

St. Francis de Sales Central Catholic School

Morgantown, WV



Virtual Learning Handbook

2020-2021

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School Communication

Communication should be maintained between administration, faculty, staff, parents, and students to guarantee a successful transition to virtual learning. You may contact the school office at (304) 291-5070. Your child(ren)'s teacher contact information will be shared with you once students are assigned to classrooms. Additionally, the SFdSCCS admin team contact info is as follows:

Title	Name	Email
School Pastor	Monsignor Cincinnati	acincinnati@dwc.org
School Principal	Arthur Moore	amoore@sfccs.org
Assistant Principal	Eddie Swierkos	eswierkos@sfccs.org
Director of Childcare	Julia DeVincent	jdevincent@sfccs.org
Office Manager	Janet Stone	jstone@sfccs.org
Director of Admissions	Alyssa Wilson	awilson@sfccs.org
Director of Advancement	Rachel Scudiere	rscudiere@sfccs.org
Finance	Jill Seman	jseman@sfccs.org

Communication from the admin team will be delivered when necessary to families in regard to important school news and community updates. The methods of communication from the admin team will include:

- Email
- School Webpage (www.sfccs.org)
- Twitter ([@sfccstrojans](https://twitter.com/sfccstrojans))
- Facebook (@ [St. Francis Central Catholic School](https://www.facebook.com/St.FrancisCentralCatholicSchool))

The school admin team, along with other members of the faculty/staff, will strive to respond to inquiries within 24 business hours. While an in-depth response may not always be practical due to time constraints or the breadth/nature of the inquiry, SFdSCCS employees will make their best efforts to, minimally, acknowledge receipt of the inquiry by responding in some context.

Office Hours

- During distance learning, office hours at SFdSCCS will be 8:00 am - 4:00 pm on Mondays, Tuesdays, Thursdays, and Fridays
- The office will be closed on Wednesdays for deep cleaning to take place
- Visitors are by advance appointment only and, upon entrance, will be screened for medical purposes
- Walk-in appointments will not be accepted

Parent Contact Information

In order for our school to appropriately (and timely) contact you, it is necessary that we have current contact information from all families. This includes home/email addresses, home/cell phone numbers, etc. When/if personal information has changed, please log onto [ParentsWeb Family Portal](#) to make the required adjustments so that we can ensure you receive timely notifications. Should you have any questions or need assistance, please contact our school office at (304) 291-5070 or email an admin team member.

DISTANCE LEARNING



Introduction

Distance Learning is defined by K-8 learning taking place during a day, or lengthier period of time, when school is closed. This could be a situation as brief as a snow day or as long as an extended closure by order of the Governor. In either situation, all K-8 students will be required to participate in class work from home while instruction is delivered/facilitated by SFdSCCS teachers. During a school closure period, even though K-8 students are in distance learning mode, our Pre-K department will remain open for students under our Critical Care License.

Weekly Schedule

The instructional week for distance learning will be Monday-Friday for students and teachers. Assignment-based days will be Monday, Tuesday, Thursday, and Friday. The general format of each day will be as follows:

- 8:45 (morning prayer/pledge/announcements; the office staff will share these via email each morning at 8:30)
- 9:00-12:00 (instruction)
- 12:00-1:00 (physical activity / lunch)
- 1:00-4:00 (instruction / independent work time / specials)
- 4:00 (end of day prayer; the “Our Father” is to be prayed independently)

Wednesdays will serve as independent workdays for students, with the intent of allowing students to accomplish the following:

- Catch up on any work / assignments they have fallen behind on
- Prepare/study for any upcoming assessments
- Work on any project-based assignments
- Interface with teachers on subjects/content they are struggling with (this will be scheduled by appointment)
- Exercise / free-play
- Catch up on extra rest if needed
- Refresh & renew their minds for the second half of the learning week

Student Workload

A reasonable amount of work will be assigned to students on distance learning days. Teachers will take into account that students typically move at a slower pace on distance learning days compared to face-to-face instruction. Because students learn at different paces and some are more independent than others, the school cannot ensure the amount of time it will take an individual student to complete distance learning assignments. Teachers, however, will be prudent in the amount of work assigned to students based on a variety of factors such as understanding of content, the complexity of the assignment, length of assignments, etc. Please note that the workload for students will be based on grade level and curriculum. In other words, students in middle school will have a higher level of work assigned compared to students in elementary school. Each grade level will use various online educational tools for instruction. Please see grade level pages for commonly used online educational tools.

