

# St. Mary's School

## Distance Learning Plan

Spring 2020

### SECTION I

#### Distance Learning Overview

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#### Distance Learning Overview

This document was created with the guidance of the Minnesota Department of Education, and from requirements made by Minnesota government officials regarding the COVID-19 virus.

In the event the Minnesota Public schools are closed in the name of public health safety, St. Mary's School intends to provide instruction to students in all grades through distance learning. The earliest the Governor would require Distance Learning to begin would be Monday, March 30, 2020.

Distance learning is a model of instructional delivery that will continue to provide students with new learning opportunities while maintaining previously learned skills in a digital or remote manner. The goal is to connect the learning of regular instruction that occurred throughout this school year to the learning that will commence through various other methods.

The implementation of distance learning will require the cooperation of students, teachers, and parents to make instruction successful and meaningful. Teachers will focus on essential content to make things more manageable for students. Students may not be working on academics for the same amount of time as a face-to-face school day, but will be required to meet with teachers in alternative formats for instruction at scheduled times during the school week, per the school calendar. Teachers will be utilizing a limited, but specific, group of platforms to ensure routines and structures for students and families are maintained.

In this document you will find details for the services St. Mary's School will provide, specifics on our Pre-K-8 school classes, resources available to families, insights on how current policies will function, who to contact in the event of changes to situations or questions, and tips on how to best support students and families during this time.

#### What are the goals of Distance Learning?

- To minimize the disruption to academic progress caused by extended school closures by making those out-of-school days as educationally productive and engaging as possible.

- To allow students an opportunity to practice the kind of online learning that is **increasingly part of both college study and workplace training.**

### **Daycare Services:**

- Daycare services are available for school aged children of essential employees as defined by the state criteria-health care workers, emergency responders, police, etc.
- Please see the State of Minnesota website to find the most updated list of critical employees.  
[List of Minnesota Critical Employees](#)
- Contact the BOLD School District @ 320-523-1031 to be added to the childcare list.

### **Title Services:**

- Elementary students receiving Title I services will continue to participate in interventions. Eligible students will participate in either a fluency or phonics intervention.
- Interventions will be administered two times a week for approximately 15-20 minutes.
- Students will receive a scheduled time to meet with the paraprofessional administering their intervention via Google Classroom, Zoom or SeeSaw. Through these programs, the administrator will initiate the meeting.
- Times will be communicated to parents and students before the one to one conference begins. This scheduled time should remain for the duration.

### **English Learner Services: – N/A**

### **Special Education Services/Speech Services:**

As required under Chapter 125A, we will have assignments designed to meet the needs of IEP/504 plans.

- Key stakeholders (case manager, parent, teacher and student) will collaborate to create or amend IEP's.
- Throughout Distance Learning, the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that teacher should design the online assignment for that particular area.
- When a Distance Learning plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.

### **Student Support Services:**

- Student Support Services will continue to support and provide services to students during our distance learning.
- We will continue to work collaboratively with parents, staff and students to provide students with support in areas of academics and social/emotional needs.
- Contacts will be made from Miss Arnold, Miss Geislinger and Mrs. Henslin.

## Technology:

### **Devices:**

- St. Mary's School has a 1:1 device initiative where students have been given a device to use at home in preparation for distance learning.

### **Connectivity:**

- If at any time connectivity becomes an issue, please contact [jelfering@stmarysbi.com](mailto:jelfering@stmarysbi.com).

### **Support:**

- Technology support will be available for all students and parents. Email, Google Chat, Google Meet, and phone support will all be available.

If you have technology questions about your iPad or Apps, you should contact Mrs. Elfering at [jelfering@stmarysbi.com](mailto:jelfering@stmarysbi.com).

*Special Note:* In completing your assignments, you need to be aware that your iPad is scheduled to be open from 6:30 a.m. until 8 p.m. At 8 p.m. your iPad will switch to Notes and will be locked. This is not an excuse not to get your work done. The expectation is you are working *during* the school day *on* your schoolwork, so after 14 hours, it needs a rest. If you find that your battery is draining due to the calculator app, the best choice is to turn it **completely** off at 8 p.m. and plug it in with the anticipation of using it the next day for class.

*\*For data privacy, videos and screenshots cannot be taken during these video chat opportunities. This is per our St. Mary's iPad policy. Video clips will be taken on our end to track attendance and will not be shared.*



# Zoom Class

## BASIC ETIQUETTE FOR AN ONLINE CLASS

# RULES

- Please join the meeting at the scheduled time.
- Find a quiet place, free from distraction (siblings, pets, televisions).
- Maintain RESPECT in speaking, writing and appearance.
- Stay on mute. Please click the 'raise hand' button if you would like to contribute.
- Video needs to remain ON to promote focus.
- Refrain from chewing gum, eating or drinking in front of the camera.

