



ST. MICHAEL'S REMOTE LEARNING PLAN 2020-21

Our goals are to support and maintain our St. Michael's community and to deliver a remote learning program that is in the best interest of our students.

St. Michael's teachers strive to engage students in a remote learning environment that reflects our commitment to academic excellence and creates a place where we find new ways of connecting and creating with our students and families. Teachers will focus on the areas of lesson development, knowledge sharing, and skill building in ways that emphasize core concepts and discovery.

With the best interests of our students, families and faculty in mind, St. Michael's has prepared a developmentally-appropriate program that is manageable for all. We recognize parents and caregivers will have added responsibility in supporting students' online and offline learning experiences at a time when they are also trying to manage the demands of work, childcare, and other life/family obligations. The health and well-being of everyone are our first priority in this unprecedented time and that requires us to think differently and re-set expectations as such.

It is also important to remember that the ever-changing nature of COVID-19 will require St. Michael's to make decisions quickly (perhaps daily), so please understand that the current guidance and orders from local, state, and national authorities we are following today could be obsolete tomorrow. **The keys to our shared success are patience, flexibility, optimism, and kindness. Thank you for supporting us and each other—the St. Michael's community remains as resilient and caring as ever. For that, we couldn't be more grateful!**

LOWER SCHOOL REMOTE LEARNING

In Lower School, students will follow the same daily schedule as they do when on campus. The difference is that enrichment classes for grades 3-5 (though beginning at the usual time) will only be 30 minutes long. A student's school day will be a combination of synchronous (face-to-face) instruction and asynchronous (work on your own on specific activities) work. Every teacher is available throughout the day if there are questions about the assigned work.

IMPORTANT: Attendance for all of the class meetings (including enrichment classes) is mandatory.

ABSENCES: If a student is ill or has a doctor's appointment, a note must be shared with Mrs. Bridgforth at abridgforth@stmschool.net in the main office. If you wish to email, please place the student's name in the subject line with the word "absent" (eg. SUBJECT: Joe Jones - absent).



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NOTE: Lower School classes will *not* be recorded. If a student misses a class, the student needs to check each teacher's Google Classroom or Seesaw page to see what work, assignments, or assessments were missed. For each day a student is recorded absent, they will have a day to make up the work. Late work policy remains the same as that which was established by each teacher in the beginning of the year.

MIDDLE SCHOOL REMOTE LEARNING

The Middle School Remote Learning Schedule will be consistent each day for students and faculty, utilizing each student's current on-campus class schedule. **Students will follow their normal schedules, but will need to access links for each of their classes through their teachers' Google Classroom page.** (There will *not* be just one link for the entire day as some of our fall remote learners have been using.) The students already have access to these Google Classroom pages and have been using them since the beginning of the school year.

Students will meet with their five core teachers each day for up to 55 minutes. Middle School teachers will not necessarily be giving direct instruction for the full 55 minutes. Just as if they are in the classroom, students will use that time to work independently on classwork, writing assignments, projects, in small groups with each other or with the teacher. The students will be able to meet with the teacher during that period if they have any questions or need assistance in that class. Four different enrichment classes will occur once a week, plus a study hall period on Wednesdays. Study hall time is a time for students to work independently at home. Students are to check their email at least once a day as well as their Google Calendars for invites to meetings with Mr. Gregg or Mrs. Stargell.

IMPORTANT: All core classes as well as enrichment classes are mandatory and attendance will be taken.

ABSENCES: If a student is ill or has a doctor's appointment, please contact Mrs. Godwin via email at egodwin@stmschool.net. Place the student's name in the subject line with the word "absent" (eg. SUBJECT: Joe Jones - absent).

NOTE: Classes will *not* be recorded. If a student misses a class, the student needs to check each teacher's Google Classroom page to see what work, assignments, or assessments were missed. For each day a student is recorded absent, they have a day to make up the work. Late work policy remains the same as that which was established by each teacher in the beginning of the year.



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GENERAL VIRTUAL LEARNING GUIDELINES for K-8

Conduct

- A pictorial basic “Netiquette” guideline page for students in grades K-2 is attached [HERE](#).
- “Netiquette” guidelines for students in grades 3-5 is attached [HERE](#).
- Middle School “Netiquette” guidelines can be found [HERE](#).
- It is important to remember that although students will not be physically AT school during remote teaching and learning, they will still be IN school.
- Students should abide by our St. Michael’s DRAGONS’ values (and for our Middle School students, the Honor Code) in all that they do even via remote learning.
- When using technology, each student should abide by our [Technology Acceptable Use policy](#) regarding online conduct and digital citizenship.
 - A reminder that when students are logged into our School network, they are NOT to use the Zoom video conferencing or chat functions for personal use with friends.

Dress Code

- Our current casual dress code will be in effect while students are working remotely as we want our Dragons to be comfortable in their new learning environments. Please remember that many students will be meeting teachers and classmates in real-time video conferences so they should be appropriately attired. Also be mindful of what is in the background of video conference screens.
- Athletic attire and logos are acceptable. **No PJ’s, tank tops, or inappropriate phrases on clothing.** Hoodies may be worn provided the hood is not up.
- As we want to foster our sense of school community and pride during remote learning, **EVERY FRIDAY is Dragon Dress Day.** Students and faculty, show us your St M blue and white when you login online. Go Dragons!

Classwork Expectations

- Online classwork and independent work will be assigned in the context of the remote learning program. Students must model good time management as assignments may be due several days later, not necessarily the next day. All students are expected to prepare for their classes in order to show points of progress.

