



HOLY ROSARY SCHOOL

REMOTE LEARNING PLAN

FALL 2020

We would like to thank your family for your continued partnership and commitment as we begin the 2020-21 school year. We acknowledge the disappointment in that we are not in a position of being able to start the year as we had hoped, with all of our students on campus. The shared vision for the health and safety of staff and students is at the front of our minds, and this must guide all decisions we make.

This year's theme is inspired by Luke, 1:37- ***Nothing is impossible for God.*** During these challenging days, we must keep our eyes, hearts, and minds centered firmly on Him. He is our solace, our inspiration, and our true guide. Through Him we will persevere, and we will get the school year off to an outstanding start!

As a school we remain committed to the development of the whole child in a faith-filled, Christ-centered environment. We will continue to provide the community, care, commitment, and the routine of daily learning in a remote learning environment, just as students receive in an in-person environment. This includes providing learning support as necessary for students with specialized learning plans.

Holy Rosary School will follow this Remote Learning Plan during this remote school start as we strive to create an environment that is equitable within grade levels, across grade levels, and for students and families of varying needs. This includes providing students with appropriate devices to access remote instruction at home, supporting families who need access to the internet, and training for families to foster successful at-home learning.

This plan anticipates our return to school in person as we are safely able to do so, following the guidance of the King County Health Department and the Office for Catholic Schools. Until that time, our goal is to help students enjoy as normal a school year as possible.

Holy Rosary School has always relied on excellent teachers and strong families working together to develop our students' God-given talents. This year, that is as true now as ever. Remember, nothing is impossible for God.

ROLES AND RESPONSIBILITIES:

STUDENT RESPONSIBILITIES: What we are asking of our students

- **Be Safe, Be Respectful, Be Responsible**
- Establish daily routines for engaging in learning while following your grade's established schedule
- Identify a comfortable, quiet space in your home where you can work effectively and successfully (recommended at a desk or table)
- Regularly monitor your assigned work
- Be on time to class and follow the established Zoom classroom expectations.
- Turn in work by the required due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require more support
- Collaborate and support your peers in their learning
- Follow academic expectations for your grade level and maintain high standards for thorough and quality work

PARENT RESPONSIBILITIES: How parents help support remote learning

- Create a dedicated workspace for your student. This will be where student schedules, textbooks, supplies, technology, and passwords/logins are located.
- Establish routines and expectations, including a 'school night' bedtime
- Assist your child(ren) with logging on to Zoom calls as needed
- Monitor communication from your child's teachers
- Begin and end each day with a check-in
- Take an active role in helping your child process their learning
- Establish times for quiet and reflection
- Encourage physical activity, exercise and healthy eating habits
- Remain mindful of your child's stress or worry
- Monitor how much time your child is spending online outside of the school day
- Keep your child social, but set rules around their social media interactions
- Respect the privacy of all children in the remote learning environment

STAFF RESPONSIBILITIES: Our commitment to students and families

- Establish daily routines and schedules for instruction
- Post assigned work to Google Classroom according to the established schedule
- Provide high quality remote instruction, differentiated for individual student needs using asynchronous and synchronous formats
- Utilize formative and summative assessment to monitor student progress and adjust instruction accordingly
- Inform parents and students on ongoing progress
- Work collaboratively with parents and students
- Provide opportunities for whole group, small group, and individualized instruction as necessary
- Be flexible to support families with varying needs

DAILY SCHEDULE

We need to account for days of instruction and instructional hours this year. This is an outline of the whole school schedule. We are striving to meet the needs of families to have longer periods of student engagement, knowing this will also vary based on student age. This will not be the exact schedule for each grade level, as schedules are tailored to meet individual grades and developmental needs. Students in Grades 5-8 will be following a schedule similar to the school day schedule, with students working with multiple teachers across the day. All grade levels will make an effort to engage students synchronously for live instruction throughout the school day, and will incorporate brain breaks. Additionally, during the week, students in Grades K-4 will receive specialist instruction in PE and music, and students in Grades 5-8 will receive specialist instruction in Spanish and PE. Asynchronous (prerecorded) and synchronous (live) specialist instruction will be provided. Art, library, and tech instruction will be integrated into the grade level curriculum.

