



STCA Remote Learning Plan

This plan is evolving, living, and being revised as we go. This is a draft of our current plan at the end of Week 1.

Updated 3.22.2020

MDD



Introduction to Plan for Learning

We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. We must acknowledge that our approach to distance learning cannot replicate the magic that happens when school is in regular session (the invaluable social interactions and mediation, real-time, in-person feedback, community and extracurricular events, and so on). However, we do contend that quality learning can occur from a distance.

The purpose of this document is to describe the actions that our school will take to continue instruction in this event of an extended campus closure. We endeavor in our remote learning plan to accomplish three goals, from PK–8, within a flexible framework:

- Daily Live Student-Teacher Contact Time
- Daily Online Content Delivery
- Weekly Online Monitoring of Student Progress/Assessment

It is our intention with the remote learning that we continue to live our mission, core values, and root beliefs, which together assert that we will consider the well-being and growth of all of our children. The act of creating this remote learning plan provides us with a unique opportunity to live our mission in a new way.

Our core academic program will be operating from 8:25am-Noon daily during this period. We will then take a lunch/physical activity break from 12-1pm. Teachers will have afternoon office hours for 1:1s, support work, and occasional small group lessons. Afternoon assembly will occur at 2:55pm daily, and our school day will conclude at 3pm. It is imperative that all of us--students, teachers, and parents--strive for balance in this time of “making all things new.”

The Principal and Vice Principal will periodically send email updates to parents and faculty/staff informing them of any pertinent information about the school closure, community happenings, and future news as it relates to reopening campus. As with the decision to close campus, the decision to reopen school for regular classes will be made in close consultation with the pastor, the Archdiocese of Seattle, and the Department of Health.

With regard to the school’s core technological and communications systems, our school offers the following guidance to describe how we will communicate and manage learning when this remote learning plan is in place. Our school will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible.

ESSENTIAL RESOURCES: Chromebook w/ STCA Google Account, Gmail, Google Calendar, Zoom, Google Hangouts, Google Classroom, G-Suite, i-Ready, IXL, Achieve3000, ThinkCentral, Mastery Connect, **Other...**

Resource/Tool	Audience	Description & Access
Gmail	Faculty, Staff, Parents, Students	Gmail (and e-mail) will be used for all major communications and announcements, including those from the Principal and Teachers. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well. Please make sure all parent emails are up to date and correct.
Google Calendar	Faculty, Staff, Parents, Students	The school calendar will list school-wide events that are happening remotely and teachers are using calendars for assignments and video sessions with students.
Google G-Suite	K-8th grade	Google GSuite (including Gmail, Docs, Hangouts, Classroom, etc.) will continue to be the platform used throughout the school.
Zoom	ALL	Zoom is an online video conferencing platform that allows for live group meetings, hosted by teachers. Settings can be adjusted at zoom.us, though the program is accessible from Google Calendar and Gmail.
i-Ready	K-8th grade	Blended learning will continue. See directions from teachers
IXL	ALL	Blended learning will continue. See directions from teachers
Achieve3000	3-8th grade	Blended learning will continue. See directions from teachers
ThinkCentral	6-8th grade	Online science materials
Membene	6-8th grade	Grammar practice
No Red Ink	6-8th grade	Grammar practice
Epic!	ALL	Online library of e-books, audiobooks, videos, and “read-to-me” texts sorted by age and content
EXTENSION RESOURCES: List here...		



Resource/Tool	Audience	Description & Access
Brain Pop	K-8	Teachers will provide a class name and login and students will login to the class, watch videos and take quizzes on content.
Khan Academy	K-12	Organized by topic, the site includes math (K-12), science, technology, economics, art, history, and test prep. Each topic includes lectures delivered via YouTube videos. Students can use the site independently, or parents can create a parent account, then set up student accounts from which they can track their child's progress.
edpuzzle	ALL	Teacher resource
Discovery Education	ALL	Exploratory resource
ABC Mouse PBS Learning Mystery Science Scholastic	ALL	Exploratory resources
Ambleside Online	K-12	The program provides a list of books that families will need for each level. The books cover history, science, literature, and geography. Parents will need to choose their own resources for math and foreign language. Ambleside also includes picture and composer studies. Children will do copywork or dictation on their own for their level, but no additional resources are needed since the passages can be taken from the books they're reading. Ambleside Online even offers an emergency-plan curriculum for families homeschooling in the midst of crisis or natural disaster.
Crash Course Crash Course Kids.	K-8	Crash Course is a top-rated channel for older kids. The video series covers topics such as science, history, economics, and literature. CrashCourse Kids for younger students called
Starfall	K-3	Starfall is another free resource originally started as an online reading instruction program, but has expanded to include math skills for young learners. The website now includes an app for smartphone and tablet users

