

St. Francis Xavier Elementary School

Return to Learn (RtL) Plan

Area: Infrastructure

The Infrastructure portion of the Return to Learn Plan enables St. Francis Xavier School to:

- Ensure everyone has access to the technology needed to support student learning
- Establish a school calendar to maximize student learning opportunities
- Understand how to approach attendance, grading, and promotion across delivery models
- Support needed for professional development opportunities for teachers and staff
- Adhere to privacy/FERPA concerns

A-1 Identify needs across teachers/staff, students, and families
 A-2. Identify school and community capacity to support identified needs (p. 9-10)

****Please note:** Basic Needs/Social Supports, Health and Safety, and Instructional Support needs will be assessed in other parts of the RtL plan.

*How will we identify **needs** in the area of **Catholicity**?*

Group	Data Collection / Survey Tool	Lead Person/Team
Teachers	Catholic Identity Survey -Staff Catholic Identity Committee Feedback Conversations with priest/parish staff Classroom Observations	Catholic Identity Committee/Principal
Staff	Catholic Identity Survey -Staff	

	Conversations with priest/parish staff	Principal
Students	Catholic Identity Survey -Student Conversations with priest/parish staff Classroom Observations	Catholic Identify Committee Principal
Families	Catholic Identity Survey -Parent Conversations with priest/parish staff	Catholic Identify Committee Principal

*How will we identify school and community capacity to **support** identified needs in the area of **Catholicity**?
(Goals will be written later in the plan)*

Group	Identified Need(s)	School and community capacity/resources	Lead Person/Team
Teachers	Social Justice- Integration into instruction Opportunities for service to the poor and those in need	Spires of Faith Cluster Pastors Lisa Culpepper- Adult Faith Formation Formed.org Catholic Worker House	Catholic Identity Committee Principal
Staff	Opportunities for service to the poor and those in need	Lisa Culpepper- Adult Faith Formation Catholic Worker House	Catholic Identity Committee , Principal
Students	Social justice education Opportunities for service to the poor and those in need	Spires of Faith Cluster Pastors Lisa Culpepper- Adult Faith Formation Formed.org Catholic Worker House	Catholic Identity Committee Principal
Families	Resources for living the liturgical year Opportunities for service to the poor and those in need	Faith Formation Monthly Family Calendar Spires of Faith Cluster Pastors Lisa Culpepper- Adult Faith Formation Formed.org Catholic Worker House	Catholic Identity Committee Principal

*How will we identify **needs** in the area of **Technology**?*

Group	Data Collection / Survey Tool	Lead Person/Team
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Teachers	Resource and Needs Survey: Technology and Instructional Support (DE) IT Infrastructure Audit	Technology Director RtL Team
Staff	Resource and Needs Survey: Technology and Instructional Support (DE) IT Infrastructure Audit	Technology Director RtL team
Students	Resource and Needs Survey: Technology and Instructional Support (DE) IT Infrastructure Audit	Technology Director Principal
Families	Resource and Needs Survey: Technology and Instructional Support (DE) IT Infrastructure Audit	Technology Director Principal

*How will we identify school and community capacity to **support** identified needs in the area of **Technology**?*

Group	Identified Need	School and community capacity/resources	Lead Person/Team
Teachers	Creating engaging online instruction Video Creation Document Creation Utilizing Google Classroom and Seesaw platforms Additional device needs	OLLIE Training, AEA Seesaw Online Modules Google Classroom Online Modules Aquin PD Resources AEA Resources ESSER Funds	Technology Director Technology Committee Principal
Staff	Document Creation Additional software needs	AEA Resources Purchased fillable PDF software ESSER Funds	Technology Director Technology Committee
Students	Utilizing Google Classroom and Seesaw platforms Organization of Digital Material Additional device needs	Seesaw Online Modules Google Classroom Online Modules AEA Resources Use of platforms will be incorporated into Technology classes 25 additional Chromebooks have been ordered ESSER Funds	Technology Director Technology Committee
Families	How to troubleshoot technology needs Utilizing Google Classroom and Seesaw platforms	Seesaw Online Module for Families Google Classroom Online Parent Guide AEA Resources	Technology Director Technology Committee

			Principal
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*How will we identify **needs** in the area of **Professional Development**?*

Group	Data Collection / Survey Tool	Lead Person/Team
Teachers	Teacher PD Needs Survey RtL team members direct communication with teachers Staff meetings as needed (questions provided) Administrator Observation	Principal and RtL teachers RtL Team Principal Principal
Staff	Staff PD Needs Survey Office Staff meetings Administrator Observation	Principal Principal Principal

*How will we identify school and community capacity to **support** identified needs in the area of **Professional Development**?*

Group	Identified Need	School and community capacity/resources	Lead Person/Team
Teachers	OLLIE Training Accelerated Learning Protocol COVID-19 Mitigation Strategies Technology Training (video, document, technology platforms)	Seesaw Online Modules Google Classroom Online Modules AEA Resources DE Resources St. Francis Xavier Technology Committee ESSER Funds Technology Coordinator	Principal RtL teachers Technology Director Technology Committee
Staff	COVID-19 Mitigation Strategies Technology Training (video, document, technology platforms)	Seesaw Online Modules Google Classroom Online Modules AEA Resources DE Resources St. Francis Xavier Technology Committee Technology Coordinator	Principal RtL teachers Technology Director Technology Committee

B-1. Determine school calendar changes (p. 10-11)

What strategies will we utilize in our 20-21 school calendar to ensure students are able to continue grade-level progress?

