



# MSHS

## Distance Learning Plan 2020-2021

# MSHS Distance Learning Plan

## Vision

Our mission is to develop an online learning community in which students are challenged to meet their potential and recognize their gifts in mind, spirit, heart, and soul. In order to successfully challenge students to meet their full potential, our MSHS Distance Learning Plan will be tailored to meet student needs by grade level. We have 4 different learning groups and each learning group will tailor their plan to the specific needs of their students.

- ❖ Pre-K Learning Group
- ❖ K-2 Learning Group
- ❖ 3-5 Learning Group
- ❖ 6-8 Learning Group

For each learning group teachers will compile a framework to establish and maintain a successful distance learning plan. The focus areas are social emotional care, instruction, assessment, communication and scheduling.

## Key Components

1. Social emotional care for the students, parents, and staff during distance learning.
2. Advance the curriculum with academic rigor holding students to the same academic standards and expectations in the classrooms.
3. Assessment including collecting meaningful evidence of students' understanding using a variety of formative and summative assessments.
4. Communication ongoing with students, parents through emails, Google Classroom, Gradelink, and video conferencing in both large and small groups.
5. Scheduling tailored to specific needs of each learning group.

## Responsibilities

- Administration
  - Check in with teachers during Distance Learning.
  - Review teachers' Google Classrooms weekly.
  - Periodically participate in video conferencing lessons with individual classes.
  - Participate in Learning Group Meetings.
  - Communicate with parents.
- Resource Teacher
  - Support students with ISPs
  - Support struggling families and staff
  - Collaborate with teachers and Social Emotional lessons
- Homeroom Teachers
  - Maintain ongoing communication between administrations, parents, teachers, teachers' assistants and the resource teacher concerning students' needs.
  - Advance the curriculum and maintain academic rigor.
  - Build connectedness and maintain community by incorporating class meetings, fun video conferencing, etc.

- Host daily live teaching using a combination of media
  - Video conferencing
  - Pre-recorded teacher videos
  - Premade videos
- Provide a variety of instructional strategies.
- Use Google Classroom
  - Platform for daily lessons posted by 6:00 am on day of assignment
  - Collect assessments which are due by 8:00 pm on day of assignment
  - Offer feedback
- Notify students of missing assignments within a reasonable time.
- Update grades within 3 days of an assessment
- Provide assessments
  - Varied formative and summative assessments.
  - Coordinate with the resource teacher to provide remedial and challenge work.
- Provide office hours.
- Notify the counselor quickly if a student is struggling emotionally.
- Make accommodations/modifications for ISP students in conjunction with the resource teacher.
- Specialty Teachers
  - Specialty teachers will assign work every Wednesday.
  - Specialty teachers will create a video or hold a live meeting with all groups on a rotating basis.
- Students
  - Be kind, be respectful, be responsible, and be safe.
  - Follow teachers' rules, expectations, and directions.
  - Attend required video conferences, following video conferencing etiquette.
  - Utilize recorded lessons.
  - Complete quality daily assignments on time.
  - Respond to teacher feedback and messages in an appropriate amount of time.
  - Communicate with teachers during school hours.
  - Follow academic integrity; no cheating and no plagiarism.
  - Follow MSHS Student/Parent Handbook and Acceptable Use Policy.
- Parents
  - Communicate with teachers about students' academic and social-emotional needs.
  - Address questions and concerns first with the teacher.
  - Utilize support from teachers and our resource teacher.
  - Encourage and support your child/children in developing independence and following academic integrity.
  - Email office with absences.
  - Help your child set routine and organize their day.
  - Check Gradelink for grades and school news.
  - Monitor your child/children's Google Classroom.

# Helpful Hints for Parents

## 1. Establish routines and expectations

From the first day MSHS implements its Distance Learning Plan, parents need to establish routines and expectations. MSHS encourages parents to set regular hours for their children's school work. Keep normal bedtime routines and discourage staying up too late or sleeping in. Your children should move regularly and take periodic breaks as they study.

## 2. Define the physical space for your child/children's study

We encourage families to establish a space/location where their children will learn most of the time. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents are present and monitoring their children's learning.