Teacher-Posted Assignments

- Assignments for K-8 students will be posted in Google Classroom and on teacher Google Sites (class webpage)
- Assignments will be posted by 8:00 am on each instructional day

Submission of Student Work

- Assignments in core classes (non-specials and / or electives) are due by 8:00 am the day after they are assigned, unless otherwise posted by the teacher
 - Monday assignments are due on Tuesday @ 8:00 am
 - Tuesday assignments are due on Wednesday @ 8:00 am
 - Thursday assignments are due on Friday @ 8:00 am
 - Friday assignments are due on Saturday @ 8:00 am
- All work must be turned in digitally by Google Classroom or e-mail
- Assignments that are not submitted on time are subject to a 10% grade reduction

Assessments

During distance learning, measuring student progress will continue to occur by using a variety of instructional methods that are appropriate and dependent on the grade level of the student. Distance learning assessments will be similar, if not the same, to what students and teachers use in the classroom. Students will have time in their daily schedule to complete tests and quizzes so questions should be directed to the teacher during that specific time. Assessments in the form of tests or quizzes are **due by 4:00 pm the day they are assigned**. Assessments not completed and submitted on time are subject to a 10% grade reduction.

Grading

- Grades are based on assignments that reflect goals and objectives for each instructional area
- Teachers will continue to follow WV State Standards and Catholic Identity Standards
- Because of the unique learning environment that distance learning poses, parents/students should never hesitate to contact the teacher first when assignments or grading are unclear
- Teachers will continue to follow the grading scale implemented in their classrooms. Please see individual teacher Google Site (class webpage) for specific grading policies
- Grades for general assignments will be posted in RenWeb (1-8) or Google Classroom (K) within 3 school days after the assignments are due
- Grades for assessments and projects will be posted in RenWeb (1-8) or Google Classroom (K) no later than 5 school days after the due date

Student Expectations for Distance Learning

During distance learning, students are expected to adhere to the following requirements:



Attendance

- If a student is ill and cannot participate in the day's lessons, a parent is expected to email the homeroom teacher by 8:00 am.
 - Per school policy, students will have one day per sick day to make up missed assignments
- Students are required to attend all Google Meet sessions.
 - If a student does not attend a required Google Meet session and the parent did not inform the teacher of this absence prior to the meeting, it will be treated as an unexcused absence
 - Teachers will not be able to make up the missed Google Meet session, because of the daily structure of distance learning
 - If a student misses a Google Meet session, it will be his/her responsibility to complete the work and submit it on time
 - Assignments that are not submitted on time are subject to a 10% grade reduction
 - If at all possible, we ask that parents refrain from scheduling appointments during instructional hours
- Since distance learning is online, if a family goes on vacation during this time, students are expected to complete their assignments and submit them on time each day
 - Any difficulties pertaining to this expectation should be clearly communicated with the classroom teacher prior to traveling

Google Meet Behavior

Whether teaching and instruction are conducted in a brick and mortar building or in a distance learning environment, the high standards of behavior held by St. Francis de Sales Central Catholic School must be maintained. Distance learning classrooms are real classrooms and appropriate student behavior is expected both in speech and in action.

- Students are encouraged to review the Parent & Student Handbook policies with their parents, with particular attention to the section pertaining to student conduct
- Students should be in their designated workspace with their materials, prepared to actively participate in the lesson at least 5 minutes prior to their assigned meeting time
 - When students attend a Google Meet, please make sure of the following:
 - The designated workspace location for the meeting is not in a high traffic area of the house which could cause distractions for the student, their peers, and the teacher
 - Be aware of wi-fi locations in designated workspaces and make sure the area where a student will attend Google Meets has a strong wi-fi connection
- Students are expected to be out of bed, dressed, and prepared to attend a Google Meet
- Students are required to wear headphones while participating in a Google Meet.