Progress and Feedback

- Teachers will evaluate progress in a number of different ways to ensure that students are meeting benchmarks and goals.



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Office Hours

- **Middle School** teachers will continue to be available Mondays, Wednesdays, and Thursdays for “office hours” from 2:30-3:15 p.m. This is when students (and parents if needed) may connect with teachers to ask questions regarding learning topics and assignments. At that time, teachers will either send email responses to student questions or set up Zoom meetings to help with questions.
- **Lower School** teachers will continue to be available for office hours on Mondays, Tuesdays and Thursdays from 2:30-3:15 p.m. They will also be available to students during the school day during their Zoom class times. During the Zoom instructional time, students working independently need only “enter” the Zoom classroom to connect with their teacher. If parents have questions/concerns, they are invited to set up time to connect with the teacher during office hours.

Student Supplies

Each student has been issued a technology device for use with their school work. They will also need any texts, binders, and standard school supplies normally used on Campus. In addition, if available, headphones or earbuds with a mic are helpful to make hearing and speaking much clearer in a digital-learning realm.

- **We encourage parents to download the Google Classroom and Zoom apps on non-school devices that will be utilized.**

Chapel

Our weekly Chapel services will continue to be offered virtually on Wednesdays at 8:05 a.m. Click [HERE](#) for link. Chapels will also remain posted for viewing at your family's convenience.

TIPS TO PROMOTE SUCCESS

St. Michael's is here to help and support our families through this transition.

- **WORKSPACE:**
 - Set up a regular school workspace at home. Minimize distractions during the times students are “in class.” Students should be sitting up in a chair at a desk or table. Students should **not** be in their beds.
- **STUDENTS:**



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- Communicate, communicate, communicate. If you are asked to do an online video chat or discussion board, get on it quickly. Answer your emails and respond to your teachers promptly. Reach out to your teacher and ask questions if you are confused or overwhelmed.
- Be present! Pay attention and participate fully in online and offline activities.
- Be diligent about staying on task and completing assignments.
- Exercise each day and maintain healthy eating habits and other self-care.

- **PARENTS:**
 - Help students stay on top of their work. Our Dragons will need structure and guidance on time-management and deadlines, as well as checking daily assignments and schedules.
 - Establish times for your child to turn off screens. Encourage physical activity and creative play. Encourage children to get active outside.
 - Communicate, communicate, communicate. We want to hear from you if you have ideas, kudos, frustrations, or if your family is overwhelmed.
 - **If your students have cell phones, we *strongly* suggest that they place them in a different room from their workspace as it will greatly minimize distractions. They should not need it unless they are asked to take a photo of an assignment.**
 - **Middle School** parents need to log into PowerSchool at least once a week with their student to make sure they are keeping up with their work and handing assignments in on time. Points will be deducted for late work.
 - **For Grades 3-8**, please ensure your child is checking their Google Classroom, school email (Grades 5-8), and Google Calendar (Grades 6-8) on a DAILY basis.
 - **Parents in Grades K-2** have access to the parent portal in Seesaw where you can stay abreast of your child's activities. Please contact your homeroom teacher with questions.
 - **Lower School Parents:** [Click here for Chromebook and Tablet Resources](#). This document provides a variety of tips and tricks on how to navigate your student's device.

- **We ask that all families spend time talking about Remote Learning expectations and also carefully reviewing the division-specific plans and schedules.**

ACADEMIC TECHNOLOGY

Each core class will have a dedicated Google Classroom page where specific assignments by subject will be posted. Teachers may post lectures, videos, or demonstrations in Google Classroom (or Seesaw for grades K-2) for students to watch and respond to when working independently. Students are already enrolled in their required Google Classrooms. In grades K-2, the classrooms are accessed through their



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Seesaw portal. In grades 3-5, once they are logged into their Google accounts, they can easily access the Google Classrooms from their home page, regardless of the device they are using.

Teachers will also use **Zoom** as the group digital video conferencing tool. Students and teachers can see each other and collaborate in real time through their computer screens. Students will access the meetings through the Google Classroom page of the class they are to attend. Teachers will set rules for how they want students to collaborate in the online space.

Troubleshooting:

If your child is having difficulty accessing the classroom or the Zoom meeting, or if there are sound or video problems, don't panic--it happens. The first thing to do is to turn off the device and then turn it back on. (Be sure you have all of your login information before doing this). Often this simple restart will solve the problem. If the problem persists, see the contact chart below.

If you have a question about...	Contact
A learning activity or course assignment	The classroom teacher via email Please give teachers 24 hours to respond.
A technology issue	<u>Please fill out this form for technology support</u>

COVID-19 RESOURCES AND REPORTING

We are counting on our full community's honesty and integrity in reporting any COVID exposures or positivity in a swift and responsible manner. This is the only way St M can make effective decisions designed to keep our families and faculty safe and healthy. Please do your part.

During remote learning, ALL families and faculty should continue to complete the daily health screening (sent via text every morning), so that we can monitor the health of our community.



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If your child or a family member becomes ill with COVID-like symptoms or has potential exposure, the first step is to fill out the [St M COVID Reporting Form](#). Nurse Maben will then be in contact. Nurse Maben's email is smaben@stmschool.net.

We are continually updating our [COVID-19 webpage](#) with the most recent School updates, links to health organizations, health and wellness tips, and School contacts. Please check the new webpage often and consider bookmarking it for future reference.