Reminders and Other Ideas of Note

Many subjects, such as math, require that new concepts are built on previously learned and mastered concepts. Printing off random free math printables is likely not going to ensure a strong foundation. However, if parents have a plan in mind for the concepts a child needs to learn and the order in which they need to learn them, they may be able to successfully pull together the right series of free resources.

Resources should have a purpose in teaching a concept that the child needs to learn. Using a typical course of study guide can help make the best choices at each stage of learning. Some vendors may also make their products (or product samples) available for purchase as a pdf download. Usually, these downloads are intended only for the purchaser.

How we will ensure that students have access to these tools from off-campus

Most of our technology tools are not device-specific, which means students will be able to access learning through nearly any electronic device, but we are blessed to have been able to send each student home with a Chromebook and have inquired about Internet connectivity gaps (and solved several already). Students will be asked to utilize their school computers to access these learning programs and tools. **If your family does not have Internet access at this time, please contact the Principal immediately to help coordinate a support plan.**

Roles & Responsibilities During Distance Learning

Many stakeholders will contribute to the effective implementation of this remote learning plan. The roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your peers in their learning
- Comply with the school technology contract, including expectations for online etiquette
- Proactively seek out and communicate with other adults as different needs arise (see below)

For questions about ...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	The principal or technology coordinator
a personal, non-academic or social-emotional concern	counselor or family support team

Parent Roles and Responsibilities

Provide support for your children by adhering to the 10 Guidelines for Parents as well as you can:

- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet time and reflection/meditation
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or worry
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions

Preschool-5th Grade School Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families will receive a weekly email from their homeroom teacher with specific information.
- The primary tools for communication between teachers and families will be newsletters, with pertinent learning information, via email. As well as class teachers with class instructions on Google Classroom.
- The primary tools for communication between teachers and students is email, Google Classroom (2-5) and Zoom or Google Hangouts. Students will receive an invitation to Zoom or Google Hangouts, should this be necessary.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Resources will vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases, and reading materials including ebooks.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades K-2 will need higher levels of support than students in grades 3-5.

Elementary School: Approximate Time Frames for DAILY Learning

Kindergarten to Second Grade (with flexibility by grade level)	
25-30 minutes	Language Arts/Writing
25-30 minutes	Language Arts/Reading
25-30 minutes	Mathematics
15-20 minutes	Science or Social Studies
15-20 minutes	Religion, prayer, faith formation
30 minutes/week for each	Specialist time: Art, Music, Library, PE, etc.
Third to Fifth Grade (with flexibility by grade level)	
25-30 minutes	Language Arts/Writing
25-30 minutes	Language Arts/Reading
25-30 minutes	Mathematics
25-30 minutes	Science or Social Studies
25-30 minutes	Religion, prayer, faith formation
30 minutes/week for each	Specialist time: Art, Music, Library, PE, etc.
All Elementary School Students	

Enrichments	<ul style="list-style-type: none"> • Engage exploration of art, music, outdoor physical activity, sports and nature.
Flex Learning	<ul style="list-style-type: none"> • Reading aloud and independent reading: 25-30 minutes daily • Board/Card games, puzzles & challenges with math/strategy/critical thinking • Extension resources

Middle School Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families and students will receive an email from their homeroom teacher as well as class teachers with class instructions on Google Classroom.
- The primary tool for communication between teachers and families is email and Google Classroom.
- The primary tools for communication between teachers and students is email, our Middle School website, and Zoom, or Google Hangouts. Students will receive an invitation to Zoom or Google Hangouts, should this be necessary.
- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring and parent involvement are recommended to start, but we have set-up a tutoring schedule and system supports for students in need..
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases, and reading materials including ebooks.
- Students are encouraged to be proactive in reaching out to teachers via email when they have questions or assignments are unclear.
- A virtual meeting with a teacher is always available to support students with academic, social, or emotional needs. Please initiate contact by email.