- Students should phrase communication with teachers and classmates in a polite and courteous manner. Inappropriate offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior will not be tolerated.
- Students should follow their teachers' distance learning classroom procedures
- Cell phones (unless being used for the Google Meet session) and video games are not permitted
- Due to the limited digital face to face time, food should not be consumed during a Google Meet as it can be distracting for other students

Removal from Google Meet

Students displaying behaviors that are infractions of the handbook are subject to removal from the Google Meet session. Before a student can return to the Google Meet sessions, a conference will be held with parent, student, teacher, and administrator (if needed).

Dress code

Appropriate dress for both teachers and students while attending a Google Meet is expected. While it is not necessary to dress in a school uniform, students are expected to be well-groomed, dressed, and ready for instruction. Being in pajamas is never permitted in an online synchronous class. Please follow the dress down guidelines in our Parent & Student Handbook.

Student Accountability

Students will be receiving and are responsible for an iPad (K-2) or Chromebook (3-8). Each student & parent must review and sign the [Student Device Loan Agreement](#) in order to be issued a device. Families will be responsible for any lost or damaged devices. Apps and Chrome extensions should not be downloaded unless instructed to by the teacher.

After initial setup and routines are formed, students need to be as independent as possible with minimal parent interaction. It is important for students to learn how to log-in, adjust the volume, and maneuver devices on their own. If at any time during distance learning a student is having difficulty please reach out to the child's teacher to help rectify the problem.

Academic Integrity

Policies on academic integrity and cheating as stated in the Parent & Student Handbook also apply in the distance learning classroom.

- Student work submitted must be authentic in order to demonstrate content/skill mastery. It is important for teachers to have a clear picture of how their students are understanding and processing concepts taught
- It is understood that students will communicate with each other; however, students must submit their own work and not work that is a reflection of another student
- While parental guidance is essential to student learning, it is important that the final work submitted reflects the students' understanding of the curriculum.
- Avoid situations that might contribute to cheating or plagiarizing
- Cite information, articles, and quotes where applicable and age-appropriate

Communicating With Teachers

Every student in K-8 will have their own SFdSCCS email account to be used for communication and access to online programs. When appropriate, students should email teachers with any concerns or questions from their St. Francis email account. If parental assistance is needed, parents should contact the teachers directly from their own accounts.

Teachers will respond within 24 hours to email communications. Please keep in mind that during the instructional day teachers will be delivering instruction to their students and not able to respond immediately to emails.

Acceptable Use of Technology

Students and parents are expected to review the 'Acceptable Technology & Internet Use' section of the Parent & Student Handbook. This section outlines safe practices of using technology and their acceptable uses, including the iPad & Chromebook Code of Conduct.

The Digital Dos and Don'ts Program is a requirement every year for our middle school students. This program was designed to address issues with cell phone use as well as online activities with social media and the sharing of information and pictures. School administration will cover these topics with the students; separated by gender and grade level.

Online Educational Tools

During a distance learning period, students will use various online educational tools. Please check specific grade level information pages for the possible online educational tools that will be used. School-wide, teachers and students will use Google Classroom, Google Site (Teacher Webpage), Google Meet, and Screencastify.

- **Google Classroom** is designed for student usage
 - Teachers will distribute daily assignments, videos, and support material on this online educational tool
 - Students will be able to submit assignments using this online educational tool
 - Students must be logged in with their St. Francis e-mail account to access these materials
- **Google Site** (Teacher Webpage) will continue to be used as an informational tool for parents and students
 - This is an additional way for teachers to communicate daily assignments, announcements, and other information
- **Google Meet** will be used as our digital classroom meeting for face to face instruction between students and teachers
- **Screencastify** will be used for teachers to create pre-recorded videos for instruction
 - Depending on the grade-level assignments, students will have the ability to create videos as well

Tech Support

- For technology issues including student accounts, a student device, or the ParentsWeb Family Portal, parents should contact Mr. Swierkos eswierkos@sfccs.org
- For online resource support, please contact the student's teacher who is utilizing that online resource

