2020-2021 Virtual Learning Guidelines
Updated August 7, 2020

*All guidelines are subject to change based on continued training, learning, and best practices.

Holy Apostles Virtual Learning Guidelines

This year will be different, but our goals remain the same. We dedicate ourselves to bringing rigorous curriculum full of faith and creativity to all learners. We know some families might not be ready to return to in-person school due to health concerns, or a student/family/ classroom may need to enter a quarantine situation. It is important for us to be prepared for all of these scenarios. The plan below details virtual learning guidelines for both opt-in virtual situations and classroom/school-wide remote learning.

Technology / Learning Platforms

This year Holy Apostles School will be rolling out two new learning platforms to aide in virtual and in-class learning. Seesaw (3K-3rd grade) and Microsoft Teams (4th-8th grade) will be utilized to communicate and collect assignments. These learning platforms can be accessed in an app or in your internet browser.

The first week and a half of school will be dedicated to learning and teaching with these platforms and virtual learning processes. We hope this will aide in the transition to virtual learning if that were to become necessary. Please watch the introductory videos about Seesaw here and Microsoft Teams here. We will be providing additional personalized resources over the next couple of weeks as teachers integrate them into their classroom plans.

COMING SOON! Lease-to-Own Laptop Program

There are many unknowns as we begin this new school year. The availability of technology is more important than ever. As we plan for this unusual year, we know it is crucial that we can support our students and family's technology needs. As a school, we believe it is imperative to move to a 1:1 technology-to-student ratio this fall.

Our parish is prepared to generously invest over $130K to help us achieve this goal. We will be purchasing tablets for K-3rd grade and laptops for 4th-8th grade.

We would like to invite families with 4th-8th grade students to consider helping to sponsor this technology by investing in an OPTIONAL lease-to-own laptop program. Sign up information will be coming soon. Find out more information here.

The next four pages will outline guidelines for the different virtual learning options/scenarios.

- **PAGE 2:** Details about the 100% opt-in virtual learning option. This would also apply to those who opt into virtual learning for a short period of time due to illness or a quarantine situation.

- **Page 3:** General process/communication guidelines IF a classroom/school should need to quarantine.

- **Page 4:** Guidelines for virtual learning specifically in 3K-5K and 1st-5th grade IF a classroom/ school should need to quarantine.

- **Page 5:** Guidelines for virtual learning specifically in 6-8th grades IF a classroom/school should need to quarantine.

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100% VIRTUAL LEARNING (or sick day) OPT-IN: School-wide Guidelines

What to expect if you opt-in to virtual learning for any reason:

- We encourage all students to attend in-person school for the first two weeks but understand that may not be possible. Families who are concerned about attending in-person school are encouraged to choose our virtual learning program. **Please email Mrs. Lee by August 17th (klee@hanb.org) if you are interested in this option.** Teachers will provide log in information during benchmark testing.

- Students are welcome to rejoin the in-person program at any time with a minimum of two school days notice, but in order to manage our physical learning spaces, we ask for a minimum 5-week commitment to virtual learning if possible. Also, if families choose to start the year in-person but want to switch to the virtual program by choice, illness, or quarantine, that option would be available at any time.

- Students who are engaged in opt-in virtual learning will log into their learning platform at 8:15am every day for attendance purposes. (Note: If the teacher has not yet logged on, please allow a window of time for the virtual class to begin.)

- Families will receive a copy of the weekly schedule which will include all subject areas through Teams/Seesaw. Students will be responsible to log in for each lesson based on the daily schedule. These schedules will be flexible based on class needs and timing. Teachers will communicate modifications as the day progresses.

- Students will participate in class through MS Teams/Seesaw. Classrooms will be equipped with webcams facing the teacher and the display board. Students at home will be able to view the live classroom lessons. Teachers will also have the ability to screen share their interactive display board during the scheduled lesson.

- Students and teachers will log in for live lessons and log off during independent work time. At the end of each whole group lesson, the teacher will get the class started on the task/activity and then check-in with the virtual students for questions. Virtual students will then log off and begin their independent work. They will submit completed work via Teams or SeeSaw by 6pm that day. If a question comes up, they will message the teacher via Teams or SeeSaw and expect teachers to respond within 12-24 hours depending on the timing of the question.

- Families are responsible for having or picking up any materials needed for virtual learning during benchmark testing.

In Summary:

☐ **Opt into 100% virtual learning by August 17th.**

☐ If you choose 100% virtual, you are asked to make a 5-week commitment, but can change to in-person with two school days notice.

☐ Students can opt into the virtual program at any time due to illness or a quarantine situation.

☐ Log into virtual learning daily at 8:15am for attendance.

☐ Families will receive a weekly schedule of lessons which will include all subject areas.

☐ Students will participate in live lessons through MS Teams/Seesaw

☐ Students will log on and off throughout the day based on the class schedule. They will log off during independent work time.

☐ All work will need to be submitted by 6pm each night.

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IF A CLASS/SCHOOL-WIDE VIRTUAL PROGRAM IS REQUIRED- Guideline Overview

The following three pages describe our virtual protocols if an entire class or the school is required to learn virtually.

In 3K-5ᵗʰ grade we will focus primarily on reading, math, and religion instruction, as well as building relationships and community with and among students. While we know all content areas are valuable, we also want to ensure that the time and work expectations are manageable and prioritized for students and families. In grades K3 through 5th, Reading and Math will be the highest priority, followed by Religion, and then Science and Social Studies.

