



## St. Vincent de Paul School

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### **St. Vincent de Paul School Distance Learning Plan Remote Opening Fall 2020**

#### *Our Mission*

*We are a faith-filled Catholic school that promotes academic achievement and spiritual development for our students and their families. This is reflected through worship, learning, support of one another, and service to the community.*

Because we know the value of school and the impact of the face-to-face student-teacher relationship on learning, we are continuing to develop a meaningful distance learning plan for our students. This plan will ensure that our students have opportunities to experience the care and commitment of the faculty and staff as well as the routine of daily learning during this school closure. We acknowledge that the success of this plan is also dependent on parent support.

Through our Distance Learning Plan, we have four goals for students in preschool through grade eight:

- Live online contact between teachers and students on a regular basis
- Online content delivery with a structured yet flexible framework
- Online monitoring of student progress and assessment
- Continued offering of prayerful experiences for students

Through this Distance Learning Plan, and with the support of our parents, we can continue living our mission to form students who are faith-filled Catholics, have a joy of learning, and are responsible members of our community.

*A parish school forming children to be faith-filled Catholics, to have a joy for learning, and to be responsible members of our community.*

## REMOTE LEARNING PLANS FAMILY LETTER 8.13.2020

Dear Families,

Even though we had hoped to open in person this fall, we realized that the COVID-19 situation was changing frequently. Knowing that we should be prepared to move to remote learning, our teachers spent their summer planning for a high-quality remote learning experience for our students. We have incorporated your feedback from the survey in June as well as feedback from the faculty and staff.

Remote learning for St. Vincent students will closely mirror our regular school day schedule. This will provide structure and support for students while ensuring that our students have opportunities to experience the care and commitment of the faculty and staff. The schedule also provides screen breaks, family lunch time, and flexibility for family schedules.

Each morning of distance learning will begin with prayer at 8:30 am for students in grades 2-8 and 9 am for Prek-grade 1. Attendance will be taken during classes. If your child is ill, please call the office before 8:30 am. Our day ends at 2:30 for kindergarten-2<sup>nd</sup> graders and 3:15 for 3rd-8th graders. More specific class schedules will be posted on the website and sent to students and families.

We will provide as much virtual instruction as possible based on the developmental abilities of students. Instructional Zoom classes and "teaching videos" will be recorded for families needing to view them at later times. Primary teachers (preschool-grade 4) will be posting to Seesaw and intermediate teachers (grades 5-8) will be using Google Classroom. Tutorials for using Seesaw and Google Classroom will be added to the Distance Learning page on our website.

To support families, we will have scheduled off-screen lunch time for all students from 12 -1 pm. This way parents and children have the opportunity to share the mealtime together. At the end of each day, we have time set aside for students and families to contact teachers for extra support.

On Fridays, we are planning time for checking in with individual students and working with small groups. In addition, teachers are planning Friday activities for students to build community, address social and emotional well-being, and enrich learning. This day also allows for some collaborative planning time as teachers prepare for the following week.

Assignments, projects, quizzes and tests will be evaluated and reported in PowerSchool. Be sure to look for the PowerSchool parent login information that will be sent home in early September. Please encourage your child to do their best and submit work on time. Parents, we realize that your help with downloading and submitting work is vital for primary students. Weekly packets of materials will be available so printing of all assignments is not necessary.

Teachers will begin calling families the week of August 17th to check in regarding technology available in the home. We will be loaning Chromebooks to families who need devices for remote learning. The application for borrowing Chromebooks is on the Distance Learning page on the website.

Homeroom assignments for students in grades 5-8 will be made the week of August 24<sup>th</sup> by an office call to parents. Materials for all other classes will be handed out the first week of school according to the schedule below.

Once school starts, homeroom teachers for all grades will be calling parents of students in their classes to check in. Instead of our regular Back-to-School Night, teachers will be hosting Zoom nights to share specific information about classes and answer parent questions.