## 3. Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

## 4. Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distractions. Parents may experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

## 5. Monitor communications from your children's teachers

Teachers will communicate with parents through email when necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. Teachers will be checking email regularly from parents and students. Teachers will also have office hours each day. The best way to communicate with your child's teacher is their school email: first initial, last name @sacredhearteureka.org

## 6. Take an active role in helping your children process and own their learning

Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents might be wise to regularly circle back and engage with their children about what they're learning. However, it's important that your child does his/her own work; don't complete assignments for them, even when they are struggling.

## **7. Encourage physical activity and/or exercise**

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. Wednesdays are days when our PE teacher will recommend activities or exercises, and it is important for parents to model and encourage exercise! Think about how your children can pitch in more around the house with chores or other responsibilities.

## **8. Monitor your child online**

MHS does not want its students staring at computer screens for 7-8 hours a day. Please be aware that devices normally kept at school DO NOT contain the same content filtering at home that they have on the MHS campus. We rely on the content filtering from our firewall to keep students away from inappropriate websites when they are on campus. This firewall and content filtering is not active at your home. Please watch student computer activity just like you would on your home computer.

# PRESCHOOL DISTANCE LEARNING SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>8:00 -8:30:</b> Teacher office hours + Morning prayer</p> <p><b>8:30-9:00:</b> Imaginative play/Center work (Blocks/building, Pretend play, Art/craft, and/or sensory play; this is open-ended play)</p> <p><b>9:00:</b> Online Meeting</p> <p><b>10:00:</b> Snack</p> <p><b>10:30-11:00:</b> choose 1 of the 8 activities sent out Sunday evening</p> <p><b>11:00-11:30:</b> Lunch</p> <p><b>11:30-12:00:</b> Recess/Free play</p> <p><b>12:00-1:00:</b> Teacher office hours + Nap/Quiet time</p> <p><b>1:30:</b> Recess/Free play</p> <p><b>2:00:</b> choose 1 of the 8 activities sent out Sunday evening.</p>	<p><b>8:00-8:30:</b> Teacher office hours + Morning prayer</p> <p><b>8:30-9:00:</b> Imaginative play/Center work (Blocks/building, Pretend play, Art/craft, and/or sensory play; open-ended play)</p> <p><b>9:00:</b> Snack</p> <p><b>10:00:</b> (Pre-recorded) Read-aloud with teacher.</p> <p><b>10:30-11:00:</b> Lesson taught virtually with student responses/pictures uploaded on Digital Platform of choice</p> <p><b>11:00-11:30:</b> Lunch</p> <p><b>11:30-12:00:</b> Recess/Free play</p> <p><b>12:00-1:00:</b> Teacher office hours + Nap/Quiet time;</p> <p><b>1:30:</b> Recess/Free play</p> <p><b>2:00:</b> choose 1 of the 8 activities sent out Sunday evening.</p>	<p><b>Specials</b></p>	<p><b>8:00-8:30:</b> Teacher office hours + Morning prayer</p> <p><b>8:30-9:00:</b> Imaginative play/Center work (Blocks/building, Pretend play, Art/craft, and/or sensory play; open-ended play)</p> <p><b>9:00:</b> Snack</p> <p><b>9:30:</b> Show-and-Tell (Using Classroom apps)</p> <p><b>10:00:</b> (Pre-recorded) Read-aloud with teacher.</p> <p><b>10:30-11:00:</b> Lesson taught virtually with student responses/pictures uploaded on Digital Platform of choice</p> <p><b>11:00-11:30:</b> Lunch</p> <p><b>11:30-12:00:</b> Recess/Free play</p> <p><b>12:00-1:00:</b> Teacher office hours + Nap/Quiet time;</p> <p><b>1:30:</b> Recess/Free play</p> <p><b>2:00:</b> choose 1 of the 8 activities sent out Sunday evening.</p>	<p><b>8:15-9:00:</b> livestream of mass</p> <p><b>9:00-9:30:</b> Online Meeting</p> <p><b>9:30:</b> Teacher office hours + Morning Prayer</p> <p><b>10:00:</b> Snack</p> <p><b>10:30-11:00:</b> choose 1 of the 8 activities sent out Sunday evening.</p> <p><b>11:00-11:30:</b> Lunch</p> <p><b>12:00:</b> Teacher office hours + Nap/Quiet time</p> <p><b>1:30:</b> Recess/Free play</p> <p><b>2:00:</b> choose 1 of the 8 activities sent out Sunday evening.</p>

# Preschool Distance Learning Expectations

## Student Expectations

- Be kind, be respectful, be responsible, and be safe during distance learning.
- Follow teacher rules, expectations, and directions.
- Create a space at home dedicated to Digital Learning.
- Check Google Classroom daily using your @sacredhearteureka.org email. Daily assignments will be posted by 6 am each morning.
- Homeroom teachers will be posting assignments Monday-Friday with the exception of Wednesday. Wednesdays will be designated to special classes (P.E., Music, Spanish and Art)
- Teachers will be available to answer questions via email throughout the day.
- Attend virtual meetings at a time established by the homeroom teacher.
- Attend live-streamed All School Masses on Friday mornings.