Staying Connected

To help our school community stay connected during distance learning, families are encouraged to visit, share, tag, and/or post to the following two official social media sites:



Facebook: [@ St. Francis Central Catholic School](#)



Twitter: [@SFCCSTROJANS](#)

Parental Advice for Distance Learning

Parent Role

One of the best things a parent can do for their child(ren) is to reinforce that online learning is as important as face-to-face interaction. Some important tips and reminders for parents are below:

- Parents are not expected to take the place of their child's teacher
- Parents should play a supporting role, and encourage their children to remain actively engaged in their learning
- A good rule of thumb is to keep your child(ren) focused and thinking critically
 - Struggling should be allowed and encouraged in children
 - Remind your child(ren) that becoming independent critical thinkers takes time and practice
- Establish incentives and consequences

Learning Space

Children will achieve their best work in a quiet, comfortable, and dedicated space devoted to learning. Ideally, this will be a different space than where they normally play games, watch television, and sleep. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors distance learning. Keep doors open, and practice good digital safety.

Set Clear Expectations

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working over time.

- Keep normal bedtime routines, including normal rules for digital devices
- Help your child(ren) wake up, get dressed, and be ready to learn at a reasonable time
- Review your child's schedule and daily assignments during the 8:00 am - 8:45 am window
- Teachers will communicate regularly through online educational tools
 - Make sure everyone knows how to find the help they need to be successful
 - Stay in contact with the classroom/specials teachers, school leaders, and the interventionist; if you have concerns, let the appropriate teacher know

Grade Level Information

The following pages are a reference for grade-level specific information regarding distance learning.



Kindergarten

Communication

Remind, emails, Google Classroom, and Google Site (Teacher Webpages) will be used daily to communicate information to parents and students. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- Nearpod
- Flipgrid
- Screencastify
- Showme
- YouTube
- SafeTube
- Khan Academy Kids
- IXL
- iReady

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 11:30	Literacy and Language <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
11:30 - 12:00	Religion
12:00 - 1:00	Physical Activity/Lunch
1:00 - 2:30	Math <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
2:30 - 3:30	Independent Work Time/Intervention
3:30 - 4:00	Specials

First Grade

Communication

Remind, emails, and teacher class webpages will be used daily to communicate information to parents and students. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- Accelerated Reader
- IXL
- iReady
- Khan Academy
- YouTube/Safetube
- Flipgrid
- Screencastify

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 10:30	Language Arts <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
10:30-11:00	Spelling and Grammar
11:00 - 12:00	Math <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:30	Religion
1:30 - 2:00	Units of Study (Science or Social Studies)
2:00 - 3:30	Independent Work Time/Intervention
3:30 - 4:00	Specials

Grading and Assignments

When your child scores 85% or higher on an assignment, the assignment will not be returned. Any assignment earning 84% or below will be returned so the parent can review the mistakes with the child. If a child scores below 75% in a core subject assignment, he or she will be allowed to redo the assignment to improve his or her understanding of the content. Core classes consist of the following subjects: Language Arts, Reading, Spelling, Math, and Religion.

Second Grade

Communication

Remind, emails, and teacher class webpages will be used daily to communicate information to parents and students. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- Accelerated Reader
- IXL
- iReady
- Khan Academy
- YouTube/Safetube
- Flipgrid
- Screencastify

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 10:30	Language Arts <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
10:00 - 10:30	Spelling and Grammar
10:30 - 12:00	Math <i>*Your child will be scheduled for a 10-15 minute session with the teacher during this time.</i>
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:30	Religion
1:30 - 2:00	Units of Study (Science or Social Studies)
2:00 - 3:30	Independent Work Time/Intervention
3:30 - 4:00	Specials

Grading and Assignments

When your child scores 85% or higher on an assignment, the assignment will not be returned. Any assignment earning 84% or below will be returned so the parent can review the mistakes with the child. If a child scores below a 75% in a core subject assignment, he or she will be allowed to redo the assignment to improve their understanding of the content. Core classes consist of the following subjects: Language Arts, Reading, Spelling, Math, and Religion.