We are set to begin the year on August 31<sup>st</sup>. We will spend the first week of school as a time for homeroom teachers to meet and greet students and families (mask and socially distancing), start building relationships, gather materials, and learn about how your specific remote classroom will be set up. The schedule for the first week meet and greet is as follows:

Monday, August 31, 9-noon	Students with last names beginning with the letters A-E
Tuesday, September 1, 9-noon	Students with last names beginning with the letters F-L
Wednesday, September 2, 9-1pm	Students with last names beginning with the letters M-P
Thursday, September 3, 9-noon	Students with last names beginning with the letters Q-Z

*If you are unable to make your scheduled day, please contact us to arrange a meeting time for you.*

The first day for remote learning classes is Tuesday, September 8. Classes will begin with prayer.

Through this Distance Learning Plan, and with the support of our parents, we can continue living our mission to form students who are faith-filled Catholics, have a joy of learning, and are responsible members of our community.

Thank you for your partnership and continued support of the St. Vincent de Paul School and Parish community. We are grateful for our St. Vincent's families!

Peace be with you.  
Wanda and the Faculty and Staff

Family Letter  
8.20.2020

### **FIRST WEEK MEET AND GREET**

We will spend the first week of school as a time for homeroom teachers to meet and greet students and families, start building relationships, gather materials, and learn about how your specific remote classroom will be set up.

#### **Meet and Greet Schedule**

Monday, August 31, 9-noon	Students with last names beginning with the letters A-E
Tuesday, September 1, 9-noon	Students with last names beginning with the letters F-L
Wednesday, September 2, 9-1pm	Students with last names beginning with the letters M-P
Thursday, September 3, 9-noon	Students with last names beginning with the letters Q-Z

*If you are unable to make your scheduled day, please contact us to arrange a meeting time for you.*

On the **Meet and Greet Days**, everyone must wear a mask and come through the front door. Please do the COVID-19 symptoms check at home. We will do temperature checks at the door. Once inside the building, please follow the direction signs in the hallway. The main hallway is one-way from the office to the library and out to the portables. If you are going to the portables, you still need to come through the front door for a check. Please apply hand sanitizer as you enter the building.

We will limit the amount of people in each room so you may have to wait outside or in the hallway until space is available. Please observe social distancing guidelines.

Parents will go to their student's homeroom to pick up books and materials. Students and parents will receive a more detailed copy of the schedule. Parents will be given a copy of the **PowerSchool Parent Portal User Guide** and their student's access ID and password.

## Attendance

Attendance will be taken during the first period classes when students sign in to online classes. If your child will be absent for all or part of a day, please contact the office.

### Attendance for Live Meetings

Attendance at Zoom meetings is expected unless your child is sick or cannot attend an online lesson for the day. If your child is ill, call the office before 8:30 am. Students who cannot attend a live meeting are expected to keep up with learning by watching the recordings of the lessons and completing all assignments.

## Catholic Identity

Each day as well as each class throughout the day begins with prayer. Whole school virtual Masses will be scheduled. Students will continue to take turns leading prayer in classes and participating in whole school prayer opportunities. While remote, students will continue to engage in service projects. Schedules for these will be communicated to families.

## Communication

Email will be used for all major communications and announcements from teachers and the office.

Text Alerts will be used to notify parents of special announcements.

Teachers have office hours daily to connect with students and parents by email or phone.

## Daily Schedules

Students will be following a schedule similar to the school day schedule. All grade levels will make an effort to engage students synchronously for live instruction throughout the day based on the developmental levels of the students. Screen breaks and a family lunchtime are scheduled. Students will receive specialist instruction in PE, Music, Library, and Technology. On Friday, time is scheduled to check in with individual students and work with small groups. Teachers are also planning Friday activities for students to build community, address social and emotional well-being, and enrich learning.

We are striving to meet the needs of families by providing a structure that supports students and allows parents to view teaching videos and Zoom meetings at later times.

Sample schedules (Students received specific schedules at Meet and Greet.)

Primary:

Monday-Thursday		Friday	
8:30-12:00	ELA (PE, Music, Library)	8:30-12:00	Check-in with individuals/small groups
12:00-1:00	Family Lunch Time	12:00-1:00	Family Lunch Time
1:00-3:00	Math, Science, Religion	1:00-3:00	Check-in with individuals/small groups
3:00-4:00	Teacher Office Hours		Friday Activities

Intermediate:

Monday-Thursday		Friday	
8:30-11:00	ELA (PE, Music, Library)	8:30-12:00	Check-in with individuals/small groups
11:00-12:00	Math	11:00-12:00	Check-in
12:00-1:00	Family Lunch Time	12:00-1:00	Family Lunch Time
1:00-3:00	Science, Social Studies, Religion	1:00-3:00	Check-in with individuals/small groups
3:00-4:00	Teacher Office Hours		Friday Activities

## Distance Learning Tips for Parents

Our intent at St. Vincent's is to continue living our mission as a Catholic school that forms children to be faith-filled Catholic, to have a joy for learning, and be responsible members of our community. In addition to providing remote learning, we value the well-being and growth of the whole child.

