



ST. JOHN THE BAPTIST

CATHOLIC SCHOOL

ST. JOHN THE BAPTIST CATHOLIC SCHOOL COMPREHENSIVE CATHOLIC DISTANCE LEARNING PLAN 2020-2021

In March of 2020, St. John the Baptist Catholic School pivoted to emergency distance learning due to the COVID-19 pandemic. Within a few short days, our staff created a fully remote method of instructional delivery and carried our students to end the year through distance learning. There were many lessons learned along the way, highlights, successes, and roadblocks to overcome. In the summer of 2020, our faculty and administration reviewed staff and parent feedback through survey data reflecting on the distance learning experience, and attended training and professional development on topics relating to effective instructional strategies through distance learning.

As we prepare to begin the 2020-2021 school year remotely, this document defines our expectations for a Comprehensive Catholic Distance Learning Plan. Our staff will be providing a robust, supportive, and academically rigorous curriculum through a model of comprehensive distance learning. Our highly trained faculty will utilize curricular resources, instructional best practices, and technology to facilitate learning, social development and faith formation - helping your child to succeed as they continue to build essential foundational skills and master the standards in a loving and faith-based practice.

By focusing on our foundation of faith and providing high expectations with support, we will help your child to demonstrate the school's Student Learning Expectations as faith-filled people of God, growing as effective communicators, responsible citizens, and lifelong learners. In partnership, our teachers, administrators, pastor and community will be here to guide your child and your family as we navigate the fall until we are able to reopen and join together again safely. Thank you for supporting St. John the Baptist and for being a part of our family in person and through distance.

Key Considerations:

- Shifting from “Emergency Remote Learning” to “Comprehensive Catholic Distance Learning”
- Providing robust instruction, feedback and live check-ins to deliver a rigorous quality Catholic education with support for all learners
- Focusing on social-emotional learning and a system of support for students and families
- Allocating funding to increase our technology infrastructure, train faculty and staff, purchase new digital curriculum, new devices and new technology to enhance the distance learning experience
- Strengthening our foundation in faith and continuing our mission as a Catholic school.

Catholic Identity:

- Students will attend Mass virtually with their peers. There will also be opportunities for liturgical engagement through class prayer services and zooms with Fr. John.
- Religion lessons will be provided as part of our core instruction.
- Classes will pray daily.
- Students will participate in acts of service.
- Students will learn how Jesus is a role model for us as we overcome the difficulties of distance, the fear of uncertainty, and help to lift each other up with hope and love in a challenging time.
- Teachers recognize their vocation and lead our mission to be a Catholic, parish-school community, rooted in Gospel values and dedicated to the spiritual and educational development of the whole child.

Digital Learning Plan and Procedures:

Teachers will commit to the following:

- Contacting parents and/or students daily with directions, instructions and updates via SeeSaw or Google Classroom platforms by 8:15 am.
- Providing opportunities for synchronous and asynchronous learning
- Posting daily work by 8:15am each day
- Using google classroom in grades 4-8 for students to submit work and SeeSaw in grade pk-3 at the digital platform for student digital learning.
- Use zoom or google hangouts to meet with students multiple times throughout the week
- The teachers will have the ability to live-stream from their classroom during core instruction.

- Collecting online work by **noon the following day**, no new work assigned over the weekend
- Responding to email within 24 hours of receiving
- The class schedules will be maintained as closely as possible. Eg: If your middle school student does not typically have Social Studies on Tuesdays, there will not be an assignment given on Tuesdays.
 - Specialists (PE, Music, Art) will deploy lessons and activities on their scheduled days through the designated platform- SeeSaw in grades pk-3, google classroom in 4-8.
 - Learning specialists will connect individually with students on a regular schedule.
 - Tasks will be authentic and the same as what students are working on in the classroom.
 - Focus on not only maintaining current skills, but also developing and practicing new skills.
- Online correspondence with students will follow all safe environment protocols.

Assessment:

Teachers will be implementing assessments to guide instruction and track student progress.

- K-3 assessments may include- completion of given subject collecting work in writing and math, daily assignments, zoom assessments/evaluations. Teachers will use summative and formative assessments in all core subjects with varied approaches as well as assessments on SeeSaw.
- 4-8 assessments may include - project-based assessments, written responses worksheets and other assignments through Google classroom, writing prompts, reading journals, google forms quizzes, nearpod, on-line discussions, collaborative google slides, student created videos and/or note pages, exit tickets on google classroom
- Star testing will occur for all students during benchmark testing windows.

Additional guidelines:

- If a student is absent from a digital learning day for illness or other, parents need to email the child's teacher and lsilva@sjbcatholicschool.org, as with a typical absence.
- Students must communicate their digital attendance in some way (via email, turning in an assignment, participating in an activity) by 5:00pm each digital learning day. Teachers will send specific information.