In middle school, each content area will be taught daily. We will also be focused on building community, leadership, and teamwork. Students will follow their daily schedule. Please see page five for more information.

Integrating Specialty Classes: Specialists will upload a weekly pre-recorded video targeted to each grade level and will meet with each class weekly in small groups through Seesaw/Teams. The schedule and groupings will be coordinated with the classroom teachers. Library will post book suggestions and pre-recorded read alouds across various grade levels.

Teacher Preparedness Planning:

- During virtual Parent Night, teachers will give families a list of remote learning school supplies (ex: pencils, scissors, etc.) to have at home in the event of virtual learning.

- If a classroom is required to enter into a virtual learning situation, students will pack up their desks and bring everything home.

- Teachers and students will practice the use of SeeSaw and Teams at the beginning of the school year. These learning platforms will be integrated into in-person instruction to help students and teachers become fluent with the new technology.

Feedback & Grading—As teachers are providing feedback to students, they will…

- Ensure grades and feedback are used to support learning.

- Utilize ongoing, formative assessments to evaluate student progress and learning.

- Provide feedback to students and families that is specific and actionable to promote growth and learning. Feedback will be given to students within a week for any submitted work.

Families can help by:

- Letting the teacher know of any missing items or equipment issues.

- Monitoring student behavior during virtual lessons or meetings and assisting with communication of directions while ensuring the authenticity of student work.

- Allow students to make mistakes so teachers can respond appropriately.

- Let teachers know about difficulties with their child's learning and/or issues with work schedules/time.

Teacher Communication during Virtual Learning:

- ☐ 3K-5th grade teachers will communicate daily with students and families by 8am with assignments to be completed that day, including videos and materials for the day, as well as reminders about any upcoming small group sessions.

- ☐ 3K-5th grade families/ students are expected to check Teams/Seesaw by 9am.

- ☐ Students will submit work by 6pm each day in K-5th. This will be used to count students' attendance that day.

- ☐ Teachers will read and respond to all communication from families, and/or students within 24 business hours.

- ☐ 3K—5th grade teachers will make themselves available for student and/or parent communication through at least one weekly "office hour" live session.

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3K—5K: CLASS/SCHOOL-WIDE VIRTUAL LEARNING GUIDELINES

During virtual teaching and learning, we will focus primarily on reading, math, and religion, as well as building community.

Instruction:

- Teachers will facilitate small group learning sessions 4 times per week.

- Teachers will record whole group lessons (20 minutes max) and post the video for students to watch before joining small group instruction. There will be 2 videos posted for each key subject area: reading, math, and religion.

- Teachers will provide families with activities to support learning through play and hands-on practice. Activities could include science and social studies topics.

- Whole group live sessions will be scheduled weekly to focus on a morning meeting, community building, calendar, prayer, and/or checking in with students.

In Summary …

- ☐ 4 scheduled small group live sessions per week

- ☐ 2 video lessons for each key subject: reading, math, and religion

- ☐ Weekly class live "meetings" to reinforce community, calendar, and/ or prayer

Grades 1-5: CLASS/SCHOOL-WIDE VIRTUAL LEARNING GUIDELINES

During virtual teaching and learning, we will focus primarily on reading, math, and religion instruction, as well as community and relationship building. Reading and math will be the highest priority, followed by religion, and then science and social studies.

- Teachers will record whole group lessons (20 minutes max) and post for students to watch before joining small group instruction.

- 3 video lessons will be posted for each key subject area: reading, math, and religion

- Science or social studies will have a weekly task/project/focus (alternating weeks). Teachers will share the directions and background knowledge for the task through videos on Monday morning by 8am and students will work on it independently.

- Teachers will be dedicating 2 days for small group sessions. Teachers will meet with each student at least once a week in small groups. Students are expected to view video lesson before joining their scheduled small group.

- Whole class live sessions will be scheduled bi-weekly to focus on community building, calendar, prayer, and checking in with students.

In Summary …

- ☐ 3 video lessons for each key subject: reading, math, and religion

- ☐ 1 or more scheduled small group live session per week based on assigned work

- ☐ Science/social studies assignments will alternate weeks

- ☐ Bi-weekly class live "meetings" to reinforce community, lessons, and/or prayer

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Middle School: CLASS/SCHOOL-WIDE VIRTUAL LEARNING GUIDELINES

- During virtual learning we will focus on teaching all content areas, as well as building community and faith. Our goal would be to continue to provide the consistent academic structure of the in-school experience and foster each student's growing independence.

- Students will follow their normal class schedule virtually through Microsoft Teams, beginning at 8:15am. They will be asked to complete and turn in homework by their class time each day. Specialty class lessons and assignments will be integrated.

- Teachers will host live group sessions during their scheduled class time. Please note that some class periods will be designated as independent work time.

- Teachers are responsible for inputting grades for the week into PowerSchool by Tuesday at 4pm of the following week. Missing assignments will also be noted in PowerSchool at the time.

In Summary …

- ☐ Live daily lessons for each key subject area: Language Arts, Literature, Math, Religion, Science, and Social Studies during scheduled class time.

- ☐ Specialty class lessons/ assignments will be integrated.

- ☐ Assignments are due by the next class period or by assigned date.

- ☐ Teachers input grades for the previous week by the next Tuesday at 4pm.

Thank you once again for your continued support of our school.

If you have a question that you would like to submit to our FAQ page, please submit it here.