



St. Cecilia Catholic School
Virtual Learning Plan

1) Introduction

- a) St. Cecilia School is planning to open on September 9th with a five-day, in-person learning and with a virtual learning option. This virtual learning option is for children who have compromised health or family members with compromised health conditions. It is also for families who are not comfortable sending their children back to in-person learning, at this time.
- b) If we would need to close school, then we want to have a virtual learning plan in place for all families to use. The virtual learning program will consist of live-streamed, real-time lessons with their classmates, a Learning Management System (LMS) for posting of lessons and assignments, and the use of other digital resources, as needed. The LMS that St. Cecilia School will use for all grades will be Google Classroom and live-stream will be through Google Meets.
- c) For the Virtual Learning Plan (VLP), teachers will incorporate traditional procedures for teaching a lessons: review material, present the lesson, practice with independent or reinforcement activities, and enrich with supplemental or digital resources.

- 2) Virtual Learning lessons will include the following procedures:
 - a) Direct, face-to-face instruction, using Google Meets. It will include full class, small group, and one-to-one instruction.
 - b) Group activities through Google Meets, Google Classroom, and other tools.
 - c) Video lessons using Screencastify, Educreations, and more.
 - d) Assignments through Google Classroom
 - e) Discussions, labs, demonstrations, read-alouds, and more through Google Meets.
 - f) Hands-on activities and use of manipulatives at home
 - g) Independent reading, writing, research, and projects
 - h) Assessments using traditional methods, Google forms, etc...
- 3) Instructional Tools
 - a) Grades PK-4
 - i) Grades PK-4 will use Google Classroom to post all lesson materials and links to texts and videos. The textbooks, workbooks, and their online components are standard tools used throughout the grades at St. Cecilia School. Other materials will be used in addition to the online components of the textbooks. These include: Google Classroom, Edpuzzle, Google Drawing, Khan Academy, kidblog, FlipGrid, etc...
 - ii) Special Classes – PE, Music, Technology, Art, and Library: This could help to provide a screen break for the virtual students.
 - iii) Pre-K will also use YouTube, home packets, and more.
 - iv) Kindergarten will also use Think Central (from Journey Reading series), McGraw-Hill (My Math), Happy Numbers, etc...

- b) Grades 5-8
 - i) Grades 5-8 will use Google Classroom. Teachers will post all assignments, lesson materials, and updates by the beginning of the day. The textbooks, workbooks, and their online components are the standard tools used throughout the grades at St. Cecilia School.
 - ii) Secondary materials used will be based on the subject areas being taught. These materials and learning platforms may include: Edpuzzle, Google Drawing, Newsela, Quizizz, Khan Academy, Star Center, Flocabulary, FlipGrid, etc...
 - iii) Instructional Schedule: Students in grades 5-8 will follow their regular class schedule, including Special Area classes. Off-screen hours will be built in as well.
 - iv) Special Classes: will be held on their designated days. These lessons may be live-streamed or videoed in advance.

- 4) Catapult and CORA Services will continue. Students will remain in their cohorts for these programs

- 5) Assessment
 - a) Elementary Assessments will be given in the form of both formative and summative.
 - i) Formative Assessment may come in the form of Journals, FlipGrid responses, writing prompts, discussion questions, self-reflection, and many other methods that are age appropriate to help the students gain understanding and mastery.
 - ii) Summative assessment will measure how much information the students have learned and retained throughout the year. Summative assessment includes the following: tests, projects, essays, and other assignments that are age or subject appropriate.

- 6) Attendance Requirements
 - a) Teachers will take attendance daily, but the meaning of attendance changes – virtual learning attendance is more about engagement than just physical presence.
 - b) Since we are encouraging parents to monitor the student’s health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed.
 - c) Children will be marked as present attending in person or attending virtually.
 - d) Present or absent – This indicates whether the student was present for all, part or none of the online/in-person learning each day.
 - e) Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. If a child will be absent for any or part of the day or for a whole day, a parent/guardian must email the teacher AND call the front office.
 - f) Please note: once a teacher is in class, he/she will not be reading e-mails, so it is imperative this communication occurs as early as possible in the day.

- 7) Student Engagement
 - a) Student engagement indicates that the students are in attendance. This may be determined by the following:
 - i) Attending the Google Meets sessions
 - ii) Participating in Google Classroom discussions
 - iii) Submitting work
 - iv) Taking an assessment online and/or paper/pencil
 - v) Uploading a video
 - vi) 1:1 communication via phone/email/Google Classroom

8) Digital Resources

- a) Students will have access to digital learning devices in order to engage with instructional learning materials.
- b) Resources for Staff and Student Use
 - i) All staff will use their school equipment provided in their individual classrooms.
 - ii) Students will use their home computers or will be assigned one of the school's chromebooks/ipads.
 - iii) Support during virtual learning will be provided by the school technology team.

9) Differentiation

- a) Teachers may provide these and other various opportunities for learning throughout the virtual program in order to differentiate teaching and learning. These could include the following:
 - i) Learning contracts: Offer continuous feedback regarding progress toward accomplishing learning objectives.
 - ii) Discussion: Use discussions to encourage participation. This will be done via Google Meets and Google Classroom.
 - iii) Virtual Field Trips/Experiences: If possible, the students will have opportunities for virtual field trips.
 - iv) Small Group Work: This may include discussion groups, guided design, role-playing, or games.
 - v) Projects: Traditional projects that St. Cecilia students look forward to every year may continue in a virtual format. Group projects can include simulations, role-playing, case studies, problem solving exercises, group collaborative work, debates, small group discussion, and brainstorming.

