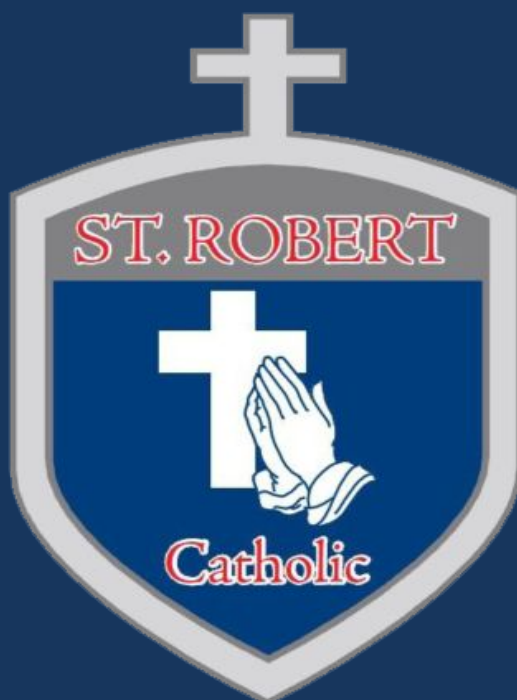


ST. ROBERT CATHOLIC

Return-to-School Roadmap Fall 2020 Phase 1 - 3



Our Mission: *Fueling the light of Christ in every student through faith, academics, and spiritual growth.*

ST. ROBERT CATHOLIC

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St. Robert Catholic School | MI Safe Schools Covid - 19 Response and Preparedness Plan Phase 1 - 3 Plan for Learning

If we are faced with the reality of online learning, please know that we will be ready to seamlessly make this transition. In addition, if online learning is necessary, it is our intention to ensure a much more robust plan for learning that more closely resembles the pace, learning, feedback, and expectations of an in-person/regular school experience for our students.

During Phase 3 remote learning it is our expectation for students to show up ready to learn, dressed appropriately, quiet voices, listening ears. The school office will remain open during the school week with Mr. Ralbusky and Mrs. Bobalik keeping regular office hours.

MI SAFE START PLAN



Attendance Policy

- Daily attendance in instructional sessions is required and will be recorded in PowerSchool.
- Parents need to call or email the school office by 8:00 a.m. for any student who is sick or can not attend instructional sessions.
- **Morning Check-In:**
 - As we anticipate a possible Phase 3 in the future, students should Login in to Chromebooks and complete their Google Check-In first thing in the a.m.

Course Communication

- All course announcements, assignments, assessments, and learning resources will be posted to either Seesaw (Preschool-Kindergarten) or Google Classroom (K-8).
- Plans for the upcoming week will be posted to the SRS Remote Learning site by Sunday at 5:00 pm.
- When possible, student assignments and assessments will be submitted electronically via Google Classroom or Seesaw.
- Teachers will communicate directly with parents of any struggling students ASAP
- Teachers will respond to parent emails within one business day.
- All behavior expectations/rules that apply in the classroom and school should be met while attending virtual classrooms.

Weekly Schedule

By Sunday at 5:00 pm, teachers will post their Weekly Plan to the SRS Remote Learning site

The plan will include:

- Class meetings and Zoom sessions
- Learning objectives
- Assignment/assessment descriptions and deadlines
- Materials students will need
- Links to class Zoom meetings
- Teacher's virtual office hours and Zoom links

Remote Learning/Zoom Etiquette

- Sign in ten minutes before the scheduled call begins to make sure your technology is working.
- Try to participate on the call in a quiet place free from household distractions.
- Show up ready to learn (dressed appropriately, quiet voices, listening ears).
- Stay on "mute" until you are invited into the conversation. Raise your hand if you want to contribute.
- Keep your video "on"
- Consume your snack or meal before your Zoom-no eating during sessions.
- Do not write in the chat box unless asked by your teacher.
- Earbuds are recommended but not required.

Catholic Curriculum

- Religion/Catholic Faith will be integrated daily at all levels.
- Weekly Virtual Mass will be provided via St. Robert Catholic Parish Facebook page feed.
- Daily school wide prayer and announcements, posted to social media accounts and remote learning website daily.
- Saint of the Day and Scripture Reflections incorporated in grade level religion lessons.

Instructional Minutes

Students in grades K-2 (10:00 am - 2:00 pm with breaks built in)

- 90 minutes each day 5 days a week,
 - Instruction will include daily religion, reading, writing, and Math
 - Social Studies and Science to be incorporated at least once a week for each

Students in Grades 3-8 (10:00 am - 2:00 pm with breaks built in)

- 90-180 minutes each day 5 days a week
 - The minutes will be reached by a combination of instructional time and work time
 - Instruction will include religion, reading, writing, math, social studies and science

Block Scheduling for K - 8 grade

(Full Schedule to be disseminated and shared separately)

- **4 - 8**
 - Math, Religion, Social Studies on Mondays and Wednesdays
 - ELA (Reading & Writing), Science on Tuesdays and Thursdays
 - 4 - 6 Religion on Fridays
 - Fridays will be Make-Up/Catch-Up Day
- **K - 3**
 - Math, Religion, Reading on Mondays and Wednesdays
 - Writing, Science, Social Studies on Tuesdays and Thursdays
 - Math & Reading Mini Lessons on Friday

Grades and Assessments (K - 8th)

- Teachers will adhere to the same grading policies that have been communicated via the course syllabus.
- Grades will be updated in PowerSchool by the 15th and 30th of every month.
- Feedback will be provided weekly for student work.