*\*For data privacy, videos and screenshots cannot be taken during these video chat opportunities. This is per our St. Mary's ipad policy. However, video clips will be taken from our end to track attendance.*

**REMEMBER, THIS IS A CLASS,  
SO TREAT IT AS SUCH!**



Read Write Teach ELA © 2020

### **Nutrition:**

Meals (breakfast and lunch) are being offered to any family with children via BOLD district. Please contact the Food Service Director, Margaret Flemming at 320-523-1031, Ext. 3124 to sign up for meals.

**Facilities:**

- In the event of a Government dictated closure for Public schools, St. Mary's School will follow and comply with the same directives.

***Contact Information***

St. Mary's School Website <http://www.stmarysschoolbirdisland.com>

Tracy Bertrand Sigurdson St. Mary's School Principal

Email: [tbertrand@stmarysbi.com](mailto:tbertrand@stmarysbi.com)

Karen Smith Administrative Assistant

Email: [ksmith@stmarysbi.com](mailto:ksmith@stmarysbi.com)

Julie Elfering Technology Coordinator

Email: [jelfering@stmarysbi.com](mailto:jelfering@stmarysbi.com)

Leslie Henslin Student Resource Coordinator

Email: [lhenslin@stmarysbi.com](mailto:lhenslin@stmarysbi.com)

## SECTION II

### Availability/Attendance

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#### **Availability/Attendance:**

During the duration of distance learning St. Mary's School will remain in session through online instruction, and attendance will be taken on a daily basis. The schedule below indicates each teacher's availability Monday through Friday.

Play Island Preschool - 8:00 AM – 1:00 PM and 6:30 PM – 7:30 PM

Kindergarten through 3<sup>rd</sup> Grade - 8:00 AM – 1:00 PM and 6:30 PM – 7:30 PM

4<sup>th</sup> and 5<sup>th</sup> Grade – 9:00 AM – 11:00 AM, 1:30 PM – 4:30 PM and 6:30 PM – 7:30 PM

6<sup>th</sup> thru 8<sup>th</sup> Grade – 8:30 AM – 11:30 AM, 12:30 PM – 2:30 PM, and 6:30 PM – 7:30 PM

Advanced Math – 8:00 AM- 11:45 AM

Music and PE – 8:00 AM – 1:00 PM and 6:30 PM – 7:30 PM

Attendance will be taken through the following sources:

- K-3 will be through the “Live Meeting”
- 4<sup>th</sup> and 5<sup>th</sup> Grade will be through Google Classroom
- 6<sup>th</sup> through 8<sup>th</sup> Grade will be through the morning Zoom Math meeting

The recommended schedule is to help you and us as educators to make sure we honor those families with multiple children using one device in their home. We also know that during this time, families will have different arrangements and need flexibility. Email will be the primary communication between families and teachers. Emails received after 7:30 pm may not be returned until the next morning.

If students are not digitally attending, they will be marked as absent. Truancy policies will remain the same as stated in the school handbook.

## SECTION II

### Grade Level Expectations

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#### Play Island Preschool:

- Check SeeSaw every day to see a video of Ms. Wulkan doing circle time
- Have your child complete a daily journal entry. Remember, this is anything they want to draw or write. Encourage them to use letter sounds to try spelling if they are ready.
- Complete one (or more) activities from the At Home Learning packet.
- You can use SeeSaw to share what your child has done.
- If we meet live on Zoom, Screenshots, pictures or videos of the call are not allowed due to data privacy. (Zoom will be recorded but not shared).

Although we are utilizing this technology to do distance learning please keep in mind little bodies need to move and play. Please monitor your child's screen time and do not let preschool be a stressor on your family. Including your children in what you are doing and reading to the are the two best ways to ensure their success. They need you, learning is everywhere.

#### Kindergarten:

##### **Parent Expectations:**

Please help/monitor your child with the following tasks each day:

- Reading, math, science and religion assignments.
- Connecting to our live Zoom Session.

##### **Live Check in Times:**

Each day we are required to meet face to face one time with our students. Live check in times will be at 9:00AM and 6:30PM. Your child can attend either zoom session. These meetings will be about 15 minutes long. These chats will be a great social opportunity for our kids.

\*For data privacy, videos and screenshots cannot be taken during these video chat opportunities. This is per our St. Mary's ipad policy. Video clips will be taken from our end to track attendance.