Here are a few additional things you can do to support your student during our continued time of distance learning:

- Talk with your student about where in your home they will do their schoolwork and the value of a daily routine.
- Help your student identify healthy and safe ways to stay connected with their friends from school.
- Reach out to your student's teacher should you or your child have difficulty accessing materials.
- Be aware of your child's social and emotional well-being.
- Go outside and exercise daily.

## Grading

Grading practices will follow our regular grading systems. Preschool-kindergarten use standards-based grading. Grades 1-6 receive percentages and grades 7 and 8 receive letter grades. Assignments and grades are posted for parents and students in PowerSchool.

## School Supplies

Some parents have been asking if they should buy everything on the school supply list. You may want to purchase supplies that are on sale and save them for when we open in person, but you can use what you have at home for now. Here is a suggested list of supplies students need to have for the start of remote learning.

All students (1st-8th grade):

- Pencils, mechanical or #2
- Eraser
- Pencil sharpener
- Highlighters
- Whiteboard and dry erase marker
- Scissors
- Coloring supplies: crayons, colored pencils, or markers
- Folders to organize printed materials
- Blank paper or printer paper

Primary:

- Wide ruled paper and wide ruled notebooks
- Glue sticks
- Red pens

Intermediate:

- College ruled paper and college ruled notebooks
- 8th grade math: graph paper and ruler

Other reference materials you may want to have:

- Bible
- Dictionary
- Ruler
- Flash cards/Index cards

**Kindergarten:** These are the only materials kindergarten students need:

- Box of crayons
- Box of Crayola twistable colored pencils
- Glue sticks (2)
- Plain colored folders with pockets at the bottom for completed work

## Technology

- Email and Text Alerts—Faculty, Staff, Parents, Students  
Email will be used for all major communications and announcements.  
Text Alerts will be used to notify parents of special announcements.
- Seesaw—Preschool through grade 4  
Seesaw is a platform for student engagement and assessment. Teachers will post “teaching videos” and assignments that align with our curriculum and standards. Students will turn in work and “show what they know” by using photos, videos, drawings, and text. Parents can also access Seesaw through the Seesaw app.
- Google G-Suite— 5th through 8th grade  
Google Classroom will be the platform used by intermediate teachers for assignments and assessments. Parents can utilize their child’s Gmail to access the Google Classroom.
- Zoom—Preschool through 8th grade  
Zoom is an online video conferencing platform that allows for live group meeting and synchronous learning, hosted by teachers. Zoom will also be use for individual and small group instruction.
- Kahn Academy—2nd through 8th grade  
Teachers may assign videos and online practice for their classes.
- Houghton Mifflin Harcourt ThinkCentral for Math In Focus—2nd through 5th grade  
Teachers may assign online instructional videos and online practice that align with math text.

- **Math Seeds and Reading Eggs—1st grade**  
Online programs for practicing math and reading skills aligned with curriculum and standards.
- **Moby Max—2nd-3rd grade**  
Teachers may assign lessons to reinforce math skills.

#### Student access to technology tools off-campus

The technology tools are not device-specific, so students will be able to access learning through nearly any electronic device. The school is currently assessing the technology needs of individual families. We have a limited number of devices to loan to families who need them.

### **Zoom Etiquette Expectations**

- 1) Wear school appropriate clothing that follow the free dress guidelines.
- 2) Students must turn their cameras on unless given permission by the teacher to join using their Zoom username.
- 3) Students should always join meetings muted and should remain this way until instructed by a teacher to unmute.
- 4) Refrain from bringing distractions to the meetings such as pets or toys.
- 5) Taking photos or screenshots of students or the teacher in the meeting is prohibited. Violations may result in suspension from Zoom meetings.
- 6) Be patient, be flexible, and be understanding as we all navigate new tools and ways of learning.