

Holy Family Parish School E-Learning/Virtual Day Plan

In the event of an unplanned school cancellation (e.g. snow day) or extended closure, an E-Learning/Virtual Day will take place. E-Learning/Virtual Days will count as a day of attendance and will only be utilized on Emergency Days at the discretion of the administration, the Office of Catholic Schools, or State/Federal Officials, rather than making up the day later in the academic year. They cannot be utilized for a normal absence.

What is an E-Learning/Virtual Day? This means that students will complete learning activities and assignments using different platforms at home for each subject that would have originally taken place during a regular school day.

How will families be notified of an E-Learning/Virtual Day? Families and staff will be notified via Skylert School Messenger, Skyward Family Access, School Email, School Facebook, and TV/Radio media platforms that are already utilized.

What about late start and early dismissal days? Will those days also be considered an E-Learning/Virtual Day? No. In the event of a delayed start and/or early dismissal, an E-Learning/Virtual Day will not be necessary.

What if a student is on a pre-arranged absence during an E-Learning/Virtual Day? The student would be expected to make up the learning activities and assignments.

Will staff be accessible during an E-Learning/Virtual Day? Teachers are expected to be available by email, during E-Learning/Virtual Days. Each teacher will set up office hours and he/she will communicate that to parents/guardians. Teachers may not respond immediately to questions but are expected to respond in a timely manner. If students struggle with an assignment because they cannot make contact with a teacher due to lack of internet connectivity, that student will be allowed an additional day to make up their work.

What electronic platforms will be used to communicate/deliver instruction? Platforms may include Skyward Family Access, School Email, Google Drive, and grade-level appropriate online access to classroom Apps, such as Google Classroom,

IXL, Go Math, Class Dojo, Go Noodle, Amplify Science, Journeys or Collections. These platforms are accessible on most computers, Chromebooks, iPads, Tablets, and/or Smartphones via the internet.

How will the school ensure that all students have access to the electronic platform being utilized? Surveys have been sent out to help us measure our students access to the internet. These surveys will be conducted periodically. Those students who do not have a device to access the internet such as a computer, Chromebook, iPad, tablet, and/or smartphone will be provided hard copies of pre-planned activities/assignments or task logs or an alternate way to submit the assignment.

What if there is only one device in the house and multiple students?

Students may need to share resources during an E-Learning/Virtual Day. Some student(s) should work on offline activities while the other student(s) complete online assignments.

What are the expectations for PreSchool/PreK students on E-Learning Days?

There are no requirements for Preschool/PreK students to complete activities on an E-Learning/Virtual; however, teachers will send home activities that the students can work on.

How will the school monitor and verify each student's participation? Student completion of assigned work will be measured by the collection of student work upon return to school. During an extended closure, online submissions and ongoing parent communication will help teachers keep track of completed assignments. Staff will keep a communication and participation log for documentation purposes, in which a copy will be shared with administration. See grading policy below for more information.

What is the E-Learning/Virtual Grading Policy? Our goal is that during this school closure as our mission states we will continue to be a school that "stresses academic excellence with unique opportunities for our students to grow in body, mind, and spirit." Grades will be given for work completed and turned in under the guidance of each classroom teacher. Teachers will enter grades as normal. If your child does not complete the assignment, he/she will receive an "incomplete".

How will attendance be taken during an extended closure? Parents and or students should check in with teachers daily. If your child does not complete the assigned lessons for the day, he/she will be counted absent.

How much time is my student expected to take to complete the assignments?

Teachers will prepare learning activities and assignments that are relevant to assignments that would normally be taught during the regularly scheduled class period. Students working independently on an assignment will likely take less time to complete the assignment compared to a large group setting.

How will the learning needs of all students be addressed? Individual classroom teachers will design grade appropriate, self-paced, independent activities/task logs with appropriate academic supports available. Teachers will follow accommodations set forth in Individual Service Plans and 504 Plans, as well as differentiate as needed.

How will the school monitor the extent to which participation in E-Learning/Virtual Days will be within the student's control regarding time, pace, and means of learning? Prior to implementation, parent information/notification will be disseminated, sharing expectations, methods, and student responsibilities. In assigning activities, teachers will take into account the resources available to each of their students. In addition, teachers will have ongoing dialogue with parents and/or students and monitor progress. Individual student performance will be documented.

How will the school inform students about the learning experiences they are required to participate in during the E-Learning/Virtual Day, with attention paid to the ability of students to understand procedures and expectations? Staff will practice at least one "trial run" with students prior to instituting an E-Learning Day. Younger students will have a folder sent home with samples of activities/assignments similar to standard classroom lessons. Older students will have directions/assignments provided via email or Google Classroom with age-appropriate expectations. During an extended closure, parents will be notified regularly via email with additional assignments and activities for their students to complete.

What training will be provided to teachers about delivering/monitoring instruction on these days? Professional development will be provided to staff during a faculty meeting or Teachers Institute on appropriate at-home activities, focusing on multiple activities covering a broad spectrum of involvement, from the simple to complex. This professional development will be on-going. Consideration will be given to prepare students and parents for activities involving current content, independent work, and online collaboration, investigation, and submission when appropriate.

How will the administration verify that at least 5 1/2 clock hours of instruction have been provided? The administration will review classroom plans prior to delivering the assignments, as well as collecting samples of assigned lessons following completion. Lesson design may include blended learning strategies, cognitive as well as kinesthetic activities, problem solving, critical thinking exercises, reflections and cooperative/group family activities (such as reading a book aloud, working with siblings, or cooking a meal). During an extended closure, consideration will be given regarding the social and emotional impact and adjustments will be made accordingly.

Can I choose to enroll my child in an E-Learning/Virtual Day? This option is only offered for extenuating circumstances such as a pandemic, natural disaster, illness, etc. For families that do not want their child(ren) to receive in-person instruction while schools are reopened during the pandemic, they can choose to enroll their child(ren) into Holy Family Parish School's full-time e-learning virtual academy. This virtual academy is not designed to be a "hybrid" model of in-class instruction on some days of the week, coupled with remote learning on the other days of the week. The virtual academy is to allow parents, as the primary educators, to choose instruction in school five days a week or full-time elearning five days a week. Families choosing to enroll in this option will be enrolled for the entire quarter (9 weeks) or one grading period. Your child will not be able to return to full-time instruction until the end of the quarter. This option must be chosen within the first week of the quarter. Extenuating circumstances will be considered by the school's administration and in consultation with the Superintendent of Schools on a case-by-case basis should a family need to switch options in the midst of the published length of time for in-class or remote learning enrollment. An example would be if a child or family member is stricken with a very serious illness, the family could approach the administration about an immediate change in the delivery of instruction via in-class or remote learning. *Note: Tuition will not be reduced or waived depending on the option that is chosen. Tuition rates will be applied equally no matter whether a family chooses in-class or remote learning. There will be no refunds unless a family terminates their enrollment with the school and then the school's tuition refund policy, as published in the school handbook, would apply. With this option, since teachers will be delivering instruction to other students during the day, assignments will be delivered to the virtual learners one day later than in person instruction. Teachers will not be available during the school day to answer questions, unless your student is taking part in a live-stream or Zoom conference.

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