##### **Assignments:**

Each day I will post lessons for literacy, math, religion and science. These will be available on Seesaw at 6AM each morning in your child's activities tab. All activities are due by 8AM the next morning. Please keep in mind that iPads are locked from 8PM to 6:30AM.

\*Although we are utilizing iPads to do distance learning please keep in mind little bodies need to move and play. Please monitor your child's screen time. I have shared a sample schedule to help you get started (please do what works for you).

##### **Grading**

Your child will receive credit for each subject area based on completing assigned activities.

### **Notes about the Kindergarten schedule:**

Below is a suggested schedule for a kindergarten distance learning day. Scheduled are blocks of time where students may be working on academic skills. Keep in mind that this does not mean they will be working on their assignments the entire time. We understand that parents may need to adjust these times to accommodate their schedules and provide help as needed.

### **Assessment:**

Assessments will be administered using the following methods; paper pencil and through parental feedback. Assessment results will be interpreted with caution due to being completed in an uncontrolled environment.

## **Kindergarten Distant Learning Suggested Daily Schedule**

8:00 - 8:20 am	Religion
8:20 - 8:45 am	Listen to Reading (read aloud)
8:45 - 9:00 am	Brain Break (movement)
9:00 - 9:20 am	Zoom Meeting
9:20 - 9:40 am	Snack
9:40 - 10:25 am	Literacy
10:25 - 10:40 am	Brain Break
10:40 - 11:10 am	Math
11:10 - 11:30 am	Science
11:30 - 12:30 pm	Lunch and Play Outside
12:30 - 1:00 pm	Read to Self
6:30 - 7:30 pm	Zoom Meeting (if you did not attend the morning meeting)

### **Grade 1**

#### **Availability:**

My scheduled student contact hours will be 8:00am-1:00pm and 6:30-7:30pm. During these hours, I will respond to messages within 30 minutes. I will do my best to answer all emails and messages during other times, as well, but responses may be delayed. If you need to chat, we can set up a Zoom meeting at a time that works for both of us.

#### **Parent Expectations:**

Please help your child find his/her assignments each day in Google Classroom and Seesaw. The children may need help reading directions or clarification on what to do, but encourage them to do as much as they can independently. Remember, I do not expect perfection. I expect to see 1st grade level work returned to me.

#### **Live Check in Times:**

Each day we are required to meet face to face with our students. Live check in times will be at 9:00am and 6:30pm. These meetings should only last about 15 minutes. These live chats will be used as a way to connect with each other socially and emotionally. Our face to face time will be through Zoom meetings.



Before the meeting starts, I will push out the Zoom app to your child's iPad. At the time of the meeting, your child will need to click on the Zoom link - which will be found in Google Classroom. Remember, it is required that your child attend one (not both) of these live chats to get credit for the day. Per our St. Mary's iPad policy, videos, screenshots, and photos may not be taken during our live meetings.

### **Attendance/Absences:**

Attendance will be recorded based on the Zoom meetings. Students that do not attend either of the live meetings will be marked unexcused for the day. If your child is sick or has an appointment, please let me know and he/she will be marked as excused. I will be recording the meetings for documentation of attendance.

### **iPads:**

Each day I will post lessons for reading, math, religion and science. A daily "To-Do List" will be posted in Google Classroom each morning at 6:00 am. All activities from the day are due by 8:00 am the next morning. I understand that you may need some flexibility, so just let me know if you need more time. Please keep in mind that iPads are locked from 8pm to 6am.

Although we are utilizing technology to do distance learning, please keep in mind that little bodies need to move and play. I hope to provide many opportunities for them to get up and move. Please monitor your child's screen time. I suggest creating a schedule with breaks between each lesson. Grab a snack, get some fresh air, do some jumping jacks...anything that gives your child's brain a quick break. If you need suggestions on an age appropriate schedule, please check the "Resources" section in Google Classroom.

### **Grading:**

Your child will receive credit for each subject area based on completion of assigned activities.

## **1<sup>st</sup> Grade Distant Learning Suggested Daily Schedule**

7:30 - 8:00 am	Get Started (Check google classroom)
8:00 - 9:00 am	Reading
9:00 - 9:30 am	Zoom Meeting
9:30 - 9:45 am	Snack and Movement
9:45 - 10:30 am	Math
10:30 - 11:00 am	Creative Time
11:00 - 11:30 am	Lunch
11:30 - 12:15 pm	Science
12:15 - 12:45 pm	Recess and Movement
12:45 - 1:00 pm	Religion
6:30 - 7:30 pm	Zoom Meeting (if you did not attend the morning meeting)

## **Grade 2**

### **Availability:**

I am going to be available for questions from 8 a.m.- 1 p.m and 6:30 p.m.-7:30 p.m. Monday through Friday. If you need to chat and would work better face to face, please see the live chat times below.

