



2020 – 2021 REMOTE LEARNING PLAN (RLP)

SEPTEMBER 2, 2020

INTRODUCTION

Koinonia Academy is a Catholic Classical Liberal Arts school that is dedicated to providing a Christ-centered, academically sound education. Our goal is to graduate students of outstanding character and a well-rounded classical education, ready to be witnesses in the world. Our plan this year is to have fully in-person classes, in which lively debates, questions, narration, learning, social interaction and group activities can take place. However, we understand that some families will need or choose to isolate, either temporarily or for an extended period. We are also acutely aware that Covid-19 may lead authorities to require a shut-down of all schools. Based on what we have learned from our experiences this past spring, and knowledge gained from research into best practices, we have created two types of remote learning plans that keep in mind the needs of our specific students.

In this Remote Learning Plan (RLP), we refer to the following:

- Hybrid Plan: Individual students are at home, but most are on-campus full-time.
- Online Plan: All students are taking their classes remotely (on-campus learning is suspended).

Families who choose or need to isolate or quarantine at home can use the Hybrid Plan. In case of a school-wide shut-down, we will all use the Online Plan.

OUR CATHOLIC MISSION AND PHILOSOPHY

The Catholic mission and philosophy of Koinonia inform our approach to all that we do, including our plans for both hybrid and online scenarios. These plans ensure that your student's education continues. Regardless of the type of learning plan that is necessary, Koinonia Academy will:

- Continue to provide a complete, Catholic Classical Liberal Arts education to nurture life-long learners.
- Maintain and strengthen our dynamic faith-filled learning community.
- Nurture responsible, well-rounded graduates who meet their potential and are ready to be witnesses to the world.

HYBRID PLAN:

- Every class will be on Google Classroom, accessible by both in-person and hybrid students.



- A Zoom link will be provided daily on Google Classroom for students to join the live class taking place at KA. That class will be recorded and made available at the end of the day for students to watch later if necessary. This makes it simple for students to join in as if they were present in school. Teachers, in collaboration with parents, can decide on specific times to attend, especially for younger grades, so that students are not online all day.
- Attendance under the Hybrid Plan will be taken as Present, Online, or Absent.
- Materials will be made available either online or in packets to be picked up, at the discretion of the teacher.
- Teachers will contact online students to ensure continued learning and to provide educational support.

ONLINE PLAN:

- Even in our preparations for the possibility of remote instruction, our approach remains Catholic and Classical: to introduce students to Truth, Beauty, and Good.
- In case of a shutdown, a detailed schedule will be provided for live online classes.
- Education will be delivered via synchronous (live classes) and asynchronous classes (recorded classes). This will allow students to receive live instruction for critical classes and be able to view the lessons when they are able to, and review/replay as often as needed.
- PreK to 6th grade will start classes earlier in the day.
- 7th to 12th grade classes will start later in the day.
- Each teacher will also be available at specific times during the day.
- Teachers will follow up with students individually as needed. Particularly in PreK-2nd, there will be consistent and frequent follow up, especially for reading groups.
- The entire Koinonia school community will come together virtually every day from 12:10-12:30 for prayer, followed by a lunch break.
- There will be regular scheduled times for office hours for 7th to 12th grades.
- An essential part of Koinonia's mission is building our faith community through prayer, witness and Mass. If we need to move to the online plan, this community will continue remotely, both to continue forming our students, but also to support our families through a difficult time. This means that there will be daily school-wide prayer times, including rosary and Witness Wednesdays. We will also work to have Mass livestreamed on Fridays (as possible).

PreK-6th School Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families will receive an email from their teacher with specific information.
- The primary tools for communication between teachers and families will be Google Classroom, as well as email and/or phone calls as needed.
- Teachers will provide live classes to teach and direct the student and will provide videos and other materials for the student to complete in a manner that fits within the family situation.
- Resources will vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, and independent research material via online sources, reading materials including e-books, and hands-on activities and reading at home.



- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades K–2 will need higher levels of support than students in grades 3–6.

Online Plan for Grades PreK-1st

Our youngest students will not be able to stay on a screen for extended periods of time. The PreK, Kindergarten, and 1st grade students will have daily live (synchronous) classes for essentials such as math, reading and discussion. The remaining classes (for example, read a-louds) will be recorded for later asynchronous learning. Reading groups will be in the afternoon. Classes will begin at 8:15.

Koinonia Academy Online Plan Schedule PreK – 1st					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 10:00	PreK, Kindergarten, 1st Grade				
12:10 - 12:30	School-wide Prayer Time				
12:30 – 1:00	Lunch				
Afternoon	K – 1st Small Reading Groups Individual Follow-up				

Online Plan for Grades 2nd-6th

These grades will have both synchronous and asynchronous learning. 2nd through 6th grade classes will have longer online times that extend as the grades get older. Reading groups will be in the afternoon. Classes will begin at 8:15.

Koinonia Academy Online Plan Schedule 2nd – 6th					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 12:00	2nd - 6th Grade				
12:10 - 12:30	School-wide Prayer Time				



12:30 – 1:00	Lunch
Afternoon	2nd – 6th Small Reading Groups Individual Follow-up

7th-12th Grade Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families and students will receive an email from their teacher as well as class teachers with class instructions on Google Classroom.
- The primary tools for communication between teachers and families are email and Google Classroom.
- Learning experiences are designed to be completed independently or in collaboration with other students. Parents should not have to be too involved unless a support plan is in place.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources, and reading materials including e-books and materials sent home with the student.
- Students are encouraged to be proactive in reaching out to teachers via email when they have questions or assignments are unclear.
- A virtual meeting with a teacher is always available to support students with academic, social, or emotional needs. Please initiate contact by email.

Online Plan for Grades 7th-12th

In creating the online schedule for 7 - 12 grades, we looked carefully at the demographics of each family. We also considered our online experiences of last spring. Middle school and high school will begin later in the day than the elementary school. Without choir and gym class, we can transform a 5-period daily schedule to a 4-period daily schedule. Each class will be a combination of synchronous (live) and asynchronous (recorded) learning. Classes will begin at 10:05.

Koinonia Academy Online Plan Schedule 7th – 12th					
	Monday	Tuesday	Wednesday	Thursday	Friday
10:05 - 11:00	Period 1 - Middle and High School				
11:05 - 12:00	Period 2 - Middle and High School				



12:10 - 12:30	School-wide Prayer Time
12:30 – 1:00	Lunch
1:05 – 2:00	Period 3 - Middle and High School
2:05 - 3:00	Period 4 - Middle and High School
After School	Office Hours Individual Follow-up

REMOTE SPIRITUAL, EMOTIONAL, AND PHYSICAL COMMUNITY SUPPORT:

- The spiritual life of our students continues to be a priority at Koinonia. Whether in person or remotely, we will continue to pray together, build relationships, and educate our students in the Catholic faith.
- Koinonia is a community of faith. Hybrid as well as online students will continue to participate in school-wide prayer, Mass (as possible), and witnesses, so that we may remain connected in prayer.
- Koinonia will provide continued, stable education in an orderly schedule, which will not only provide academics, but also emotional support and stability in a difficult time for our students and families.
- Koinonia will also continue school-wide programs such as the newsletter, the forensics and debate programs, SAT and CLT prep, college readiness, and even events such as music and talks.
- For hybrid students and the whole school if we have a shut-down, physical activity is important, and suggestions, activities and videos will be provided for students to help ensure their physical activities continue.

REMOTE LEARNING TECHNOLOGY

Another important aspect of the Remote Learning Plan, for both the Hybrid Plan and Online Plan, is the vital role of technology. In preparation for this year, Koinonia Academy has upgraded the campus bandwidth to handle live streaming from all classrooms. Every class is equipped with the ability to both live stream and record classes. Teachers have been trained in the use of Google Classroom and Zoom, as well as other useful online resources.