Principal Amber Ploussard: aploussard@sjbcatholicschool.org, 503-654-0200

Office Manager- Lucero Silva lsilva@sjbcatholicschool.org, 503-654-0200

Vice Principal- Alina Best: abest@sjbcatholicsschool.org, 503-654-0200

Parish Office- Debbie Guthrie: dguthrie@sjbcatholicchurch.org, 503-654-5449

SJB will follow the below **approximate daily guidelines** for content minutes (this includes instruction and assignments):

K-1st Grade:

- ELA 60 minutes
- Math 30 minutes
- Religion 30 minutes
- Science/Social Studies 30 minutes

2nd-4th Grade:

- ELA 135 minutes
- Math 30 minutes
- Social Studies/Science 30 minutes
- Religion 30 minutes

5th-8th Grade:

- ELA 135 minutes
- Math 60 minutes
- Social Studies 30 minutes
- Science 30 minutes
- Religion 30 minutes

ELA minutes can be met through cross curricular assignments in other subjects

In addition, all grades will have specials (PE, Music, Spanish, Art) 1-2x per week

Schedule:

- Instruction will occur 5 days a week. Friday afternoons will be designated for catch up/extension work and provide teachers time for professional development.
- Families should expect their child(ren) to follow a regular, yet flexible school schedule routine over the course of each day, Monday-Friday. This schedule may include dedicated work periods like core instruction, specialists, meal/physical activity breaks, and downtime opportunities.
- **A weekly schedule will be shared with parents outlining synchronous learning**
 - This schedule will outline when students will need to log on at specific times so you may plan your week around these times and commitments.
- A daily syllabus will be shared with details of the synchronous and asynchronous

schedule, posted by each morning. This will provide a user friendly breakdown of the assignments/expectations for the day.

- Weekly announcements and teacher/administration videos or letters will be emailed and posted to the St. John the Baptist youtube channel, facebook page and email (with links provided through SeeSaw and Google Classroom).

Synchronous Instruction:

- Students will have **daily** interaction with one or more teachers and/or their Specialist/Learning support teacher who will guide their full educational experience.

All Teachers will use zoom or google hangouts to meet with students- **minimum of 2 times per week for each core subject.**

- In addition to core subject zoom lessons, **each homeroom** will host one live Zoom each morning Monday through Thursday (Friday we will all live-stream Mass and watch together).

Each live Zoom will focus on one or more of the following formats:

- Class meeting: Attendance, Prayer and pledge, General check-in, review assignments for the day, And answer questions from the day before, also a time for student sharing.
- Live instruction: An instructional lesson that is interactive.
- Social Emotional Learning (SEL) Support: Teachers will present lessons following our SEL curriculum.
- **Small Group Instruction:** Faculty, and/or Learning Specialists(through Zoom) will utilize time each day to provide small group instruction. The Middle School faculty will be available during the morning meetings for students to check-in with needed teachers in their subject areas and during office hours.
 - Special Zooms: May include instructional themes (such as a virtual field trip), buddy class meetings, guest speakers, prayer services, parent check ins, etc.
- Instruction may be whole group, small group or individual based on students' needs/assignments for the day.
 - All teachers will hold office hours on Fridays for students or parents to drop in to ask questions or get help with a certain subject.
 - Students must adhere to our Codes of Conduct for participation and follow the guidelines set forth in the Student/Parent handbook.

Some Distance Learning Tools that may be used by teachers:

Google platform: Docs, Slides, Sheets, Classroom, Hangouts, email, Kidsdiscover.com, Video sharing and meeting platforms: Zoom, Schoolspeak, SeeSaw, YouTube (teacher posted instructional videos)

Interactive learning platforms: NearPod, Quizlet, Notability

Content area resources: McGraw hill online math, OPB, Newsela, Pearson science, Mystery science, Khan Academy

Skills practice tools: Aleks and Redbird, Vocabulary/Spelling City, NoRedInk, WritingCity, MemBean, Epic reading, and other approved websites/apps.

Asynchronous Instruction:

● While some learning will be synchronous (**live at a scheduled time and consistently the same time each week**), many of the required assignments will be delivered asynchronously (not time bound). This instruction will include flexibility and autonomy for students to complete the required assignments on their own schedule to meet the needs of unique family situations while at home.

- Each day there will be posted assignments and activities available for the students on SeeSaw (K-3) and Google Classroom (4-8) with teacher contact time. Instructional expectations and class work will follow Archdiocesan time allotments for each subject area.
- Live zooms and instructional videos are typically scheduled for 30-45 min.
- Any work a student is expected to accomplish for the day will be built into the time allotted for that subject area. Exceptions would include independent reading time, physical activity (“recess”), extra math practice for reinforcement of skills learned, and an occasional project or performance assessment that may require some additional time to collaborate with a peer or create a presentation.

● Generally there will be one lesson/activity per subject area per day or on days where you would normally have that class. Instruction will be delivered through one or more of the following formats:

- Pre-recorded instructional video of the child’s teacher presenting a full lesson for viewing.
- Pre-recorded narration or video in picture of the child’s teacher explaining the directions for an assignment of activity.
- A link to a website or video and activity/classwork assigned to be completed by the student.