**Live Check in Times:**

Each day we are required to meet face to face with our students. Our face to face time will be through Zoom meetings. Before the meeting starts, I will push out the Zoom app to your child's iPad. At the time of the meeting, your child will need to click on the Zoom link - which will be found in Google Classroom.

Our daily meeting will be at 9:30 a.m., which will last about 15-20 minutes. This will be a time to connect as a class and I will be doing our Math Lesson for the day. This live video will be recorded, uploaded to Classroom and can be found under the Math topic in classwork, for reference or if there are some that are not able to join live. I am offering a 6:30 p.m. meeting for those who have let me know the 9:30 a.m. meeting will not work. The 6:30 p.m. Zoom meeting may not be needed on a daily basis, based on the Google Form responses I received. If your child would have a question, let me know and we can utilize this evening time to answer questions live. Remember, it is required that your child attend one live chat to get credit for the day.

**Attendance/Absences:**

Attendance will be recorded based on a question that is asked in our 9:30 a.m. Zoom Meeting. If students are unable to attend the 9:30 a.m. meeting, as originally planned, please let me know and we will utilize the evening meeting time. Students who were unable to attend the 9:30 a.m. meeting, should watch that video before their 6:30 p.m. meeting. Students that do not attend a live meeting will be marked unexcused for the day. If your child is sick or has an appointment, and is not able to attend either meeting, please let me know and he/she will be marked as excused.

**iPads:**

Each day I will post lessons for Reading, Math, Religion, Social Studies and Science. All lessons will be scheduled to post in Google Classroom, under each topic (seen when viewing classwork) each morning at 7 a.m. All daily activities are due by 8:00 a.m. the next school day. I understand that you may need some flexibility, so just let me know if you need more time. Please keep in mind that iPads are locked from 8 p.m. to 6:30 a.m.

Although we are utilizing technology to do distance learning, please keep in mind that little bodies need to move and play. Please monitor your child's screen time. I encourage them to continue working towards their AR Goal & taking an AR Test each week. If it works for your family, I have a suggested schedule with breaks between each lesson, at the bottom of the page. This will give them time to go outside for fresh air, do crafts, bake cookies, pick up sticks, help make supper, make up a new dance, learn how to set the table, organize the playroom, dust the furniture, or anything else that makes a well rounded little human being!

**Grading:**

Your child will receive credit for each subject area based on completion of assigned activities.

**Parent Expectations:**

Please help your child find his/her assignments each day, or help them to become familiar with where to find assignments. Your child may need help reading directions or clarification on what to do, but encourage him/her to do as much as they can independently. They have been doing great working on their own at school :) I also think this will get easier as we get into our routine. Remember, I do not expect perfection. Please refrain from taking pictures, videos, or screenshots during the live meetings, as it is a privacy concern for everyone.

Religion and 1st Communion Preparation may need some extra parent guidance in knowing prayers and understanding this special sacrament.

## **2nd Grade Distant Learning Suggested Daily Schedule**

6:30 am	iPads Unlocked
7:00 am	Lessons Posted: Reading, Religion, Social Studies & Science
8:00 am	Start of Mrs. Aarons Student/ Parent Availability
8:00-8:20 am	Religion Videos & Assignment
8:40-9:00 am	Science
9:30-10:00 am	Live Zoom Math Meeting & Assignment
10:30-11:00 am	Reading Video/Audio & Assignment
12:30-12:50 pm	Social Studies
1:00 pm	End of Mrs. Aarons Student/ Parent Availability
Afternoon	Take 10-20 Minutes to AR Read
6:30-7:30 pm	Mrs. Aarons available for Zoom Meeting Questions
8:00 pm	iPads Locked

## **Grade 3**

### **Availability:**

I will be available for questions from 8 a.m.-1:00 p.m. and 6:30 - 7:30 p.m. each day Monday through Friday. I will try to respond to messages and emails within 30 minutes. If you need to chat, and it would work better face to face, please see the live chat time down below. You may also call my school line between the hours of 8 a.m. and 3 p.m.

### **Live Check in Times:**

Each day we are required to meet face to face with our students. Live check in time will be at 10:00 a.m. This meeting will only last about 20 minutes. These live chats will be used as a way to connect with each other, and then I will introduce our new Math concept and we will have some work time together before they continue the lesson on their own. Our face to face time will be through Zoom meetings. Before the meeting starts, I will push out the Zoom app to your child's iPad. At the time of the meeting, your child will need to click on the Zoom link - which will be found in Google Classroom. Remember, it is required that your child attend this live chat to get credit for the day.