Middle School: Approximate Time Frames for Learning & Resources

Grade Level	Approximate Time per Scheduled Class (includes Zoom contact time and homework time)
Grades 6-8	40-45 minutes/core class daily 4-5 Blended Learning tasks/week
Flex Learning <ul style="list-style-type: none"> • Independent & self-directed • For the sake of learning • No time limit/requirement 	<ul style="list-style-type: none"> • Extension resources • Read for pleasure • Be active • Explore personal interests/passions • If it is safe... <ul style="list-style-type: none"> - Explore outside - Seek out social interaction (if possible)

Sample Schedules

These are samples of base schedules that teachers will be following (with some flexibility) to provide learning experiences and contact time for and with students daily. **Please note**, teachers may not be following these timeframes exactly in Week 2, but we are all moving toward consistency as we learn this new approach to teaching and learning. Each grade level has different developmental needs but we are working to ensure that all children are engaged with reading, writing, and math activities each day and have contact with their teachers or support staff daily as well.

Sample Kindergarten-2nd Grade

8am - 9am	Breakfast/Get ready for an awesome day! And yes, change out of PJs :) → 8:25 - Morning Assembly → 8:30-9 Send in attendance. → 8:55 get yourself settled into your learning space for the morning
9am - 9:45am	<input type="checkbox"/> Reading Groups on Zoom or Video <input type="checkbox"/> iReady Reading lessons
9:45am - 10am	Play. Ideally outside if weather permits.
10am - 11am	<input type="checkbox"/> Math Groups on Zoom or Video <input type="checkbox"/> iReady Math lesson
11am - 11:30am	Break. Ideally run around and play outside.
11:30am - 12pm	<input type="checkbox"/> Writing (with caregiver support)
12pm - 1pm	Lunch - Listen to an educational podcast! Try <i>Wow in the World!</i> If you like science, <i>Stories Podcast</i> or <i>Circle Round</i> to hear a story, or <i>Noodle Loaf</i> to learn about music!
1pm & beyond	Flexible Learning: relax, go outside, work on passions, time with family. Choose one activity to do in the afternoon: Science, Social Studies, Religion, Art, & PE ★ Science ★ Social Studies ★ Religion ★ Art: (From Mr. Lazo) ★ Library (From Mrs. Tawatao) ★ PE (From Mr. Penner)
2:55 - Afternoon Assembly	
7-8pm	Lights out, time to sleep!

Sample 3rd-5th Grade

Time:	Subject:	Minutes:
8:25-9:00	Morning Assembly & Attendance	5-10 minutes
9-9:40	Math (Teaching through pre-recorded videos and small group instruction)	40 minutes
9:40-9:50	Break	10 minutes
9:50-10:30	Language Arts/Writing (Teaching through pre-recorded videos and small group instruction)	40 minutes
10:30-10:40	Break	10 minutes
10:40-11:10	Science/Social Studies/Religion (Teaching through pre-recorded videos and small group instruction)	30 minutes
11:10-12:00	Lunch & "Recess"	50 minutes
12:00-12:30	DEAR Time/Literature Response Journal	30 minutes
12:30-1:00	Blended Learning	30 minutes
1:00 & beyond 2:55 - Afternoon Assembly	<p>Flexible Learning: relax, go outside, work on passions, time with family.</p> <p>Look for activities to engage in art, music, books, physical activity, coding, play games (cards, board games, etc.) work on puzzles.</p>	

Sample Middle School Schedules (Zoom Schedule)

Daily @ 8:25-9am	Morning Assembly & Attendance		
Monday/Wednesday	6th Grade	7th Grade	8th Grade
9:00-10:00	x	ELA	Math
10:00-10:30	Group A Math	x	ELA
10:30-11:00	Group B Math	x	ELA
11:00-11:30	Group A ELA	Math	x
11:30-12:00	Group B ELA	Math	x
Tuesday/Thursday	6th	7th	8th
9-10am	Social Studies 9-9:30am Group 1 9:30-10 Group 2	x	Science
10-11am	Science	SS	x
11-12pm	x	Science	Social Studies
Friday	6th	7th	8th
Independent Work Day	Friday is a work day, but contact your teachers as needed.		
DAILY 12-1pm	Lunch + Physical Activity		
DAILY 1-3pm	Religion, Flexible Learning, and Homework Time		
DAILY 2:55pm	Afternoon Assembly		