Third Grade

Communication

Email, Remind, Screencastify (videos detailing weekly assignment instructions), and Teacher Webpage. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- Accelerated Reader
- IXL
- iReady
- Khan Academy
- YouTube/Safetube
- Flipgrid
- Screencastify
- Nearpod

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 10:30	Language Arts/ Math *teacher small group time
10:30 - 12:00	Math/ Language Arts *teacher small group time
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:30	Religion
1:30 - 2:00	Science
2:00 - 2:30	Social Studies
2:30 - 3:30	Independent/Intervention work time
3:30 - 4:00	Specials

Fourth Grade

Communication

Remind, emails, and teacher class webpages will be used daily to communicate information to parents and students. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- IXL
- iReady
- Mystery Science
- NoRedInk

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 10:30	Language Arts/ Math *teacher small group time
10:30 - 12:00	Math/ Language Arts *teacher small group time
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:30	Religion
1:30 - 2:00	Science
2:00 - 2:30	Social Studies with Mrs. Badzek (5th Grade Religion)
2:30 - 3:30	Independent/Intervention work time
3:30 - 4:00	Specials

Fifth Grade

Communication

Remind messages from teacher, emails, and teacher class webpage will be used to communicate information to parents and students. Teachers are available Monday-Friday via e-mail and remind messages from 9:00 am - 4 pm.

Possible Methods of Online Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Classroom
- Google Meet
- IXL
- iReady
- ReadWorks.Org
- Nearpod
- YouTube/SafeTube
- Screencastify
- Actively Learn

Daily Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 10:30	Language Arts/ Math *teacher small group time
10:30 - 12:00	Math/ Language Arts *teacher small group time
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:30	Science
1:30 - 2:00	Social Studies
2:00 - 2:30	Religion with Fourth Grade Teacher
2:30 - 3:30	Independent/Intervention work time
3:30 - 4:00	Specials

Middle School

Teachers

Mr. Andrew Alden - Religion - aalden@sfccs.org
Dr. Alex Amedro - Spanish - aamedro@sfccs.org
Mrs. Barb Been - English - bbeen@sfccs.org
Ms. Elizabeth Burgio - Science - eburgio@sfccs.org
Mrs. Amy Metz - Math - ametz@sfccs.org
Mrs. Natalie Moritz - Math- nmoritz@sfccs.org
Mr. Bill Scudiere - Social Studies - wscudiere@sfccs.org

Communication

- **Gmail**

Middle School teachers will email students and/or parents as needed to follow up on assignments and provide feedback. Middle School students need to check their email accounts, minimally, before the school day begins and when the school day ends. In order to maximize student learning it is important for students to check emails for feedback and general communication with teachers. This is a necessary mode of communication and students must responsibly be able to execute this on a daily basis.

- **Middle School Website**

(<https://sites.google.com/stfrancismorgantown.com/sfccsmiddleschool/home>) - Students must check the “Distance Learning” section on a daily basis for information regarding their assignments. Daily work will be posted by 8:00 am on the “Distance Learning” tab.

- **Google Classroom**

Teachers will use Google Classroom to post details about assignments, links to videos and resources, PDF’s, and on-line assignments. Daily work will be posted by 8:00 am on Google Classroom.

Possible Methods of On-Line Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Meet - When a teacher requires a Google Meet it will be scheduled during the student’s daily time period for that class (See Schedule Below). Google Meet sessions will last on average 15 minutes per session. Please note that the teacher may also schedule a small group Google Meet session instead of a whole class meeting.
- Google Classroom
- Google Suite Apps (Drive/Docs/Slides/Sheets/Forms/Jamboard)
- Nearpod
- Flipgrid
- MATHia
- ReadWorks
- Kami
- edPuzzle
- Khan Academy
- YouTube/SafeTube/TeacherTube
- Screencastify

Sixth Grade Student Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 9:50	Period 1 (English/Specials Enrichment)
10:00 - 10:50	Period 2 (English/Specials Enrichment)
11:00 - 11:50	Period 3 (Religion/Social Studies)
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:50	Period 4 (Religion/Social Studies)
2:00 - 2:50	Period 5 (Science/Course I)
3:00 - 3:50	Period 6 (Science/Course II)

