



ST. JOSEPH CATHOLIC SCHOOL

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Remote Learning Plan

This Remote Learning Plan is our current compilation of best practices. Details are subject to change in the actual event that we need to implement remote learning.

Remote Learning Timeline

1. Mr. Naumann is notified that remote learning will begin.
2. Mr. Naumann notifies staff.
3. Mr. Naumann/Sr. Mary Angela notify parents via School Messenger and email.
4. Timeline for commencement of remote learning will be established and communicated, (i.e. 24 hrs., 48 hrs., etc.).
5. Logistics for drop off/pick up (if used) will be communicated to teachers within the above established time-frame and will then be communicated to parents.
6. PowerSchool Learning (PSL) for parents will be re-communicated for those that need refresher/initial familiarization.
7. Teachers will contact parents outlining their specific procedures and requirements going forward online.
8. Protocol will be established (sent from Diocese) for loaning of computers for student use.
9. Synchronized teaching schedule will be established and then sent to parents. (Unsynchronized teaching opportunities will be communicated directly to parent groups by teachers but also summarized at this time in mass email)

Remote/Distance Learning Protocols*

Teaching

- Homeroom teachers will provide at least 3 recorded instructive lessons per week for students to watch in major subject areas. Lessons will need to be shorter in length than a regular class period. Depending on content, they could range from 5-25 minutes each. Recorded lessons will be made accessible on the teacher's PSL page. (Some ideas for doing this could include but are not limited to; Loom, YouTube, Vimeo, Zoom, and Flip Grid. Most of these sites require one to save them rather than email them to self or others, as they will be too large).
- Homeroom teachers will provide at least 3 Zoom sessions per week for students to attend according to the synchronized schedule sent out by the school. The goal would be for Zoom sessions to be focused on some sort of group/academic activity and thus provide socialization/interaction among students. Students would be required to attend as this is what constitutes state compliance for school time (synchronized instruction). Attendance would be taken here. The Zooms would then be recorded and made accessible on the teacher's PSL page if a student were absent.

- As long as state/Diocesan mandates allow, the school would provide paper packets to those who need/request them. At this time, teachers would be at school during the normal school day hours, so parents could either drop off completed work or scan their assignments, per their convenience.
- Specialty teachers would provide at least one recorded instructive lesson per week that parents/students could access.
- Parents who have a legitimate hardship with being able to have their child(ren) participate in synchronous learning (due to work schedules, etc.), may communicate with Mr. Naumann on a case-by-case basis in order to allow their child(ren) to participate via recorded sessions. Attendance would still be reported. The school is open to ideas for other options to provide for working parents if they are presented.

Grading

- Assignments will be graded as normally as possible based on student grade level.
- Grades in major subjects need to be taken and would be reflective of current, assigned work. Specialty classes will not be graded during remote learning.
- Due date for weekly work would be Friday at 5:00 P.M., otherwise points will be deducted at 10% per day until the third day at which point assignments will not be accepted (per current handbook guidelines). Parents would communicate to teachers about anything that might be an obstacle for them during any given week. Students certainly could turn in work earlier than the due date, if desired.
- Absent work would remain the same with students having two days for each day that they were absent to make up. Parents would need to let the teacher know that their child was ill and not able to work on homework.

Communication

- Teachers will use Power School Learning to list all assignments, videos, collect assignments, etc. The school has provided parents with step-by-step directions for using this.
- Each grade level team will send one email a week to parents with any updates, information, etc.
- PSL sites will be set to become live with the next week's work at some point between Friday at 6:00 P.M. and Sunday at 10:00 A.M. so students can get started with that week's assignments.
- Teachers will provide generous, daily "office hours" for parents and students to ask questions, get help with assignments, etc. This can be done via Zoom, email or phone calls. These specific times will be communicated to parents since teachers will also need to set aside time each day for videoing, grading, and conferring with other staff, as well as the occasional staff meeting.
- If a student has late work, the teacher will have direct and frequent communication with parents in order to assess and resolve any issues. Communication will be defined as the teacher reaching out to a parent and the parent responding so that the teacher knows the information was conveyed and understood.
- Teachers will provide a checklist with assignments and due dates on PSL for students/parents to review. This would be especially helpful if the due date is past the regular weekly, Friday deadline.

***Special Education Guidelines**

- In the event of a school-wide quarantine, a student who is verified with a disability (has an IEP) will continue to receive their services through St. Joseph resource teachers via Zoom. St. Joseph's Resource teachers will also work with the classroom teacher, student and parent(s) to make reasonable accommodations/modifications specified in the IEP during quarantine.
- In the event of a school-wide quarantine, a student who has a 504 Plan will continue to receive services from the St. Joseph's Resource teachers as they work with the classroom teacher, student and parent(s) to make reasonable accommodations/modifications specified in the 504 Plan during quarantine.
- LPS can provide Resource support during a student's quarantine time. This includes: resource, speech-language therapy, OT, PT, Hearing Resource, etc. Services will be provided via Zoom.

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