## Parent Expectations

- Guide your child through their work.
- Communicate with teachers about students' social-emotional needs.
- Address questions or concerns first with the teacher.
- Help your child set routine and organize their day.
- Check your child's email account and Google Classroom daily for lessons and assignments.
- Aid your child in sending responses to teachers.
- Monitor internet usage to ensure students are visiting appropriate websites.

## Virtual Meeting Expectations

- Be on time.
- Sit at a desk or table and ensure the camera is pointed at your face.
- Be attentive and engaged in the lesson, read-aloud, or activity that is taking place (eyes on the screen, stay seated, etc.)
- Be respectful to classmates and teacher at all times during the meeting.
- Do not leave the call without your teacher's permission.
- Attendance on each call is mandatory. If your child cannot attend the call, their homeroom teacher must be notified.
- No show and tell, unless requested by the teacher.
- No pets, unless requested by the teacher.

# K-2 Distance Learning Schedule

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>8:00</b> Assignment posted on Google Classroom</p> <p><b>8:30</b> Prayer + Morning Meeting</p> <p><b>8:45-9:45</b> Language Arts</p> <p><b>9:45-10:00</b> Snack/Break</p> <p><b>10:00-11:00</b> Math</p> <p><b>11:00-11:30</b> Ketchup + Pickles (Catch up on work or pick an activity) Teacher Office Hour</p> <p><b>11:30-12:10</b> Lunch + Recess</p> <p><b>12:10-12:40</b> Religion</p> <p><b>12:40-1:30</b> Science/Social Studies</p> <p><b>1:30-2:30</b> <b>Kindergarten Virtual Meeting</b></p> <p>1st/2nd Teacher Office Hours</p>	<p><b>8:00</b> Assignment posted on Google Classroom</p> <p><b>8:30</b> Prayer + Morning Meeting</p> <p><b>8:45-9:45</b> Language Arts</p> <p><b>9:45-10:00</b> Snack/Break</p> <p><b>10:00-11:00</b> Math</p> <p><b>11:00-11:30</b> K/1st Ketchup + Pickles (Catch up on work or pick an activity) <b>2nd Grade Virtual Meeting</b></p> <p><b>11:30-12:10</b> Lunch + Recess</p> <p><b>12:10-12:40</b> Religion</p> <p><b>12:40-1:30</b> Science/Social Studies</p> <p><b>1:30-2:30</b> <b>1st Grade Virtual Meeting</b></p> <p>K/2nd Grade Teacher Office Hours</p>	<p><b>Specials</b></p>	<p><b>8:00</b> Assignment posted on Google Classroom</p> <p><b>8:30</b> Prayer + Morning Meeting</p> <p><b>8:45-9:45</b> Language Arts</p> <p><b>9:45-10:00</b> Snack/Break</p> <p><b>10:00-11:00</b> Math</p> <p><b>11:00-11:30</b> K/1st Ketchup + Pickles (Catch up on work or pick an activity) <b>2nd Grade Virtual Meeting</b></p> <p><b>11:30-12:10</b> Lunch + Recess</p> <p><b>12:10-12:40</b> Religion</p> <p><b>12:40-1:30</b> Science/Social Studies</p> <p><b>1:30-2:30</b> <b>1st Grade Virtual Meeting</b></p> <p>K/2nd Grade Teacher Office Hours</p>	<p><b>8:00</b> Assignments posted Google Classroom</p> <p><b>8:15-9:00</b> Mass</p> <p><b>9:00-9:30</b> Morning Meeting</p> <p><b>9:30-10:30</b> Language Arts</p> <p><b>10:30-10:45</b> Snack/Break</p> <p><b>10:45-11:45</b> Math</p> <p><b>11:45-12:25</b> Lunch + Recess</p> <p><b>12:25-12:45</b> Religion</p> <p><b>12:45-1:30</b> Science/Social Studies</p> <p><b>1:30-2:30</b> <b>Kindergarten Virtual Meeting</b></p> <p>1st/2nd Grade Teacher Office Hours</p>