Seventh Grade Student Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 9:50	Period 5 (Religion/Social Studies)
10:00 - 10:50	Period 6 (Religion/Social Studies)
11:00 - 11:50	Period 1 (Science/Course II)
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:50	Period 2 (Science/Course III)
2:00 - 2:50	Period 3 (English/Specials Enrichment)
3:00 - 3:50	Period 4 (English/Specials Enrichment)

Eighth Grade Student Schedule

8:45 - 9:00	Prayer, Pledge, & Announcements
9:00 - 9:50	Period 3 (Science/Algebra/Course III)
10:00 - 10:50	Period 4 (Science/Math I)
11:00 - 11:50	Period 5 (English/Spanish I)
12:00 - 1:00	Physical Activity/Lunch
1:00 - 1:50	Period 6 (English/Spanish I)
2:00 - 2:50	Period 1 (Religion/Social Studies)
3:00 - 3:50	Period 2 (Religion/Social Studies)

Specials

Specials Teachers

Mr. Shaun Gainer - STEAM - sgainer@sfccs.org

Ms. Terri Martin - Physical Education/8th Grade Health - tmartin@sfccs.org

Ms. Nora Sheets - Art - nsheets@sfccs.org

Mrs. Megan Zaborski - Music - mzaborski@sfccs.org

Kindergarten - Fifth Grade Specials

Communication (K-5)

Google Classroom will be used to post assignments. Students are expected to complete assignments by 8 am **the next day the child has that Special**. For example, if a 4th Grade student has Art on Monday, then their assignment for that class will be due by 8 am the following Monday. Grades will be given for the completion of work. Google Meet will be used to conduct virtual class meetings during the scheduled Specials time.

Possible Methods of On-Line Instruction (K-5)

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Meet
- Google Classroom
- Google Suites (Drive, Docs, Slides, Sheets, Forms)
- Flipgrid

Daily Schedule (K-5)

Students in **Kindergarten-Fifth** Grades will participate in Specials on Monday, Tuesday, Thursday, and Friday from 3:30 - 4:00 pm.

	Monday	Tuesday	Thursday	Friday
PE	K/1	2/3	4	5
STEAM	2/3	4	5	K/1
Art	4	5	K/1	2/3
Music	5	K/1	2/3	4

Middle School: Sixth and Seventh Grade Specials

Communication

Google Classroom will be used to post assignments. Students are encouraged to complete assignments by 8 am **the next day the child has that Special**. For example, if a 6th Grade student in Period 1 has PE on Monday, then their assignment for that class will be due by 8 am the following Monday.

If needed, Google Meet will be used to conduct virtual class meetings during the scheduled class time.

Possible Methods of On-Line Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation. Methods of on-line instruction:

- Google Meet
- Google Classroom
- Google Suites (Drive, Docs, Slides, Sheets, Forms)
- Flipgrid

Daily Schedule

Students in **Grades 6-7** will participate in Specials on Monday, Tuesday, Thursday, and Friday.

	9:00-9:50 6th Grade Period 1	10:00-10:50 6th Grade Period 2	2:00-2:50 7th Grade Period 3	3:00-3:50 7th Grade Period 4
PE	Monday	Monday	Monday	Monday
STEAM	Tuesday	Tuesday	Tuesday	Tuesday
Art	Thursday	Thursday	Thursday	Thursday
Music	Friday	Friday	Friday	Friday

Middle School: Eighth Grade Health

If students are enrolled in a Health class during distance learning, they will be expected to complete a weekly Health assignment.

Communication

The teacher will be available by email from 9:00 am - 4:00 pm on school days. The directions for the weekly assignment will be posted on the Distance Learning tab of the Middle School webpage, as well as in Google Classroom. Additional resources for the weekly assignment will be posted in Google Classroom. If needed, Google Meet will be used to conduct virtual student teacher meetings for questions on assignments.

