



## St. Theresa Catholic School

# COVID-19 Instructional Continuity Plan

1. **HIGH TECH PLAN-** High Tech Distance Learning will be conducted utilizing asynchronous learning that will be managed through Google Classroom, teacher webpages and teacher emails. Limited Zoom Meetings will be conducted live by teachers based on grade level and focused on instructional support for assigned lessons and social-emotional needs of the students. Zoom meetings are NOT intended for synchronous learning.

### [Asynchronous Learning vs. Synchronous Learning](#)

#### a. **WEEKLY-**

- i. Lesson Plans posted on Teacher Page located on the school website and on Google Classroom
- ii. Content will progress learning and continue covering TEKS standards. Activities are not just review lessons. Students are required to master grade level standards at 80% or higher (see grading)

#### b. **DAILY-**

- i. Teachers will post a Morning Message on their teacher webpage located on the school website at the same time each morning
  1. Morning Message may be done as a video post or written post.
  2. Message may include a welcome, review of To-Do list items due that day, further directions for assignments, etc
  3. Morning Message will include the Objectives (purpose) for each subject/activity.
  4. Teachers will post a 3 hour time block for "Office Hours" during which they will be immediately available to answer questions each day (same time M-F)
  5. Students will be required to complete work daily!
- ii. ATTENDANCE is required for grade level credit and promotion
  1. Students must check-in every day in order to be counted "present"
  2. Attendance can be verified through Google Classroom, email or via parent phone call
- iii. Activities and lessons should be submitted/uploaded daily

1. The goal is to keep students engaged in learning daily
2. However we will be flexible! This is all NEW and we understand each family is facing various challenges during this pandemic
3. Teachers are prepared to work with families on an individual basis to meet the needs of each student and family
4. The LRC team will still be available to work with teachers and students who have accommodations

**2. LOW TECH Plan-**Low Tech Distance Learning will be conducted through weekly take-home packets

- a. Families may opt to complete Take-home Packets for students to complete in 1-2 week intervals INSTEAD of completing online work and may arrange this option through the teacher.
- b. Teachers will work with admin and student families to arrange packet pick-up and drop off from school or mailing packets
  - i. Families may also scan and email student work for ongoing feedback
- c. Teachers will grade packets and provide feedback upon packet completion.
- d. Students completing Take-Home packets are still required to check-in for attendance daily.
  - i. Teachers will work with families on attendance check-in options.

**3. COMMUNICATION Plan-**

- a. CSO to Principals-
  - i. Zoom Meetings biweekly on Wed & Fri
- b. ADMIN-
  - i. Admin will have weekly Zoom Meetings
- c. ALL STAFF-
  - i. Zoom Meetings every other Friday
  - ii. Daily collaboration & support through STCS Staff PLC via online platform
- d. GRADE LEVELS-
  - i. Teachers will have weekly Zoom Meetings
- e. ADMIN to Parents-
  - i. Daily FB Announcements
  - ii. Weekly email updates
  - iii. LRC will be reaching out to teachers and families daily to support LRC students
- f. TEACHERS to Parents-
  - i. Daily Morning Message with daily tasks
  - ii. Daily Attendance-
  - iii. Weekly Agenda w/TEKS posted on Webpage and Google Classroom
- g. Parents to Teachers and/or Staff-
  - i. Teachers post daily Office Hours to host conference calls or Zoom Meetings to answer any parent questions or concerns
  - ii. Emails to any staff will be answered promptly and within 24 hrs
- h. Students to Teachers-
  - i. Students should be checking in with teachers daily (for online learning)
  - ii. Students may participate in weekly Zoom Meetings with teachers and class
  - iii. Students may also reach out for help during teacher Office Hours for immediate feedback or at anytime through email

#### **4. Grading-**

##### **a. Teachers will enter ONE Cumulative Grade in RenWeb weekly**

- i. Cumulative Completion Grade will consist of:
  1. ONE Content Mastery Assignment (mastered at 80%)  
**-OR-**
  2. Average of all student work for the week
  3. Assignments not mastered at 80% will be retaught and reassigned until students master at 80%
  4. Teachers will contact parents at the end of each week if students are missing work or not meeting 80% mastery
- ii. Grades will be entered in RenWeb weekly
  1. No weighted grades (i.e. tests, quizzes or project grades)- all assignments weighted the same
  2. No finals
- iii. Report Cards
  1. 1st semester will be average of 1st & 2nd quarter and midterms
  2. 2nd semester will be 3rd & 4th quarter only (no finals)
  3. 4th quarter will be recalculated without a final exam for JH
  4. First and second semester will be averaged for the final grade
- iv. Take-home packets will be graded upon completion and feedback given upon completion