# K-2nd Distance Learning Expectations

## Student Expectations

- Be kind, be respectful, be responsible, and be safe during distance learning.
- Follow teacher rules, expectations, and directions.
- Create a space at home dedicated to Digital Learning.
- Check Google Classroom daily using your @sacredhearteureka.org email. Daily assignments will be posted by 6 am each morning.
- Homeroom teachers will be posting assignments Monday-Friday with the exception of Wednesday. Wednesdays will be designated to special classes (P.E., Music, Spanish and Art)
- Turn in assignments no later than 8 pm each evening through Google Classroom. If you are having difficulty, please let your teacher know as soon as possible.
- Teachers will be available to answer questions via email throughout the day.
- Attend virtual meetings at a time established by the homeroom teacher.
- Attend live-streamed All School Masses on Friday mornings.

## Parent Expectations

- Guide your child through their work, but do not complete it for them.
- Communicate with teachers about students' social-emotional needs.
- Address questions or concerns first with the teacher.
- Help your child set routine and organize their day.
- Check your child's email account and Google Classroom daily for lessons and assignments.
- Aid your child in sending responses to teachers.
- Monitor internet usage to ensure students are visiting appropriate websites.

## Virtual Meeting Expectations

- Be on time.
- Sit at a desk or table and ensure the camera is pointed at your face.
- Be attentive and engaged in the lesson, read-aloud, or activity that is taking place (eyes on the screen, stay seated, etc.)
- Be respectful to classmates and teacher at all times during the meeting.
- Do not leave the call without your teacher's permission.
- Attendance on each call is mandatory. If your child cannot attend the call, their homeroom teacher must be notified.
- No show and tell, unless requested by the teacher.
- No pets, unless requested by the teacher.

## 3RD-5TH GRADE DISTANCE LEARNING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:30 Prayer & assignment send out	8:00-8:30 Prayer & assignment send out	SPECIALS DAY	8:00-8:30 Prayer & assignment send out	8:00-8:15 Assignment send out  8:15-9:00 Mass
8:30-9:30 Math	8:30-9:30 Math		8:30-9:30 Math	9:00-9:30 Math
9:30-11:00 Language Arts  Google Meet 3rd- 9:30 4th- 10:00 5th- 10:30	9:30-11:00 Language Arts  Google Meet 3rd- 9:30 4th- 10:00 5th- 10:30		9:30-11:00 Language Arts  Google Meet 3rd- 9:30 4th- 10:00 5th- 10:30	9:30-11:00 Language Arts  Google Meet 3rd- 9:30 4th- 10:00 5th- 10:30
11:15-12:15 Recess & Lunch	11:15-12:15 Recess & Lunch		11:15-12:15 Recess & Lunch	11:15-12:15 Recess & Lunch
12:15-1:15 Science	12:15-1:15 Social Studies		12:15-1:15 Science	12:15-1:15 Social Studies
1:30-2:00 Writing/ Spelling	1:30-2:00 Writing/ Spelling		1:30-2:00 Writing/ Spelling	1:30-2:00 Writing/ Spelling
2:00-2:45 Religion	2:00-2:45 Religion  5th Grade Social/Emotional Learning		2:00-2:45 Religion  4th Grade Social/Emotional Learning	2:00-2:45 Religion  3rd Grade Social/Emotional Learning
3:00-4:00 Checkout/ Office Hours	3:00-4:00 Checkout/ Office Hours		3:00-4:00 Checkout/ Office Hours	3:00-4:00 Checkout/ Office Hours

# 3rd - 5th Distance Learning Expectations

## Student Expectations

- Be kind, respectful, responsible, and safe online.
  - Follow academic integrity online; no cheating or plagiarism.
- Follow all teacher rules and directions.
- Create a space at home for Distance Learning.
- Check Google Classroom daily. Assignments will be posted by 6 AM each day.
  - Respond to teacher feedback within 24 hours.
- Turn in assignments by 8 PM through Google Classroom.
- Contact your teacher via Comments on Google Classroom assignments with questions or clarifications.
- Specials assignments are required for completion on Wednesdays.
- Attend live-streamed All School Masses on Friday mornings at 8:15 AM.
- Attend virtual meetings at a time established by the homeroom teacher. Follow all virtual meeting etiquette expectations.