Possible Methods of On-Line Instruction

The following are methods of online instruction that teachers plan to use. Please note that additional ones may be implemented throughout the course of distance learning, but parents and students will be notified of the new resource prior to its implementation.

- Google Meet
- Google Classroom
- Google Suites (Drive, Docs, Slides, Sheets, Forms)

Assignment Schedule

Eighth grade students enrolled in Health during the time of distance learning will receive assignments by 8:00 am on Monday and assignments will be due by 8:00 am on Saturday of that week.

Remote Learning



Introduction

The following section of the Virtual Learning Handbook outlines the unique characteristics of the SFdSCCS **Remote Learning** option for students and families. Students are still expected to follow the expectations, behavior, and technology guidelines outlined in the Distance Learning section of the Virtual Learning handbook.

Remote Learning is the option for families to keep their children at home to learn instead of sending them to school while school is in session. This option is available for families who have students in grades K-8.

The Remote Learning curriculum will mirror the in-school curriculum that students receive. While students who learn remotely will be learning the same content material, the distribution of their assignments will occur the following school day. This will allow for teachers to assign content material covered during the day to remote learners. Even though teachers properly prepare for lessons, it is not always possible to know the depth of content covered in a school day. This will have no hindrance on the assignments for remote learners. Contrariety, it will allow for remote learners to receive the exact assignments that students receive who are in school.

Instruction

While the classroom teacher will be responsible for assigning and grading student work, the nature of Remote Learning does not allow opportunities for classroom teachers to be available during the day to respond to remote learners. For this reason, SFdSCCS is pleased to provide a Remote Learning instructor(s) to assist Remote Learning students and classroom teachers as needed. The Remote Learning Instructor will create a schedule and interface with students (sometimes in small group and other times individually) as often as possible. While it is not reasonable to believe that the instructor will be certified in every subject at all grade levels, administration will strive to hire an individual with experience at multiple levels.

The Remote Learning Instructor:

- Will work the same hours as a classroom teacher (7:30 am - 3:30 pm, M-F)
- Will build a daily schedule that is conducive to serving students at multiple grade levels during school hours
- Will serve as a bridge between student, parent, and teacher
- Will help ensure understanding of assignments
- Will not be responsible for grading of assignments and assessments
- Will follow-up with students who are not completing assignments

The Classroom Teacher(s):

- Will post daily lessons, instructional videos, and assessments through Google Classroom.
- Will be responsible for assigning and grading student work (the grading policy will be consistent with that of the grade level and in-school students)
- Will be available by email to answer questions (please keep in mind that during the instructional day teachers will be delivering instruction to their students and unable to respond immediately to emails. Please email both the classroom teacher and remote instructor with questions)

- Will be available to meet with parents/students by appointment only
- Will provide the modifications and accommodations as outlined in a student's educational plan (IEP, 504, St. Francis Service Plans)
 - Speech services will occur through teletherapy and be scheduled by the speech pathologist that services St. Francis.

Schedule

- The instructional week for Remote Learning will be Monday-Friday for students and teachers
- Remote Learning students will receive their content and assignments the day after their in-school peers receive it (this will allow for teachers to assign content material covered during the day to remote learners)
- Remote Learning students are strongly encouraged to follow their daily class schedule

Technology Requirements

- Students will be provided an iPad (K-2) or Chromebook (3-8) from the school to use during Remote Learning that they will be responsible for maintaining
- As with Distance Learning, students will need adequate wifi
- Students will need access to a printer for supplemental worksheets and assignments

Curriculum

A reasonable amount of work will be assigned at SFdSCCS to students during virtual learning, taking into account that virtual learning moves at a slower pace than direct instruction. The content of the lessons will be aligned with the curriculum for the grade level. Because students learn at different paces and some are more independent than others, the school cannot dictate the amount of time it will take an individual student to complete virtual learning assignments.

- Will be posted at 8:00 am each school day in Google Classroom and are due by 8:00 am the following day unless otherwise noted
- Tests are due by 4:00 pm on the day they are assigned
- It is the expectation for students who need additional support on assignments to communicate with both the classroom teacher and Remote Learning Instructor(s).
- Grading policies, including late work, will be the same as in person learning

Specials K-5

Students can access assignments from the teachers in the Google Classroom by clicking on the specific Specials teacher at 8:00 am. These are optional, supplemental enrichment activities. Any questions should be directed to the Specials teacher via email.

