

St. Ignatius Loyola Regional School

In-School and Virtual Learning Plan

2020-2021 School Year

Decisions to return to school have been made based on guidance from the Pennsylvania Department of Health and the Pennsylvania Department of Education.

Catholic Identity

Whether our students are learning in the school building or learning virtually, we commit to be Christ-centered, teach our students the beliefs of the Catholic faith, and continue to live our mission - *With faith in our hearts and love for others, we model Christ through service and deed and inspire excellence in all that we do.* We will attend Mass either in church or virtually. We will continue our virtue of the week program. Our theme this year will be "Inspire Excellence".

Live (In-School Instruction)

- Students will be given classroom instruction 5 days a week during regular school hours
- Students will maintain physical distancing of 6 feet at all times
- Masks/face shields will be worn at all times with scheduled mask breaks throughout the day
- Proper hygiene techniques will be taught and reinforced regularly
- Google Classroom will be used in all grades Pre-K-8
 - Homework will be posted and updated as needed
- Work Expectations:
 - All classwork and homework will be turned in correctly and on time
 - In case of sickness, parents must contact the teacher and the office in writing
 - All work must be returned upon the student's return to school
 - Classwork and homework will be posted on Google Classroom for students to complete at home
 - There will be no separate teacher websites
- Academic and Socio-emotional support will be provided as needed

Individual Virtual Learning (alternative to 5 day In-School Instruction)

- Students who are unable to attend school will have the opportunity for virtual learning
- Families may choose virtual learning at the beginning of the school year as indicated in the school survey or request, in writing, at any time during the year, as deemed necessary by the family
- The decision to return to school can be made on a **month to month** basis.
 - School is to be informed of the decision to return no later than the last Monday of the month
 - Upon confirmation of return request, students may return to school on the first Monday of the month

- Expectations for students learning virtually are the same as for students receiving in-school instruction
 - All classwork and homework will be turned in correctly and on time
- Teachers will record lessons and post them on their Google Classroom by 4:00 pm each day
 - Due to privacy issues, the webcam will only be focused on the teacher
 - All assignments will also be posted on Google Classroom by 4:00 pm
 - There will be no separate teacher websites
- Academic and Socio-emotional support will be provided as needed
- Teachers will have “Office Hours” daily
- “ClassTag” will be used for Parent/Student communication

Full Virtual Learning when school building is closed due to local guidelines

- Entire School will be learning virtually
- **Student Expectations:**
 - Attend and Participate in all Google Meet sessions (part of the Google Suite which will be used by all grades Pre-K - 8)
 - 5 points will be given for attendance and participation for each Google Meet session. The Google Meet session will be designed to model in-school instruction
 - Please see **Virtual Learning Agreement**
 - Submit all work by the due date
 - Monitor grades on OptionC
 - Check Google Classroom weekly for assignments and announcements
 - Late Work:
 - Contact your teacher if you are having trouble completing assignments by the due date
 - All missed or late assignments must be turned in to receive partial credit
 - In case of sickness, a parent must notify the teacher and office via email
 - Failure to turn in any assignment will result in a failing grade for the assignment
- Academic and Socio-emotional support will be provided as needed
- Instruction and office hours will occur between 8:00 am - 3:00 pm Monday - Friday
- The recommended live/recorded Google Meet total instruction time is as follows:
 - Pre-K-3: 60-90 minutes daily
 - 4-8: 90-120 minutes daily
- Independent work time recommendations:
 - Pre-K-3: 30-90 minutes daily
 - 4-8: 90-120 minutes daily
- Special Classes:
 - Will be incorporated into virtual schedule

Teacher Expectations:

- All assignments and work for the entire week will be posted on Google Classroom by 8:00 am Monday morning
- All assignments will be due by 3:00 pm Friday
- Live or pre-recorded direct instruction (ie. Flip Grid or Show Me App)
- Teachers post class times on shared Google calendar
 - A set schedule will be made for each grade for Google Meet usage
 - PK-3 in AM
 - 4-8 in PM
 - Consistent scheduling
- Minimum number of assessments and grades - 6 major tests or projects and 6 minor ie. quizzes
- Teachers will be providing large group and small group instruction and office hours during the school day Monday-Friday 8:00 am - 3:00 pm

Google Classroom:

- St. Ignatius will be using Google Classroom for all classes
- Devices for all students K-8 have been ordered; availability is contingent upon receipt of order
- All assignments will be posted on Google classroom whether in school or virtual
- Google Classroom is a consistent platform that will facilitate effective communication for all teachers, students, and parents
- Each student will be given a login to access Google Drive and Google Classroom
 - This is where students will work on and submit all assignments
- Parents are encouraged to monitor the assignments and due dates with their child to promote responsible behavior and time management
- Google training for students and parents on will be provided

Grading

- All grades will be posted on OptionC
 - Parents and students are encouraged to check grades regularly
 - Any assignment that is graded will be entered into OptionC within the week
 - If a student has not turned in an assignment there will be an “M” to indicate Missing
- All trimesters will be equally weighted and used towards a final grade

Diocesan Grading Scale

1st - 2nd Grade	3rd Grade - 8th Grade
Outstanding (O): 97-99	A: 93-100
Very Good (VG): 90-96	B: 85-92
Good (G): 85-89	C: 75-84
Satisfactory (S): 75-84	D: 70-74
Needs Improvement (N): 70-74	F: 69 and lower
Unsatisfactory (U): below 70	M = missing assignment

Virtual Learning Agreement

Teacher Responsibilities:

1. All assignments and work for the entire week will be posted on Google Classroom by 8:00 am Monday morning.
2. All assignments will be due by 3:00 pm Friday.
3. Live or pre-recorded direct instruction will be provided.
4. Teachers will post class times on the shared Google calendar.
 - a. A set schedule will be made for each grade for Google Meet usage
 - i. PK-3 in AM
 - ii. 4-8 in PM
5. Teachers will be providing large group and small group instruction and office hours during the school day Monday-Friday 8:00 am - 3:00 pm.

Student Responsibilities:

1. The student's video MUST be on.
2. The student MUST be seated at a table or desk during instruction.
3. The student may not eat during instructional time.
4. The student must ask the teacher if they can be excused (bathroom breaks).
5. The student's audio will be muted, except when asking questions.
6. The student must be present for every class (exceptions for illnesses).
7. The student will not be allowed to use cellphones or any other devices during class during instruction.
8. Students will take tests and quizzes online while signed into Google.

Parent/Guardian Understandings/Responsibilities:

1. Parents/Guardians will oversee the student who is accessing the virtual classroom and adhere to the virtual schedule set forth by the teacher.
2. Parents/Guardians should reinforce their child's behaviors set forth by school and teacher during instruction. (This includes not using cellphones or playing video games while in class.)
3. Parents/Guardians will notify the school/teacher when a child is absent.
4. Parents/Guardians will periodically check Google Classroom for assignments.
5. Parents/Guardians will check grades weekly on OptionC to ensure students are caught up.
6. Parents/Guardians will contact teachers via email, not OptionC when students are having technical issues, academic issues, etc.
7. Parents/Guardians will ensure that students are handing in assignments on-line on their due dates.
8. Parents/Guardians may not provide assistance on tests.

The Diocese of Allentown Acceptable Use Policy for Computing and Internet Access and School Discipline Policy applies virtually as well as at school. Appropriate disciplinary action will be in accordance with the School policy.

Please sign that you agree with the above responsibilities outlined:

Parent: _____ Date: _____

Student: _____ Date: _____

Teacher: _____ Date: _____