



St Paul Catholic School

Distance Learning Handbook

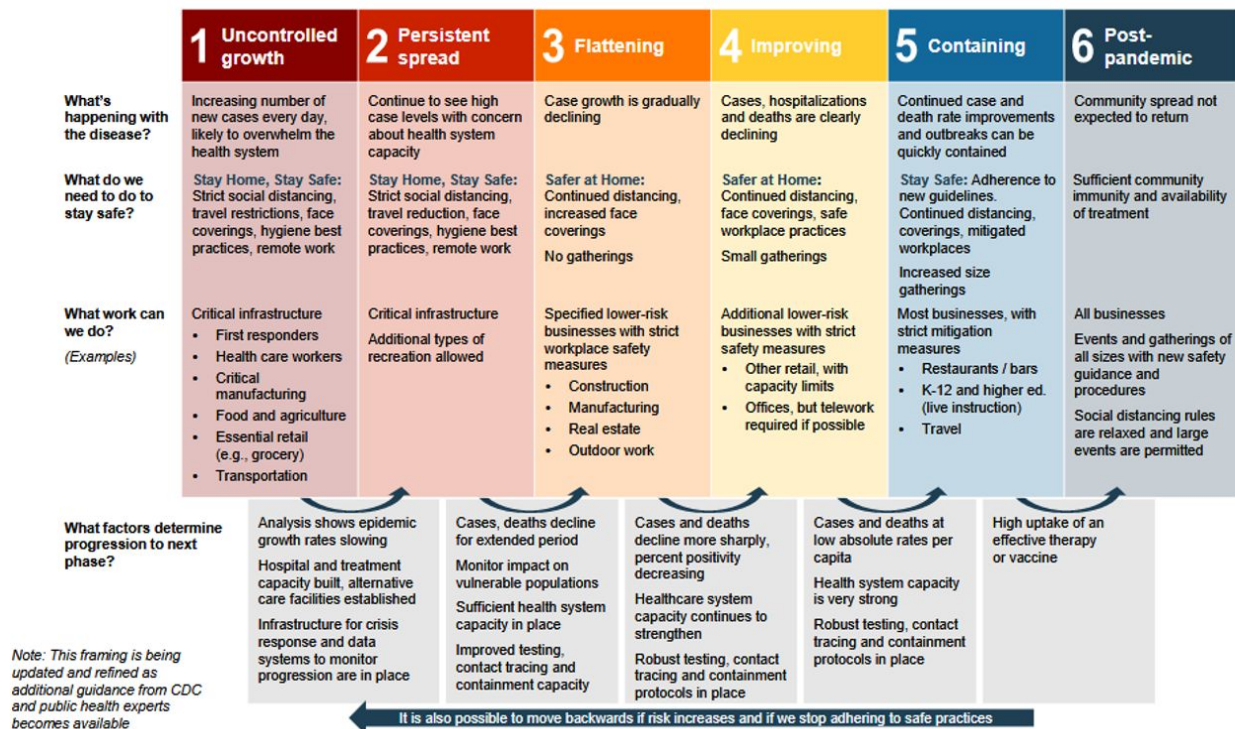
For Families and Students

Last Updated: August 9, 2020

Below is important information for students and families about Distance Learning at St. Paul Catholic School. It is important that all families read this document in its entirety and return the final page of acknowledgment of the policies and procedures.

As our mission states, we strive for excellence in faith and academics. In order for us to continue to partner with parents in times of remote learning, regular participation and engagement in school learning are essential for the continued academic and spiritual growth of our students.

Distance Learning will begin when we are placed in Phase 3 of the MI Safe Start Plan. We will continue distance learning until we have moved to Phase 4 of the MI Safe Start Plan. We will observe our school calendar during this time and will not have distance learning on days we are already scheduled to be off of school unless otherwise stated by the administration of St. Paul Catholic School. In the event that distance learning occurs until the end of an academic school year, please look to the school administration to state when the last day of distance learning will take place, as this may not coincide with the scheduled last day of school.