● Time will be built into the schedule on Friday afternoons for students to complete any assignments that needed more time to complete. Optional extension assignments will be offered for students who are caught up and ready for additional practice. All work is due by noon the following day, however as long as communication is occurring between student and teacher, work will be accepted until Friday without penalty; after that work will be considered late and points will be docked accordingly.

Specialist Classes:

- St. John the Baptist will provide a full academic program for all students through distance learning.
- Specialists will provide supplemental activities to accent the core curriculum, following a typical schedule (i.e. 2 PE classes a week). Instructional delivery will follow the same guidelines as above, with a mix of live synchronous instruction, pre-recorded videos, and activities that can be done at home and offline following directions.
- These classes are required and will receive a grade (typically N/S/E for K-2), letter grades for 3rd-8th grades- based on participation and effort (Art, Music, PE, Spanish, MS Electives).
 - Optional enrichment activities will also be provided on Fridays.

Social-Emotional Learning:

- Teachers, vice principal, and principal will develop ways to address Social-Emotional Learning (SEL) in an ongoing manner for ALL students.
- Teachers and staff members will check in with families individually throughout the distance learning experience.
- Support staff members will assist as engagement coaches to support students.
- Virtual assemblies, videos, peer collaborations, spirit days, and other creative methods for SEL support will be designed to enhance the student experience.
- Faculty will host individual Zoom conferences/or in person meetings with families to help build a relationship for learning.
- Parent engagement nights, videos, guides, and more will be available to support families as they navigate distance learning with their child.

Learning Support Program:

- The Learning Specialists will work with teachers, students and families to provide scheduled support.
- Students on an Individualized Learning Plan will receive support from the learning support team and classroom teachers following the accommodations or modifications outlined on their learning plan.
- The school will continue to provide a system of Positive Behavior Intervention Support (PBIS) and Response to Intervention (RTI) and will utilize these systems of support to help our students through distance learning.

Screen Time:

- Although all assignments will be distributed via SeeSaw and Google Classroom, not all assignments will be completed using the computer or iPad.
- Teachers will establish age-appropriate parameters for screen time and balance assignments that can be “online” and those that can be “offline” and completed with alternative methods of engagement.
- Teachers will utilize research based instructional methodologies to provide engaging and interactive content for the students.
- Teachers recognize the difference between “passive” or “non-educational” screen time (i.e. watching a movie, playing a non-educational video game) and “active” or “educational” screen time (i.e. students using technology as a tool to create, demonstrate learning, interact with instructional concepts, or build mastery of standards through multimedia instruction). Students will be taught to recognize this difference and set limits on how they interact with screens on a daily basis.
- Students will be encouraged to find leisure activities away from screens when the school day ends (i.e. outside play, board games, puzzles, books, creative writing, art, crafts, etc.)

Communication plays an important role in our partnership with parents. In a distance learning environment, a teacher spends significantly more time focused on communication than in a traditional classroom environment. Our teachers will work with students and parents to best organize and respond to questions in an efficient and supportive manner. Some questions may be answered with the whole group in the next day’s morning meeting, or a student/parent may schedule time during office hours. Online correspondence with students will follow safe environment protocols. Principal and office communications will be shared on a weekly basis keeping you updated on virtual school events and updated details regarding distance learning and our plans for reopening for all our students.

This plan was created in consultation with the faculty and staff of St. John the Baptist Catholic School, the School Advisory Council, experts in educational distance learning, and the Department of Catholic Schools. This is a **living document** that will continue to evolve between now and our first week of school. Addendums and additional details will be available in the coming weeks.

- **Administration will hold a Q&A zoom session on Friday, August 28th- pk-3 at 4pm and 4th-8th grades at 5pm.**
- Teachers will send class specific information to families on September 3rd, including a daily schedule that will be consistent week to week.

- Ipad and supply pick up will be on **September 4th** from 9am-noon(pick up times will be alphabetical, schedule will be sent out towards the end of the month). Teachers will also make sure families are able to access learning platforms before sending them home with materials. Supply drop if pk-3 students are returning to in class learning- 1pm-3pm.
- Technology troubleshooting drop in for digital learning students on Wednesday, **September 9th** (alphabetical from 2:30-4:00pm, schedule to be sent)
- Teachers will plan to address grade level specific details during a virtual Back to School Night the beginning of September (Tentatively scheduled for **September 15th**).

I look forward to the day when we can resume teaching and learning, as we have known it at St. John the Baptist Catholic School. Until then, we are focused on making the best of the year to come. As stated before, we will transition into in-school learning for all students when Clackamas County and the Archdiocese allows (we will not wait until November if metrics allow us to return sooner).

We are comforted by the knowledge that we are not embarking on this journey alone. Catholic educators nationwide are coming together to innovate, support, and grow in our school communities. As we retreat into prayer and planning in the following weeks, let us remember, “In their hearts humans plan their course, but the LORD establishes their steps.” (Proverbs 16:9). We are blessed to teach and learn within this faith-filled community, and I am confident we will make the best of the possibilities that lay ahead of us.

We are better together.

God Bless,

Amber Ploussard
Principal