### **Attendance/Absences:**

Attendance will be recorded based on our live meetings. Students that do not attend the live meeting will be marked unexcused for the day. If your child is sick or has an appointment, please let me know and he/she will be marked as excused.

### **iPads and Assignments:**

iPads will be accessible from 6:30 a.m. to 8:00 p.m. each day. Each day I will post lessons for reading, math, religion, science, and social. I encourage students to continue reading and testing on AR books. Assignments will be posted in Google Classroom each morning at 8 a.m. The assignments can be found

in Google Classroom under their classroom headings. Assignments may be done at any time throughout the day, with the exception of Math, which starts at 10:00 a.m. All activities from the day are due by 8:00 a.m. the next school day. I understand that you may need some flexibility, so just let me know if you need more time. Please keep in mind that iPads are locked from 8:00 p.m. to 6:30 a.m.

Although we are utilizing technology to do distance learning, please keep in mind that little bodies need to move and play. I hope to provide many opportunities for them to get up and move. Please monitor your child's screen time. I have suggested a sample schedule with breaks between each lesson, at the bottom of the page. This will give them time to go outside for fresh air, do crafts, bake cookies, pick up sticks, help make supper, make up a new dance, learn how to set the table, organize the playroom, dust the furniture, or anything else that makes a well rounded little human being.

### **Grading:**

Your child will receive credit for each subject area based on completion of assigned activities.

### **Parent Expectations:**

Please help your child find his/her assignments each day. They will be posted at 8:00 a.m. Your child may need help reading directions or clarification on what to do, but encourage him/her to do as much as they can independently. Please remind your child to be ready for their 10:00 a.m. meeting each school morning. Thank you for all that you are doing to help your child succeed during this new adventure. Please refrain from taking pictures, videos, or screenshots during the live meeting as it is a privacy concern for everyone. The math lesson will be recorded daily for school documentation of attendance.

6:30 am	iPads unlock
8:00 am	Lessons for the day are posted
8:00-8:10 am	Say prayers, or read a devotion or bible story
8:10-8:40 am	Reading assignments
8:40-9:10 am	Movement Break
9:10-9:20 am	Practice Handwriting, continue at your own pace where we left off in our books
9:10-9:50 am	Choice Time! Read your AR book, read on Epic, or use any of the other suggested apps
9:50-10:00 am	Get math book, paper, pencil, and ipad ready to Zoom!
10:00-10:30 am	Zoom Math lesson, Attendance will be taken at this time!
10:30-11:00 am	Recess
11:00-11:30 am	Religion assignment
11:30-12:30 pm	Lunch and Recess
12:30-12:45 pm	Social assignment
12:45-1:00 pm	Science assignment
8:00 pm	iPads lock

### **Grade 4**

#### **Availability:**

I will be available for questions from 9 a.m. to 12 p.m., 1:30 p.m. to 4:30 p.m. and 6:30 p.m. to 7:30 p.m. I will respond to messages and emails within 30 minutes during these times. If you need to chat and it would work better face to face please see the live chat times down below. You may also call my school

line between 8 a.m. and 3 p.m. If those times don't work please let me know and we can set something else up.

### **Live Check in Times:**

Each day we are required to meet face to face with our students. Our face to face times will be through Zoom meetings. Before the meeting starts, I will push out the Zoom app to your child's iPad. At the time of the meeting, your child will need to click on the Zoom link - which will be found in Google Classroom. Live check in times will be from 9:00 a.m. to 10:00 a.m. and 4:00 p.m. to 4:30 p.m.

The 9:00 a.m. meeting will be the time I am introducing the math lesson for the day. The lesson instruction will take about 20 minutes. We will also have some time to ask questions and the students will begin working on their problems. If the students feel comfortable completing the lesson on their own they can leave the meeting after the instruction is over, but I will be available until 10:00 a.m. by video chat to answer any questions about any assignments. The students will have to finish their problems on their own and make sure they are turned in by the next morning. Please try to have your student attend the 9:00 a.m. meeting as it is our time for actual instruction and interaction. The video of instruction will be available on Google Classroom after the meeting is over for reference.

I will be available from 4:00p.m. to 4:30 p.m. to chat through Zoom. This will be a time for me to check in with any students I have not seen yet. This will also be a time for parents to join and ask questions; parents will want to use the link in google classroom on the students iPad to connect with me. Students who are checking in do not need to stay the whole time during this remember, it is required that your child attend one (not both) of these live chats to get credit for the day.

