- 8th grade M/W English, social studies, religion and T/TH literature, math, science.
- Teachers will offer small groups on Fridays as needed.
- All live stream lessons will be recorded and available for additional student/parent viewing.
- Teachers will meet with their homeroom classes each afternoon.

In addition to live instruction, reinforcement activities and assignments will be ongoing throughout the week (pre-taped videos, video clips, online platforms such as Freckle, etc.)

Elective Classes: quarter electives will run three days a week for live teacher instruction.

Catholic Curriculum-Preschool-8th

Faith will be integrated into student's daily school communications and virtual Mass will be provided weekly. Morning prayer, virtual retreats, Mass, religion classes, and virtual rosary opportunities will all be an integrated part of virtual schooling.

Students with Accommodation Plans or an IEP

Accommodation plans/IEPs will be made digitally accessible to teachers all times. The assistant principal and counselor will communicate with parents and arrange follow-up check-ins from

appropriate staff (counselor, teacher, administrator) to ensure students' needs are being addressed. All Saints will strive to ensure that accommodations are made to the best of the school's ability.

Distance Learning Attendance Policy

- Attendance expectations will be clearly communicated to parents and students.
- Teachers will require and take attendance for all live teacher lead lessons. If students are unable to make live instruction, parents will be asked to communicate with teachers ahead of time. Teachers will follow-up with parents if students are absent and/or report any concerns to administration.

Grading and Accountability

- All Saints will maintain standard method of grading for each grade level (K-2 standards-based proficient/developing/needs improvement and traditional letter/percent grades for 3-8).
- Teacher's grading policy and expectations will be clearly communicated to students and parents.
- Late work will allow for flexibility and students can be given the opportunity to earn credit up to one week before each card-marking period ends.
- Teachers will make every attempt to assist students in passing their class and failures will occur only if all efforts to help have been exhausted.

Standardized Testing Assessments

Star Testing will be used for summative assessments for grades K-8th grade:

- Remote Testing options will only allow for teachers as proctors via zoom either with small group or one-on-one, if needed for accommodation.
- Planning for a return to school this fall, beginning-of-the-year Star testing will be done in the school building (provided the state continues to be in Phase 4 or better in fall 2020).
- Administration will manage communications with teachers, parents and students regarding the possibility of remote testing during mid-year and end-of-year.

Student Conduct

Students are expected to adhere to non-distracting and appropriate learning behavior while participating in live teacher lead classes and small groups. Expected conduct includes the following:

- Joining the meeting prior to the start of class so there is an opportunity to troubleshoot any issues with connectivity, audio, or visual and thus ensure the student is ready to engage promptly when class begins.
- Student should limit distractions for themselves and classmates by logging in to a class on a device located in a private, quiet space.
- If the student encounters something that would be potentially distracting to classmates (e.g., pet, young sibling) temporarily stop video to address the interruption, then start video again.
- Student should ensure their name is correctly displayed on their screen.
- Student should be sitting upright preferably at a table or desk and not walking around.
- Students should be dress appropriately (no costumes, hats, etc.).
- Be visible within camera view.
- Come with all needed supplies/materials.
- Audio should remain on “mute” when not speaking to limit background noises.
- Students are to limit any side conversations/chats with peers and through devices.
- Students should be “present” to the class, their peers, and to the instruction. This means being an active listener, asking questions, and focusing on the task at hand.

Technical Devices and Support

Any student who does not have a computer/iPad/Chromebook at their home that can be used for distance learning or needs a device due to multiple students in the home, may submit a request for home use of an All Saints device. All Saints will also provide technical support to students or parents who are experiencing technical issues.

Online Learning Platform and Applications

All Saints will utilize Google Classroom as their online learning platform. Kindergarten through 2nd grade will also incorporate Seesaw through the Google Classroom platform. Google Meeting will be used for all live streamed classes, small group, and individual instruction. The number of sites students and parents must visit for posting and collecting assignments will be limited. Applications will be linked to students’ Google Classroom accounts for ease of use.

Grades

Assignments and assessments will be graded and entered on a regularly/weekly basis to ensure students/parents can monitor the student’s performance and participation in distance learning. Teachers will contact families if patterns of regular missing work and/or poor academic performance begin to arise. Teachers will also inform administration of student concerns, and can request assistance with developing student plans or family follow-up as needed.

Communication

Parents and students will receive an email each Sunday by 7:00 p.m. that will outline the weekly instructional schedule of their student(s.) This will include their child's weekly live teacher lead classes, pre-recorded lessons, assignments, and upcoming assessments.

Preschool-3rd grade teachers will inform parents of weekly office hours and contact information once distance learning has been initiated.

4-8th students will be able to ask questions during their live-stream lessons and homeroom meetings. Students 4-8th will also be able to attain additional support during teachers' daily office hours.

Parent/student email communications to teachers/staff will be answered within 24 hours during the normal school week, emails received on Friday will be answered by Monday. Emails received during holiday breaks/scheduled days-off will be returned once school resumes.

Counseling Support (parents/students)

- All Saints understands distance learning will pose unique challenges to our families. Understanding and support in regards to the mental health and welfare of our students and their families will be extended during difficult circumstances (e.g., working from home, illness, loss, changes in employment). Mental Health resources will be provided on the All Saints website for families at the start of each period of remote learning. All Saints will employ methods (e.g., google forms/teacher check-ins, administration calls) with parents to further ensure support to families in need and actively encourage the utilization of the school counselor and/or administration when they have concerns related to remote learning. A daily mood check-in via google form will be sent to each student, of which data will be shared with the school counselor when follow-up is necessary.
- Grades 1-3rd may use grade-appropriate books/stories for lessons to aid younger students in articulating their emotional well-being.