Daily Classroom Schedule

- Students will access remote learning site at 9:45 for morning announcements and daily prayer.
- At 10:00 am, students will access their grade level page on the remote learning site to access learning objectives and Zoom links for the day.
 - If there are issues, please contact your homeroom teacher via email.
- All students will begin learning at 10:00 a.m.
 - Students in grade K-2 will work with their homeroom teachers
 - Students in grades 3-8 will follow the block scheduling plan found on their classroom homepage
- Breaks and transitions will be constructed by the teachers.
- **Attendance is not an option but a requirement.**
- Students will receive grades based on the quality of work turned in. Participation is expected and will not be grounds for passing (the grade earned is the grade earned).
- Along with daily classroom lessons, students will also be expected and required to complete assigned work to the highest standard in the time frame provided by teachers. Late assignments for any reason will follow standard procedures for late work.

Student Expectations for (Preschool -2nd Grade)

- Students will have daily lessons with their teacher.
- Parents are responsible for helping students attend scheduled classes.
- Lessons will vary in length according to research-based best practice by age level.
- Students are expected to utilize Google Classroom or the platform utilized by their teacher to attend and participate in their classes.
- If students need assistance they need to contact their teachers.
- Students/families are expected to submit assignments, complete assessments, and meet other deadlines by the assigned date.
- All behavior expectations/rules that apply in the classroom and school should be met while attending virtual classrooms.
- It is important that students aspire to be contributing digital citizens and to remain positive when interacting virtually with peers and teachers.
- If a student misses a class session, they are expected to communicate with the teacher and make up any missed work which includes watching recorded Zoom sessions.

Student Expectations for Middle School (3rd-8th)

- Students are responsible for attending scheduled classes.
- Students will have class with their teachers on a modified daily schedule (meeting with all teachers and all core subjects).
- Students are expected to utilize Google Classroom, email, and Zoom to attend and participate in classes (adults may need to assist in logging on initially).
- Students are expected to check and respond to emails in a timely manner.
- If students need assistance or help they need to utilize the Office Hours that have been made by teachers.
- Students are expected to submit homework assignments, complete assessments, and meet other deadlines by the assigned date.
- All behavior expectations/rules that apply in the classroom and school should be met while attending virtual classrooms.
- It is important that students aspire to be contributing digital citizens and to remain positive when interacting virtually with peers and teachers.
- If a student misses a class session, they are expected to communicate with the teacher and make up any missed work which includes watching recorded Zoom sessions.

Technology Support

Students and parents in need of additional technical support should reach out to Mr. Bobalik at: abobalik@strobertschool.com

Teacher Expectations

- Check-in with students via a live Zoom meeting during at least 2 of the 3 class sessions each week.
- Provide instruction to students either via synchronous sessions (e.g., Zoom meeting) or asynchronously (e.g., by sharing a video recording of the teacher presenting a lesson).
- When possible, provide additional supplemental learning resources (e.g., online resources such as Khan Academy, TedEd, educational YouTube videos, etc.) - note: these resources should not replace the instruction provided by the teacher.
- Provide clear directions on the work that is to be completed and assignment deadlines.
- Build-in time for students to collaborate virtually with peers, when possible (e.g., by using the Zoom 'break-out room' tool).
- Communicate directly with parents of any struggling students ASAP.

Parent Expectations

- Proper internet speed and ability to run multiple electronics at once is needed to fully support virtual learning from home.
- The need for working cameras to submit work is important to fully support virtual learning from home.
- We value our partnership with you. Mutual respect of teachers' "office hours" is required to fully support virtual learning from home. Please work with your child's teacher(s) on a mutually agreed upon plan for communicating if regular office hours do not work with your schedule.
- If there is conflict or frustration related to your child's learning situation, please reach out to your child's teacher(s) first followed by the principal in the event a positive outcome is not met.
- Due dates/times to submit assignments must be adhered to, the same as it would be in a traditional setting.
- Please be sure to keep all login information easily accessible and at the ready each day.

Parent Tips

Parents can help their children be successful remote learners by helping support them in the following ways:

- Make sure your child has a quiet and organized workspace at home.
- Check in frequently with your child to ensure they are staying on task and attending class sessions and scheduled meetings.
- Remind your child to check the Google Classroom daily and visit the SRS Remote Learning website every Sunday and throughout the week for weekly plans, class learning objectives, assignments, Zoom links, and other course updates.
- Reach out to your child's teachers if your child is struggling to keep up with the course content, and encourage your child to seek additional support by connecting with teachers during their virtual office hours.
- Email your child's teachers to inform them if your child is unable to attend class sessions due to illness or other reason.
- Pick up any materials that are needed to help your student continue to be successful.
- Reach out to our student support team members should your child need additional support coping with the transition to online learning and/or the current global crisis.
- Encourage your child to maintain healthy sleep and eating habits and to exercise daily.
- Encourage your child to maintain their social networks by using virtual platforms to stay connected with friends.

When feasible, St. Robert School will utilize a technology support plan for families which includes:

- Videos to families on how to access and operate software devices.
- Publication of tech support contact and means to receive help.
- Biweekly check- ins with families.
- Monitor school device usage and participation in online learning.
- Publish instructional videos for students to help with the process of submitting assignments and accessing feedback.