### **Attendance/Absences:**

Attendance will be recorded based on the question I post on the Google Classroom stream every morning at 8 a.m. as well as seeing them face to face at least once a day. Students that do not answer the question by the time the iPad locks at 8 p.m. or have face to face communication with the teacher will be marked unexcused for the day. If your child is sick or has an appointment, please let me know and he/she will be marked as excused.

### **iPads:**

Each day I will post lessons for reading, math, social and science. Mrs. O'Halloran will post in the 4th Grade religion class with anything she would like the students to complete by 1p.m.. The music class will have activities posted on Monday, Wednesday and Friday for the students to use as brain breaks if/when they need them throughout the day. The Phy. Ed. class will have activities posted on Tuesday and Thursday for the students to use as brain breaks if/when they need them throughout the day. All activities that are posted on a certain day are due by 8:00 a.m. the next school day. Please make sure that your child is checking each class each day to ensure they don't miss any assignments. I understand that you may need some flexibility, so just let me know if you need more time. Please keep in mind that iPads are locked from 8 p.m. to 6:30 a.m.

Although we are utilizing technology during distance learning, please keep in mind that bodies need to move and play. Please monitor your child's screen time. If it works, I have a sample schedule with breaks between each lesson, at the bottom of the page. There will be activities posted from music and phy. Ed. throughout the week and it could also be as simple as grabbing a snack, getting some fresh air, doing some jumping jacks...anything that gives your child's brain a quick break.

### **Grading:**

Your child will receive credit for each subject area based on completion of assigned activities. The biggest thing to remember is that the students should be handing assignments in by 8 a.m. the next school day. Assignments that are handed out on Friday will be due by Monday of the next week.

### **Parent Expectations:**

Your child may need help finding his/her assignments each day, do the best you can to help them. Your child may also need help with clarification on what to do, but encourage him/her to do as much as they can independently. Remember, I do not expect perfection, but I would like them to at least try. Please refrain from taking pictures, videos, or screenshots during the live meetings as it is a privacy concern for everyone. Take a deep breath and know that your child will pick up on how to navigate this new learning platform in no time. Together we will embark on this new adventure!

6:30 am	Student iPads unlock
8:00 am	Assignments Posted to Google Classroom
8:00 am - 8:30 am	Students work on Social Studies assignment
8:30 am - 9:00 am	Brain Break and Read ( AR book or Epic App)
9:00 am- 12:00 pm	Ms. Swanson available for student/ parent questions
9:00 am- 9:20 am	Live Math Lesson Video on Zoom (students should plan to attend if able)
9:20 am - 9:40 am	Students work on math assignment
9:40 am - 10:00 am	Brain Break and Snack Time
10:00 am - 10:30 am	Students work on Science assignment
10:30 am - 10:40 am	Brain Break
10:40 am - 11:10 am	Students work on Reading assignment
11:10 am - 11:20 pm	Brain Break
11:20 am - 11:45 am	Students Read AR book or on Epic App
11:45 am - 12:45 pm	Lunch and Break Time
Afternoon	Screen- Free Activity Time
1:30 pm - 4:30 pm	Ms. Swanson available for student/parent questions
1:00 pm	Religion assignment available
1:30 pm 1:45 pm	Religion Zoom Meeting with Mrs. O (students should plan to attend if able)
1:45 pm - 2:00 pm	Brain Break
2:00 pm - 2:15 pm	Spelling Practice
2:15 pm - 2:30 pm	Handwriting Practice (use handwriting books and do unfinished pages)
2:30 pm - 4:30 pm	Finish up any assignments/ make sure to have viewed all assignments
4:00 pm - 4:30 pm	Ms. Swanson available for video chat ( must check-in if you haven't for the day yet)
6:30 pm - 7:30 pm	Ms. Swanson available to answer student/ parent questions
8:00 pm - 6:30 am	Student iPads locked

## **Grade 5**

### **Availability:**

I will be available at: 9 a.m.-11 a.m., 1:30 p.m.-4:30 p.m., 6:30-7:30 p.m.

I will do my best to reply to messages and emails in a timely manner during these times.

I do have live zoom meetings during some of these times, but I will check emails when done.

I have included an evening time for parents if there are questions when they return from work.

**Live Check in Times:**

Each day we are required to meet face to face with our students. I will be doing this through Zoom meetings. Instruction will take about 15-20 minutes, but I will stay on longer for student questions. The zoom meeting link is posted in the google classroom site.

Students will click on the link at the designated meeting times:

9:00 a.m. Attendance and Math instruction This is a required meeting time for attendance.

1:30 p.m. I am with 4th grade Religion.

2:00 p.m. 5th grade Religion, prayer, and answer questions.