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Structure of Distance Learning at St. Paul Catholic School

Amount of Time Learning

We will make a seamless transition to virtual learning and pick-up where we left off in classroom instruction. Our goal during this time is to reinforce the learning that has already taken place and introduce new material to continue to propel our students forward in their academics. Additionally, we include the following time allotments as guidelines across the grades:

- Grades K-1: 90 minutes/day- 1.5 hours
- Grades 2-3: 120 minutes/day- 2 hours
- Grade 4-5: 150 minutes/day- 2.5 hours
- Grade 6: 180 minutes/day- 3 hours
- Grades 7-8: 45 minutes per subject or 3 hours

These are times that a student will be working outside of their 30 minute Zoom session with their teacher.

Learning Platforms

Grades K-8: -[Google Classroom](#) - Teachers will communicate with families weekly via Classtag and any additional tools are linked on their Google classroom page.

Student Expectations

Grades K-4:

- Students/Parents must log into school Monday, Wednesday, and Friday via Google classroom and upload assignments as of the due date established by their teacher within their weekly communication.
- Students need to actively participate and follow teacher expectations and directions in all courses, including religion.
- Students need to participate in scheduled Zoom sessions to gain credit during virtual learning.
- Students will Zoom at least once a week for a minimum of 20 minutes.

Grades 5-8:

- Students must log in to school Monday through Friday via Google Classroom and complete assignments as of the due date established by their teacher within Google Classroom.
- Students need to actively participate and follow teacher expectations and directions in all courses, including religion.
- Students need to actively respond to communication and participate in scheduled Zoom sessions to gain credit during virtual learning.
- Students will Zoom at least once a week, per teacher, for approximately 30 minutes, subject to change depending on teacher/student needs.

Parent Expectations

- ❑ Families should support students to actively participate, follow teacher directions, and expectations as we partner during virtual learning.
- ❑ Families should support students to complete assignments within the time frame determined by their teacher. If a child or family member becomes ill, please alert the teacher and administration immediately so we can adjust attendance accordingly.
- ❑ Families need to actively respond to communication, especially if a student is not keeping up with their course work.
- ❑ Families should report absences during distance learning via Classtag. A full description of the attendance process is below.

Communication

- A weekly plan will be sent to parents to layout the week of virtual learning by 9:00 a.m. Monday morning.
 - This will be done via a weekly Classtag and/or Google Classroom communication from your child's teacher(s) to help you prepare for the week ahead.
- All assignments and daily messages will be posted by 9:00 a.m. via Google Classroom.
- Powerschool/Google Classroom will be updated with academic grades in 3rd - 8th grade on a bi-weekly basis with attempts to update more often.

Student Learning Schedule

What does a Distance Learning Day look like for St. Paul Catholic School students?

We want families to create a schedule for their students based on what is best for their family. On Monday morning, your family will receive a layout of what the week ahead holds. Additionally, each day, Monday - Friday, office hours will be available for students to connect with teachers on a daily basis. Your family will decide when to complete the activities and assignments throughout the day or evening ***based on the deadlines provided by your teacher(s)***. Again, you should pick a schedule based on what is best for your family and circumstances. Here's an [example of a daily schedule](#).

Attendance

- ❑ **Grades K-8:** Attendance is based on participation during Zoom sessions and activities sent in via Google Classroom.
- ❑ If your child is unable to participate in distance learning due to illness, please reach out to your student's teacher(s) and the administration as soon as possible.

Technology Access

If your student(s) need additional devices to be successful at home, please alert your child's teacher(s) and administration as soon as possible. This will allow the school to meet the needs of our families immediately to ensure the success of our students. If you anticipate you will need to check out a device during the extended school closure, please complete this [Device Checkout Google Form](#).

Accommodations and Modifications

During the time of virtual learning, students who have set accommodations for instruction during the regular school day will transfer to their virtual classroom, as best as possible. Please note that most accommodations will be given to the whole class during virtual learning and adjustments at home to help your child succeed will be imperative during a period of virtual learning.

If your child is receiving intervention services, St. Paul Catholic School will do our best to continue to meet the needs of our individual students by setting up Zoom sessions with students/parents for children who are in grades 2 and above. Additionally, depending on the age of the student, the Zoom sessions could be scheduled from 10 minutes up to 30 minutes.