10) Parent/Guardian Instructional Supports

- a) Parents are not expected to be their child(ren)'s teacher. Please know, if you need assistance, St. Cecilia Faculty will provide that. The following are some suggestions to help you support your child(ren) as they learn at home.
 - i) It is important to remember that home is not school, so things will look and feel different for your child(ren) as they transition into this model.
 - ii) Set up a daily routine for your family. Follow the classroom schedule provided by the home room teacher. This will be very important not only because schedules provide consistency for young children, but also for families who have multiple children working and learning from home.
 - iii) Post the schedule in a common area so everyone knows the expectations and can reference it when there are questions.
 - iv) Find a space for your child(ren) that will be conducive to their learning. This may be at the kitchen table, in the family room, or living room. But you will want it to be in a place where you can monitor and provide help when needed (age appropriate). Bedrooms are discouraged.
 - v) If your child is confused about something and you are unable to help them, reach out to their teacher – that is what they are there for! It is okay to ask for help. We know that our children often work better for the teacher than mom or dad. Let the teacher know via email. Please do NOT interrupt the live session!
 - vi) Adhere to a daily schedule as a family – bedtimes, wake up times, outside time, game time, and school time.
 - vii) The school may provide “how to” documents on various aspects of Google Meets and Google Classroom as needed.

11) Google Meet Etiquette

- a) This is a virtual classroom therefore, appropriate classroom behavior is expected. All school rules of respect will apply.
- b) Dress appropriately. Students will need to wear their gym uniform.
- c) Keep papers/copybooks/books and pencils/pens handy to take notes. Be prepared as though you are in class. You will be graded as though you are in class.
- d) Close unneeded applications on your computer to optimize the video quality. Anything running (Youtube, music, etc...) will slow down your internet speed.
- e) The student should be utilizing only ONE device. All other devices (cellphones, TVs, extra ipads, kindles, etc...) should be turned off during class to avoid distraction and to reserve household bandwidth.
- f) Please take care of your personal needs prior to entering the classroom. If you want to have water, grab a bottle before the class starts.
- g) Be on time! Allow yourself time to wake up and get ready. Charge your technology and be prepared.
- h) Presentation:
 - i) Can we see you? Hear you?
 - ii) Are you in an open space in your home?
 - iii) Stay in one spot during the Google Meets session.
 - iv) Remember to sign out or “leave the meeting” when the session is finished.
- i) Mute Yourself – If the teacher is teaching – mute your microphone. It helps to cut down on extra noise.
- j) Headphones – Use headphones if you have them. (Makes it easier to hear and less disruptive to others in your home.)
- k) Chat Responsibly – The teacher will set class rules about asking questions, getting the teacher’s attention, etc...
- l) Participation – Be focused; be attentive; be kind; and, be an active participant.

2020-2021 Tentative Calendar – September to November

School Hours - 8:00 a.m. to 2:50 p.m.

September: All Parent meetings will be virtual.

- 2 Reopening Plans and Discussions
- 8 Orientation Day for Teachers
- 9 Opening Day for Grades 2 to 8 – Grades 2 to 8 report at 8 a.m. – Dismissal at 12:30 p.m.
Students will report directly to their homerooms: emailed by Sept. 4.
Kindergarten Screening will take place this week.
Pre-K will have Meet and Greet visits to school
- 10 Grades 1 to 8 report 8 **a.m.** – Dismissal at 12:30 p.m.
CARES meeting with parents will be virtual
- 11 Grades 1 to 8 – 12:30 p.m. DISMISSAL
Kindergarten Orientation: TBD
- 14 First full-day of Classes; hot lunch program begins; CARES begins.
The Band Program will continue virtually, after school hours.
More information will be sent home.
- 21 – 25 Confessions for Grades 4 to 8 – one homeroom at a time, with one grade on each day; exact schedule to be finalized

October: Please note dates and times for First Communion

- 3 ***First Communion – 10 a.m. Room 31***
- 5 Professional Development Day – **NO SCHOOL FOR STUDENTS**
- 10 ***First Communion - 10 a.m. for Room 33; Noon for Room 32***
- 11 Confirmation for PREP students
- 21 Home & School Meeting –TBD – virtual or postponed
- 23 Progress Reports
- 24 First Communion for PREP at 10:00 a.m.
- 30 No School Halloween parties this year

November: Events to be determined based upon latest health recommendations and guidelines

- 3 Tipping School Pictures
- 6 Full Day Faculty Meeting – NO SCHOOL FOR STUDENTS**
- 11 First Penance and First Eucharist Parent Meeting –TBD**
- 16 Parent Conferences – grades 5-8 – ***This could change***
NO SCHOOL FOR GRADE 5-8 STUDENTS
- 17 Parent Conferences – grades PreK-4 – ***This could change***
NO SCHOOL FOR GRADE PreK-4 STUDENTS
- 25 **Faculty Retreat Day – NO SCHOOL FOR STUDENTS**
- 26-27 Thanksgiving Holiday - **NO SCHOOL**
- 30 Classes resume