Strategy	When to use?	Approval needed?
Summer School	N/A	Principal
Early School Start	If on-site classes are able to occur, school will begin on August 20. August 20-21 (2 school days) will be added to the school calendar to allow for transition to the brick and mortar classroom and assessment of student needs.	St. Francis Xavier Elementary Board of Education.
Extended School Day	An extended school day will be considered at various times throughout the year if on-site learning can occur. This option will be utilized to take advantage of on-site learning.	St. Francis Xavier Board of Education
Extended School Year	There are no plans to use an extended school year at this time. If there are further unforeseen circumstances, this may be considered.	St. Francis Xavier Board of Education
Weather Day Continuous Learning	St. Francis Xavier School will not utilize continuous learning on inclement weather days.	St. Francis Xavier Board of Education

How will this information be communicated?

Strategy	How communicated?	By whom?
Summer School	N/A	Principal
Early School Start	Staff: Zoom Staff Meeting Families and Community: School newsletter, e-mail, and social media posts (early June and throughout the summer) DE: RtL Plan in CASA	Principal
Extended School Day	Staff: Zoom Staff Meeting Families and Community: School newsletter, e-mail, family messenger system, and social media posts (share that an extended day may be used to take advantage of on-site learning opportunities) DE: RtL Plan in CASA	Principal
Extended School Year	Staff: Zoom Staff Meeting Families and Community: School newsletter, e-mail, family messenger system, and social media posts (share that there are no plans to use this model at this time) DE: RtL Plan in CASA	Principal
Weather Day Continuous Learning	NA	NA

B-2 Plan for attendance and promotion/grading (p. 11)

How will attendance be taken in each delivery model?

Delivery Model	How will attendance be taken?
Required Continuous Learning	Attendance will be taken once a day for all grade levels. A student will be considered “present” if they remotely attended a class or turned in work that day.
Hybrid Learning	On-Site students: Attendance will be taken daily. PS-6 will have attendance taken once at the beginning of each day. Remote Learning Students: Attendance will be taken once a day for all grade levels. A student will be considered “present” if they remotely attended a class or turned in work that day.
On-Site Learning	Attendance will be taken daily. PS-6 will have attendance taken once at the beginning of each day.

How will grading be handled in each delivery model?

Delivery Model	How will grading occur?
Required Continuous Learning	Standards Based Grades: Grading <u>may</u> be adapted to include N/A on standards that were not fully assessed. Traditional Letter Grades: Grading <u>may</u> be adapted to include P/F options.
Hybrid Learning	Standards Based Grades: Grading will occur as normal. Traditional Letter Grades: Grading will occur as normal.
On-Site Learning	Standards Based Grades: Grading will occur as normal. Traditional Letter Grades: Grading will occur as normal.
Combination of models used throughout the year	Standards Based Grades: Grading <u>may</u> be adapted to include N/A on standards that were not fully assessed. Traditional Letter Grades: Grading <u>may</u> be adapted to include P/F options.

How will promotion and graduation be handled in each delivery model?

Delivery Model	How will promotion occur?
Required Continuous Learning	PS-6: Students will be promoted to the next grade as they would in any other year. If there are concerns with student progress, parents/guardians will be contacted regularly. Parents can request that a child not be promoted. This is a team decision based on achievement data and social/emotional needs. This decision should be documented in a student’s file.
Hybrid Learning	PS-6: Students will be promoted to the next grade as they would in any other year. If there are concerns with student progress, parents/guardians will be contacted regularly. Parents can request that a child not be promoted. This is a team decision based on achievement data and social/emotional needs. This decision should be documented in a student’s file.
On-Site Learning	PS-6: Students will be promoted to the next grade as they would in any other year. If there are concerns with student progress, parents/guardians will be contacted regularly. Parents can request that a child not be promoted. This is a team decision based on achievement data and social/emotional needs.

This decision should be documented in a student's file.

**C-1 Develop professional development based on identified needs.
C-2 Implement and support efficacy of professional development provided. (p. 11-12)**

What professional development is needed for teachers and staff? When will it be implemented and by whom?

Professional Development (copy from Leadership A-2 and A-3 Professional Development)	Audience (copy from Leadership A-2 and A-3 Audience)	When delivered? (copy from Leadership A-2 and A-3 When Delivered?)	Who is monitoring the fidelity of implementation?	Lead Person/Team (copy from Leadership A-2 and A-3 Lead Person/Team)
OLLIE training (AEA)	Teachers	Summer	Principal	Principal RtL team
Platform training for Seesaw and Google Classroom utilization	Teachers	Summer	Principal	Principal
Accelerated Learning Protocol (AEA)	Teachers	June (weekly sessions to introduce concept)	Principal & Curric. Coordinator	Principal
Accelerated Learning Protocol (AEA)	Teachers	July/August (work groups to plan)	Principal and Curric. Coordinator	Principal
Online Mitigation Strategies Module (DE)	Teachers and Staff	August	Principal	Principal Curric. Coordinator
Planning with area Catholic Schools regarding best practices for online instruction	Teachers	August	Principal	Principal
Other online modules to be created by the DE and IDPH	Teachers and Staff	Summer/August	TBD	TBD

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