## Parent Expectations

- Guide your child through their work, but do not complete it for them.
  - This includes allowing the child to type in their own usernames and passwords.
- Help your child set routine and organize their day.
- Communicate with teachers about students' social-emotional needs.
- Address questions or concerns first with the teacher.
- Ensure your child is checking Google Classroom daily and turning in assignments.
- Monitor internet usage to ensure students are visiting appropriate websites.
- Teachers will be available throughout the day to answer questions via email.

## Virtual Meeting Expectations

- Be on time to all mandatory virtual meetings.
- Turn on the video when you enter the virtual meeting. Point the camera toward your face.
- Sit at a desk or table.
- Be prepared with the correct supplies, books, and assignments.
- Do not change your virtual background.
- Be attentive to the person speaking (eyes on the screen, stay seated, etc.).
- Do not cause distractions (bringing objects to the screen, screen sharing, etc.).
- Raise your hand if you would like to say something.
  - Your teacher will tell you when to unmute yourself.
  - Be prepared to put yourself back on mute when you are done speaking.
- Attendance on each call is mandatory. If your child cannot attend the call, their homeroom teacher must be notified.
- If expectations are not followed in virtual meetings, parents will be contacted to discuss online behavior and possible consequences.

# Middle School Distance Learning Schedule

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:50	Zoom Check In Prayer Attendance	Zoom Check In Prayer Attendance	Specials Day	Zoom Check In Prayer Attendance	Zoom Check In Prayer Attendance
8:50-9:30	English/Literature	English/Literature		English/Literature	English/Literature
9:30-10:10	English/Literature	English/Literature		English/Literature	English/Literature
10:10-10:20	Break	Break		Break	Break
10:20-11:00	Math	Math		Math	Math
11:00-11:40	Math	Math		Math	Math
11:40-12:40	Lunch Break and Teacher Hour/Classmate Classroom Comments	Lunch Break and Teacher Hour/Classmate Classroom Comments		Lunch Break and Teacher Hour/Classmate Classroom Comments	Lunch Break and Teacher Hour/Classmate Classroom Comments
12:40-1:20	Religion	Religion		Religion	Social Emotional Learning
1:20-2:00	Social Studies	Social Studies		Social Studies	Social Studies
2:00-2:40	Science	Science		Science	Science

# Middle School Distance Learning Expectations

## Student Expectations

- Be kind, respectful, responsible, and safe online.
  - Follow academic integrity online; no cheating or plagiarism.
- Follow all teacher rules, directions, and expectations
- Create a space at home for Distance Learning.
- Be online for Google Meet check-in at 8:15
- All assignments are on Google Classroom daily by 6:00 A.M. and due by 8:00 p.m. unless previous arrangements are made
- Turn in assignments through Google Classroom and not via email
  - Respond to teacher feedback within 24 hours.
- Contact your teacher via Comments on Google Classroom assignments with questions or clarifications.
- The classroom schedule is for pacing purposes only.
- Students should check-in during “teacher hour” using the Google Classroom comments. Peer interactions on Google Classroom comments will be available and monitored during this hour.
- Private comments on assignments will be available at all times (not just during teacher hour).
- Specials assignments are required for completion on Wednesdays.
- Attend live-streamed All School Masses on Friday mornings at 8:15 AM.
- Follow all Google Meets etiquette guidelines.

## Parent Expectations

- Monitor student’s progress, aid student in turning work in on time and encourage them to send questions to teachers when the need first arises
- Communicate with teacher on social/emotional needs
- Teachers will be available throughout the day to answer questions via email.

## Virtual Meeting Expectations

- Be on time to all mandatory Meets.
- Sit at a desk or table.
- Be prepared with the correct supplies, books, and assignments.
- Be attentive to the person speaking (eyes on the screen, stay seated, etc.).
- Do not cause distractions (bringing objects to the screen, screen sharing, etc.).
- Raise your hand if you would like to say something.
  - Your teacher will tell you when to unmute yourself.
  - Be prepared to put yourself back on mute when you are done speaking.
- If expectations are not following on Google Meets, parents will be contacted to discuss online behavior and possible consequences.