Middle School Electives

Because of the in-class discussion based nature of middle school electives, middle school remote learning students will not participate in electives. The teachers will still post notes/activities in Google Classroom, when applicable, if remote learning students would like to review them.

High School Level Courses for Eighth Grade Students

If students are enrolled in a Health class during remote learning, they are required to continue to complete the daily work posted by the instructor.

Math I and Spanish I are both high school credit courses for eighth grade students. Eighth grade students who are enrolled in a high school credit course are required to continue to complete the daily work posted by the instructor. Because both Math I and Spanish I are high

school credit courses, remote learning students enrolled in these courses will have the option to attend school for these class periods only. Students who come into the school building for these courses are required to follow the safety guidelines set forth by the school. The middle school schedule has been adjusted to allow for students enrolled in both Math I and Spanish I to have back to back courses during periods 4 and 5. Non-Math I students enrolled in Spanish I will take Spanish I during period 6.

Co-Curricular Activities

SFdSCCS is proud to offer a plethora of activities that are an extension of our mission to holistically develop children. These programs are an opportunity for students to learn beyond the classroom, and mature in a social and emotional manner. Our school has traditionally proven to yield successful students who participate in these co-curricular activities. Our co-curricular activities include the following:

- Proud Students Against Land Mines (PSALM)
- Service Club
- Athletics
 - Fall Sports
 - Boys/Girls Cross Country
 - Girls Volleyball
 - Winter Sports
 - Boys/Girls Basketball
 - Cheerleading
 - Spring Sports
 - Softball
 - Boys/Girls Track
- Science Bowl
- History Bowl
- Girl Scouts
- Lego League
- Kids Run the Nation
- Yearbook Club

Students can elect to participate in co-curricular activities when they are remote learners. These activities will take place at school and it is recommended that you talk to the leader of the organization for specific guidelines.

Field Trips

If field trips are approved, remote learners are permitted to attend.

Transition Back to School from Remote Learning

If a parent wishes to transition their child back to in classroom learning they must contact the Principal and homeroom teacher **five school days prior to returning**. This provides adequate time for the school to make necessary adjustments such as rearranging the classroom, getting the proper protective equipment for the student, allowing the student to catch-up on work so that he/she is caught up with the other students when returning, etc. Additionally, it prevents the idea of “yo-yo-ing” back and forth which, in turn, would promote several challenges for both the learner and the school.

Transition to Remote Learning from School

If a parent wishes to transition their child from the classroom to Remote learning they must simply notify the Principal and homeroom teacher of the decision **24 hours in advance**. Transitioning from school to home is much less maintenance compared to the other way around and, therefore, we can permit this to happen in a much shorter span. The most important thing is ensuring that the student takes with him/her everything that will be needed to learn while being away from the school building.

Transition from Remote Learning to Distance Learning (if entire school is shut down)

If school switches from classroom/remote learning to Distance Learning the remote student will need to spend the first Wednesday catching up with assignments.

Conclusion

Whatever method of virtual learning takes place, SFdSCCS is committed to producing scholars. We understand that virtual learning will never replace face-to-face learning and, therefore, it would be imprudent on our end to claim such. However, within this handbook contains the pillars of a structured virtual learning platform that significantly closes the gap of disparity between online learning and face-to-face instruction.

It is our pledge to uphold the value of education, as well as the holistic development of children, to the best of our ability, irrespective of the learning environment you choose for your child(ren). Being involved in the life of your child(ren) is a sacred trust in which we do not take lightly. We thank you for assisting our school in overcoming any challenges this may present. You, along with other caretakers whom your family relies on, are integral partners that will affect your child(ren)’s success. We are here to guide you, assist you, and support you in any way possible. And where we cannot, our faith reminds us that God will.

***** Remote Learning is a result of the COVID-19 pandemic and there is no guarantee it will be in place beyond this academic year *****