**Assignments/Grading:**

Assignments will be posted on google classroom and will be due at 8 a.m. the following day.

Friday's assignments will be due on the following Monday at 8 a.m.

Students will receive credit/grade for each subject area based on completion of assignment.

**Attendance:**

Attendance will be taken at the 9 a.m. zoom meeting and recorded.

Students that do not attend will be marked absent for the day.

If a student is ill or has an appointment, the parent needs to email me in the morning for it to be an excused absence.

**Student Expectations:**

\* iPads should be charged and ready to go every morning by 9:00 a.m.

\*Check google classroom in the evenings or early mornings for posts or materials you may need

for upcoming classes so you are prepared (for example if you would need a ruler for math).

\*Have all materials and textbooks ready when the meeting starts.

\*Students will understand instructional zoom meetings are recorded.

\*Students will do their best on all assignments.

\*Ask questions during zoom meetings or in google classroom under the assignment comment box.

**Parent Expectations:**

\*Encourage your student to do as much of their assignment independently as possible.

\*Help students troubleshoot any technology issues that may arise.

\*Email me with questions concerning educational needs.

\* No screenshots, videos, or pictures may be taken when your student is in a zoom meeting due to privacy regulations as other students may be in the picture during the zoom meeting.

9:00-10:00 am Live zoom meeting--Attendance and Math

10:00-11:00 am Reading, Language, Spelling

11:00-12:00 pm Science

Lunch and recess --take a break

1:00-1:30 pm Social --Ms. Swanson's has designated this time for you and your questions.

Post your questions in google classroom and she will be there at this time to help you right away.

2:00 pm Live zoom meeting--Religion, Prayer

I will stay on until 3:00 for any student questions.

3:00 pm                      End of school Day, You have survived digital learning!!

Any assignments not finished, you will need to complete by 8:00 a.m. the following school day.  
**Keep in mind iPads are locked from 8:00 pm-6:30 am in notes app.**

### Middle School and Advanced Math

#### **Attendance :**

In order to be counted present each day, you must show up for your math Zoom meeting. If you are not present for math class, you will be counted as absent unexcused for the whole day.

#### **Schedule:**

Each day, you should wake up and be ready for school at 8 a.m. Your math assignment will be posted on Google Classroom and you should begin working on this before your scheduled math class. Other subject assignments will post following this schedule:

9 am	8th Grade Read/Geo	7th Grade Science/Religion	6th Grade Language Arts
10 am	8th Grade Language	7th Gr Read/History	6th Science/ Religion
11 am	8th Grade Science/Religion	7th Grade Language Arts	6th Grade Reading/MN History

**Live Class Times:** You will be expected to be face to face and check-in with a teacher twice a day with Zoom. Once for math, and the other for homeroom.

Your Scheduled math time is

6th grade - 9:00 am - 9:30 am

8th grade - 9:40 am - 10:05 am

7th grade - 10:15 - 10:40 am

***EVERYONE*** will check-in at 2:00 pm with their homeroom teacher. This will be a time for questions and prayer.

#### **Teacher Availability:**

Mrs. Ryberg will be available from 8:00 a.m - 11:45 am. Mrs. Stahl, Mrs. Frank, and Mrs. Leonard are available at 8:30 a.m. - 11:30 a.m., then 12:30 - 2:30 p.m. and finally 6:30-7:30 p.m. You can email them with questions and they will respond shortly.

Teachers will be in Class Zoom Meetings often so please be patient. If you have questions other than the listed available times, you should certainly contact us, and we will get back to you as soon as we can.



**Assignments:**

Assignments will be graded and have due dates. If you do not complete them, they will go into RenWeb as Missing and you will receive missing assignment notifications, and subject to the same consequences as if it were turned in late in “physical” school.

In completing your assignments, you need to be aware that your iPad is scheduled to be open from 6 a.m. until 8 p.m. At 8 p.m. your iPad will switch to the calculator app. This is not an excuse not to get your work done. The expectation is you are working during the school day on your schoolwork, so after 14 hours, it needs a rest. If you find that your battery is draining due to the calculator app, the best choice is to turn it completely off at 8 p.m. and plug it in with the anticipation of using it the next day for class.

**Zoom:**

Zoom will be an online meeting space that will serve as our virtual classroom. Teachers may record these sessions. A reminder that just like you would not take a picture during class of your friends or teacher, you would not do that during a Zoom meeting either. This is consistent with St. Mary’s iPad policy you agreed to this fall. The iPad policy says you are not to be taking photos of others using your iPad.