Digital Citizenship and Etiquette

Please review these digital citizenship tools with your child and have a discussion about why these are important.

- [St. Paul Catholic School Online Expectations Slide Show](#)
- [Digital Citizenship Expectations Rubric](#)

Other tips for families:

- Be with your child.
- All devices should be used in a public place in your home.
- Check and see their work and history.
- School devices are to be used for learning only.
- In the evening, charge them in the kitchen or your bedroom so access is controlled by the adults in the household.

Student and Family Support Resources/Communication Pathways

Catholic Charities of Shiawassee and Genesee Counties <https://catholiccharitiesflint.org/>
989-723-8239

Family Resources About Coronavirus

[My Coronavirus Story](#)- Social Story for children

[Brainpop Coronavirus](#)- Children's book

[CDC: Share Facts not Fear](#) - busting some of the myths

[COVID-19 Vocabulary Guide](#) - with so much specialist terminology being used, this list can help fluency and aid understanding

[Guided Meditation for Children](#)

[How to talk to an anxious child about coronavirus](#)

[How to support children in times of crisis](#)

[How to stay mentally healthy during COVID-19](#)

Financial Commitment Policy for St. Paul Catholic School including times of Virtual Learning

Tuition accounts for the largest portion of our school budget and in order to understand why your tuition dollars mean so much to our school community, I am sharing a breakdown of our income and expenses. Due to the nature of parochial schools, our annual budget revenue comes from two primary sources - tuition and our parish subsidy. Our tuition payments make up about 24% of the revenue that we need to support the school. Additional funds from the Education Fund, fundraisers, other income and donations make up about 34%. The additional 42% or around \$265,000 comes from our parish as a subsidy to help balance our budget at the end of each fiscal year.

Additionally, as the administration creates the budget each year, the bulk of our expenses are allocated to two primary sources - personnel and educational materials. Again, like all schools, a large piece of our budget is educational materials and this money is spent upfront as we purchase books, consumables, and other educational subscriptions to align with our curriculum. The second expense, our teachers' salaries and benefits, is the largest expense and is spread throughout the year. This is where your tuition dollars make the most difference and are continually needed as we move through this period of eLearning.

Due to this fact, all families who choose to register with St. Paul Catholic School agree to pay full tuition for the academic year their student(s) are registered based on the following guidelines to assist in helping St. Paul Catholic School provide excellent spiritual and academic preparation for our students.

- Registration prior to October 23rd, 2020 - Full tuition must be paid for the 20-21 academic year.
- Registration between October 23rd and January 15th, 2021 - 75% of tuition must be paid for the 20-21 academic year.
- Registration between January 15th and March 19th, 2021 - 50% of tuition must be paid for the 20-21 academic year.
- Registration between March 19th and June 4th - 25% of tuition must be paid for the 20-21 academic year.

This does include the period of virtual learning that will be set by the State of Michigan for the health and safety of all students, staff, and families.

In the event that a family chooses to unenroll from St. Paul Catholic School tuition will be refunded on the following scale:

- Unenroll between Saturday, August 30th, and October 23rd, 2020 - 75% of the tuition will be refunded for the 20-21 academic year and 25% of the tuition must be remitted immediately.
- Unenroll between October 23rd and January 15th, 2021 - 50% of the tuition will be refunded for the 20-21 academic year and 50% of the tuition must be remitted immediately.
- Unenroll between January 15th and March 19th, 2021 - 25% of the tuition will be refunded for the 20-21 academic year and 75% of the tuition must be remitted immediately.
- Unenroll between March 19th and June 4th - 0% of the tuition will be refunded for the 20-21 academic year.

This does include the period of virtual learning that will be set by the State of Michigan for the health and safety of all students, staff, and families.

If a family leaves St. Paul Catholic School in good standing, they may enroll their child in the future at any time. However, if a family is not in good standing a child would not be admitted until the family becomes current on their past due tuition and has a plan in place on keeping current for the new academic year.