SAMPLE SCHEDULE:

Monday – Thursday: All students log-in to their class via Zoom at 8:30 am

8:30	Attendance and Prayer
8:45-11:30	Active engagement with teachers (Mass at 8:45 on Wednesday)
11:30-12:30	<u>All school lunch/Student Recess</u>
12:30-1:30 (2:15 for 5th-8th)	Active engagement with teachers
1:30 (2:15 for 5th-8th)- 3:00	Asynchronous/Synchronous specialist instruction Office hours grades 5-8; Homeroom Meeting Time Individual/Small Group Instruction Monitored Student Work Time SEL Learning, Second Step <i>* note: 2:30 dismissal on Wednesdays</i>

Friday

8:30	Attendance and Prayer
8:45-11:30	Active engagement with teachers
11:30-12:30	<u>All school lunch/Student Recess</u>
12:30-3:00 (1:20-3:00 for 5-8)	*Grade 5-8 will have one after lunch class Asynchronous/Synchronous specialist instruction Teacher planning (collaborative work time with others, posting of assignments for the following week)

START OF SCHOOL: Aug. 31 - Sept. 4

School will begin as scheduled on August 31st. Class letters and lists will be mailed home the week of August 17th. The first week of school will be a time for teachers to meet individually with students and families to introduce themselves, to welcome students back, to provide students with books and supplies, and to share the *Family Remote Learning Plan*. This plan will include the schedule, materials, resources, passwords, specific grade level expectations, and anything else necessary to ensure a successful start to remote learning.

A schedule will be established for these meetings and families will sign-up using Sign Up Genius. Each meeting will be 30-45 minutes in length and will take place following all established COVID safety procedures.

Remote instruction will go live on Tuesday, September 8th at 8:30 am.

The traditional structure for back-to-school night will not be held due to the remote start to school because teachers will have met individually with each student and family the week of August 31st. Father Oakland and Principal Horton will still provide a short talk during the regularly scheduled Back-to-School evening time, Thursday September 3rd, at 7:00 pm. This will be livestreamed, and additional information will be provided in the eFC.

FIRST WEEK OF SCHOOL: Sept. 8 - 11

During the first week of live remote instruction, the emphasis will be on community building, as would take place if we were in the in-person school environment. Teachers will plan for activities that:

- Introduce the grade
- Teach Positive Behavior (PBIS) expectations (Remote Learning Expectations)
- Include icebreaker activities
- Introduce textbooks and subjects
- Explain all school supplies as well as use of files/folders and notebooks.
- Teach care for Technology (Proper use agreement)
- Introduce the school theme of the year (Catholic Identity)
- Promote the school spirit days for the fall

SCHOOL SUPPLIES/PRINTED WORK:

School supplies/textbooks will be provided to students during the designated meeting time the first week of school and will provided for the month of September as a starting place.

In an effort to minimize the use of home printers, worksheets/work templates will be printed for your students and organized for pick-up during the August meeting with teachers.

CATHOLIC IDENTITY:

Each day students will begin with prayer. On Wednesday mornings, students will attend a whole school remote Mass at 8:45. Attendance at Mass will be a required portion of the religion curriculum. Students are asked to dress in Perfect Uniform on Wednesdays to promote unity across the school as we attend Mass together. The remote Mass can be accessed at www.vimeo.com/holyrosary. The first all school Mass will be Wednesday, September 9th and will continue weekly from that point forward.

Students will also take turns to lead each other in prayer through classes and whole school prayer opportunities. While remote, students will continue to engage in service projects, and will have the opportunity to participate in their Faith Families during this remote time period as we would in person. The schedule for this will be established and communicated out to families after school starts.

COMMUNICATION:

Please communicate directly with grade level or subject specific teachers with questions regarding remote learning. Additional support is available beyond the grade level teacher by contacting Vice Principal Mary Jo McFaul (Grades K-6, mjmcfaul@holyrosaryws.org), Vice Principal Ted Mohrbacher (Grades 7-8, tmohrbacher@holyrosaryws.org), or Principal Anna Horton (ahorton@holyrosaryws.org).

Technology questions should be directed to Jon Barker (jbarker@holyrosaryws.org) and questions regarding materials, supplies, health issues, or attendance should be directed to office@holyrosaryws.org.

Generally, we are asking staff to stay off email after 4:30pm Monday-Thursday until 8:00am the following day. All emails will be returned in a timely manner. Emails sent over the weekend will typically be responded to on Monday.

We are asking students and families to do the same. Unplugging, making time for exercise, family, nutrition, fun, prayer and mindful activities will be critical during this time.

ATTENDANCE/ABSENCES:

Please see the Holy Rosary School Family Handbook regarding the school's attendance policy. Attendance will be taken each morning in the remote learning environment at 8:30 am (see Class Schedule). Parents should contact the homeroom teacher **AND** the office (office@holyrosaryws.org) if a student is sick and unable to attend classes on a given day.

- *If a student is not able to follow the schedule, families should contact the homeroom teacher to discuss alternatives.*
- *Live meetings may be recorded in compliance with Safe Environment protocols and Archdiocesan Policies and posted for review later.*

CONFERENCES:

Conferences in November will be held during the usual scheduled times (November 23rd-25th) and may be held in person or remotely, depending on the status of COVID-19 at the time. Details will be provided at a later date.