You will need headphones during this time to minimize background noise. Just as you wouldn’t talk while the teacher is talking in class, you should raise your hand, wait to be called on, and practice the same manners that you would while in class. This will not be a social gathering time; your teacher will have an agenda for what needs to be accomplished and if you have individual questions, your teacher can stay on at the end of the meeting and answer them one on one with you. Please review the Zoom session etiquette hand out on the last page of this document.

**General Information:**

If you have technology questions about your iPad or Apps, you should contact Mrs. Elfering at [jelfering@stmarysbi.com](mailto:jelfering@stmarysbi.com).

A strategy that could be very helpful, is to set up a “workspace” with things you will need. Items you may want to include are your iPad, charger, pencil, paper, headphones, books/workbooks/texts, and water bottle. Think of this as your home office; once you sit down you are ready to work. It should be a space away from distractions that may pull you away from what you need to complete. During the day, you should leave this space for breaks. Ms. Arnold and Ms. Geislinger will be posting ideas for you to take a brain break during your day. Eat your lunch somewhere else, walk away from this space, TAKE A BREAK!

If you have problems during the day, ask for help. Your parents should be able to help you with some issues like your internet connection and managing your time. You can contact us inside Google Classroom or by email.

Please know this will be a time of trial and error. Some things may work great; others may need to be tweaked. We will keep you posted as we go along if there are changes. If you are encountering issues, please let us know what is not working so we can address those struggles.

## **SECTION III**

### **Additional Resources/Tools/Tips**

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#### Additional notes for all students:

If students are not understanding something, they should reach out to their teacher rather than rely on parents. Parents are encouraged to help as needed, but not required. If students are refusing to do the work, parents should get involved and should also communicate this to the teacher.

Although an hour to an hour and a half is scheduled for each class, we don't expect to assign your child an hour or more worth of work. The hour to an hour and a half is simply scheduled to help the teachers make sure we have time to meet with each student daily. We anticipate that students will be completing 20 to 30 minutes of work per subject, per day.

#### **Distance Learning Technology Tutorials**

The following Distance Learning Technology Tutorials will be added:

- Connecting your iPad to WiFi
- Google Classroom
- SeeSaw
- Zoom
- How to send a screen shot of a worksheet

#### **Tips for Parents**

- Have a dedicated study space for your student.
  - o Talk to your student (s). How do they like to study? Find a place that is free from distractions and then stock it with the supplies your students might need. A desk area is ideal, but anywhere your student feels comfortable and can be productive is an optimal place for your child to study and complete homework.
- Schedule learning and studying time (these are two separate things).
  - o Because distance learning allows such freedom in setting one's own study schedule, it's also easy NOT to set a schedule — and not having a schedule isn't in the best interest to the student. After talking to your student, decide what time of the day is best for focusing on academics.
  - o It's important that your student schedule time every school day to work on courses (learning time) and adhere to the schedule just as if he or she were attending class on site.

- o Your student will need to log into Zoom or SeeSaw (as determined by your child's classroom teacher) to stay on top of assignments, discussion forums, etc. Your students will need to check their e-mail frequently for messages from the instructor or from other classmates.
  - o Study time is also to be scheduled. This is time spent reviewing materials, studying for tests, etc.
- Insist that your student prepares for assignments and tests.
  - o Just like he/she would in a regular classroom situation.
- Have your student set deadlines and stick to them.
  - o It's important that your student keep up with the assignment schedule, submitting all assignments in a timely manner. Adhering to deadlines is an important life lesson.
- Have your student stay in touch with his/her classroom teacher.
  - o Your students should contact their classroom teacher regularly, especially if they are having difficulties or have questions about classwork.
  - o Instructors like hearing from their students. They don't consider it a bother at all. Teachers will have regularly scheduled virtual "office hours" for your child to utilize.

During contracted hours on Distance Learning Days, all teachers have been asked to:

- Check email throughout the Distance Learning days from 7:30 am to 3:30 pm and/or within the hours that each teacher has indicated their availability/day.
- Record hours worked while providing/preparing education each day.
- Professional Development time should be utilized as deemed necessary by administration.

Parents should follow the distance learning plan communicated by St. Mary's School. If special arrangements for students are needed please work directly with your teachers.

Parents, along with teachers and students, are asked to remember that Distance Learning days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should communicate with the teacher about how to meet requirements.

Parents should contact teachers directly via email with any questions, concerns or frustrations they may have regarding Distance Learning assignments.

**A complete document pertaining to all information per grade level can be found on our website at [www.stmarysschoolbirdisland.com](http://www.stmarysschoolbirdisland.com) under COVID-19. Documents will also contain information regarding grading and a suggested daily schedule.**