ONLINE ROLES & RESPONSIBILITIES

Many stakeholders will contribute to the effective implementation of Koinonia's RLP, whether Hybrid or Online. Some of the roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:15 a.m. start).



- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms check for announcements and feedback from your teachers.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate and support your peers in their learning.
- Comply with the school technology contract, including expectations for online etiquette. These include the need for a recognizable online name, and the need to keep the camera on while attending class.
- Proactively seek out and communicate with other adults as different needs arise.
- Respect yourself and others and take pride in your school by adhering to the dress code both in school and online.
- Students are expected to be wearing their KA uniform for all online classes.

Parent Roles and Responsibilities

- Provide support for your children by adhering to the 10 Guidelines for Parents as well as you can:
- Establish routines and expectations.
- Define the physical space for your child's study.
- Monitor communications from your children's teachers.
- Begin and end each day with a check-in.
- Take an active role in helping your children process their learning.
- Establish times for quiet and reflection.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Monitor your child when s/he is online to make sure that they are actively participating in their schoolwork.
- Keep your children social, but we suggest you set rules around their social media interactions.

TEN GUIDELINES FOR PARENTS SUPPORTING REMOTE LEARNING

If Koinonia Academy is required to transition to the Online Plan we understand that families may experience various challenges. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with remote learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a remote learning environment.

1—Establish routines and expectations



From the first day Koinonia implements its RLP, parents need to establish routines and expectations. We encourage parents to set regular hours for their children's schoolwork. Keep normal bedtime routines for younger children and expect the same from your older-aged students, too. Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as remote learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

2—Define the physical space for your child's study

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period, as will be the case if this RLP is implemented. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

3—Monitor communications from your children's teachers

Teachers will communicate with students/parents through email, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their 7th-12th grade children explain the online platforms their teachers are using.

4—Begin and end each day with a check-in and prayer

Parents are encouraged to start and finish each day with a simple check-in and time of prayer (just as we start and end each day at school). 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 matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents but they should, nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a remote 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.

5—Take an active role in helping your children process and own their learning

During a regular school day, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. 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, if possible, parents should regularly circle back and engage with their children about what they are learning.



6—Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all 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 distraction. Parents may even experiment with noise-cancelling headphones to block out distractions.

7—Encourage physical activity and/or exercise

Make sure your children remember to move and exercise. This is vitally important to their health, well-being, and to their learning. 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. These are great life skills and a huge part of learning.

8—Remain mindful of your child's stress or worry

Koinonia will only implement the Online Plan if necessary. When this happens, it is imperative for parents to help their children manage the worry, anxiety, and range of emotions each may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide.

9—Monitor how much time your child is spending online

Koinonia does not want its students staring at computer screens for 7–8 hours a day. We ask that parents remember most teachers are not experts in remote learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Administrators or teachers may periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!

10—Keep your children social, but set rules around their social media interactions

There's always excitement and uncertainty when there is a significant change to a routine, like school. If our school needs to implement the Online Plan, the initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Help your children maintain contact with friends. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. We ask parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others.

IN CLOSING

In-person classes are the ideal, and the plan for this year at KA. However, at this difficult time, some students may choose or need to opt for the Hybrid Plan, or the school for the Online Plan. Koinonia Academy remains dedicated to ensuring that every student receives a Christ-centered, academically sound education. Online classes cannot provide the same exciting and stimulating



experience as live classes, but quality education *can* be delivered remotely. If the Online Plan is necessary, KA families can expect:

- Regular communications from teachers and staff
- Live contact class time with teachers
- Online materials
- Physical materials as needed
- Remote monitoring of student homework and progress
- Continued Koinonia community events

We look forward to seeing everyone in person and join us in praying that we can continue that way. Whether we are in person, hybrid, or fully online the goal of Koinonia remains the same, to provide an authentic Catholic education for our students and to support their parents in raising young men and women of character and spiritual depth.