REPORT CARDS:

Holy Rosary School is implementing a new Student Information System, ALMA, during the 2020-21 school year.

- In Grades 5-8, grades will be posted weekly in ALMA, based on formative and summative assessments.
- In Grades K-4, teachers will provide ongoing feedback to students via formative and summative assessments and will provide mid-trimester reports for parents.
- We will continue our trimester grade schedule (see school calendar) with our usual deadlines.

VIDEO & INTERACTIVE PLATFORMS:

Our goal is to use video and/or interactive platforms to provide as much synchronous instruction as possible. It is important to have students see teacher faces, hear their voices, and interact with teachers in order to maintain engagement and connection. Teachers also want to see, hear, and interact with students!

- Each student will have the option to check out an iPad (K-4) or their Chromebook (5-8) to access online materials (i.e., online instruction, work assignments). While we are waiting for our Chromebooks to arrive, families of 5th grade students should contact Kristin Bentler in the office (kbentler@holynosaryws.org) if you do not have an alternate device at home that can be used to start the year. Chromebooks were ordered in the spring and we are hopeful they will arrive in late-September.
- Any borrowed equipment is the property of Holy Rosary School and should only be used for the purpose of participating in school activities and completing school work. All families are required to sign an updated technology agreement at the start of the 2020-21 school year and returned during your August parent meeting.
- Families are asked to assess whether their home has sufficient access to Wi-Fi and contact the school office if they need assistance establishing a Wi-Fi and/or internet connection for their home.

GOOGLE CLASSROOM:

For Grades K-4, each grade level will establish a Google Classroom to be utilized by families and students as a communication tool. In Grades 5-8, each student will have one Google Classroom per academic area. Parents can have “view only” access to their child’s Google Classroom or can utilize their child’s email to access the entire Google Classroom. Either option is made available to families.

- Newsletters, schedules, assignments, and live instruction links will be posted to the Google Classroom.
- Grades K-4 teachers will post daily/weekly assignments via Google Classroom by 7:30 pm the day before. A weekly outline will be provided for 5th - 8th grade parents no later than Sunday night at 7:30pm. This may be tailored by grade level and the schedule will be shared with parents during the meetings the first week of school.
- Students shall follow the established work completion schedule. This is important so teachers are able to formatively assess student progress and provide assistance as necessary.
- Grades K-4 may utilize **Seesaw** as an additional tool for turning in student work. In Grades 5-8 students will primarily turn in completed work using Google Classroom.

ZOOM:

Zoom will be our primary platform to provide synchronous instruction for students. Zoom links for individual classrooms and grade levels will be posted in the Google Classroom and on the weekly schedule. Students will be able to access Zoom on their Chromebooks, iPads, or another tablet or device. Phones do not work well to participate in Zoom instruction or to access the Google Classroom and should therefore not be used. Specific PBIS Zoom expectations will be shared with families during the August meetings with teachers.

METHODS OF INSTRUCTION AND ASSESSMENT:

The following modalities will be utilized for instruction in the K-8 remote learning format:

- Synchronous and Asynchronous whole group instruction
- Synchronous small group and individual student-teacher contact time
- Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment
- Individual student practice using prepared materials

As students return to school in the fall, many may need support to reengage in the daily school routine and need support to fill some learning gaps. Staff are prepared to assess students at the start of the year and will work hard to meet individual needs and provide support during this transition back. As part of our fall assessments and to assist us in establishing baseline data to further differentiate instruction, all students in grades 2-8 will take the fall MAP test remotely during the established window. Additional information regarding this will come from grade level teachers. Additionally, all teachers will prioritize teaching to the essential standards in the remote learning environment. **Essential standards are standards that are so important that a teacher would provide intervention so that most or all students achieve them.**

HOMEWORK:

Because of the length of time students are spending online during the school day, the emphasis on work completion will primarily be during the school day. Homework will be limited, and will primarily be assigned if students need to finish classwork from the day, or to complete/study for tests, to study spelling words, memorize math facts, work on the occasional ongoing project, etc. Students are encouraged to read daily outside of class hours. We truly want children and families to be able to have a break after the day is over to play, spend time together, and be children!

AND FINALLY...TAKE CARE OF YOURSELVES!

Take breaks. Get outside. Journal. Read. Pray. Hug your pet. Play with your children. Play a game. Binge a show. Whatever works for you.

Be flexible. We are well prepared but even the best laid plans can go awry. Please stay in communication with us and let us know how we can help. Above all ***we are here for you and are committed to support all of our families.***