



St. Clare School



COMPREHENSIVE CATHOLIC DISTANCE LEARNING PLAN 2020-2021

In March of 2020, St. Clare 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. We will utilize our high quality faculty, curricular resources, and technology to mitigate any learning loss - helping your child to succeed as they continue to build essential foundational skills and master the standards. 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 life-long 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. Clare and for being a part of our family in person and through distance.



St. Clare School

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.

Materials

- Families are encouraged to help their children set up a classroom space where they can organize themselves, their materials and their work. For example, a table or desk that can be kept free of clutter, a place for their folders, workbooks, and paper/pencils/tablet. Reduce distractions in the environment as much as possible to promote focus and concentration. Students should begin their day with a healthy breakfast, make their bed, get dressed and come to their morning class meeting ready to learn.
- iPads and Chromebooks will be available for check out to any student that needs a device. Although the school will be providing a device, students will have the flexibility to use an approved alternative device in addition to or instead of the school provided device with teacher approval. School devices will be pre-loaded with apps/extensions and all students must sign and adhere to the Technology Use Agreement.
- Families should conduct an assessment of their technology access, speed, and available devices to determine whether they can provide a consistent and successful internet connection. Troubleshooting questions can be directed to Mr. Morgan, our Technology Administrator.
- The school will host a parent drive-thru every 2 weeks as needed for families to pick up instructional materials via a car line. These will include materials for projects, workbook pages or photocopies, etc. that will help provide students with “offline” instructional materials, and provide an opportunity for students to turn in any class work that is not submitted digitally.



St. Clare School

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 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. Clare Vimeo channel (with links provided through SeeSaw and Google Classroom).

Synchronous Instruction

- Students will have daily interaction with one or more teachers and/or their Instructional Assistant who will guide their full educational experience.
- Each homeroom will host at least one live Zoom each morning Monday through Friday. Each live Zoom will focus on one or more of the following formats:
 - Class meeting: General check-in, review assignments for the day, answer questions from the day before, student sharing.
 - Live instruction: An instructional lesson that is interactive.
 - Social Emotional Learning (SEL) Support: Teachers will present lessons following our SEL curriculum.
 - Break-out Rooms/Small Group Instruction: Faculty, our Learning Specialist, Instructional Aides, and Parent Volunteers (through Zoom) may be utilized 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.
 - Special Zooms: May include instructional themes (such as a virtual field trip), buddy class meetings, guest speakers, prayer services, parent check ins, etc.



St. Clare School

Synchronous Instruction (cont.)

- Instruction may be whole group, small group or individual based on students' needs/assignments for the day.
- Students must adhere to our Digital Citizenship Code of Conduct for participation and follow the guidelines set forth in the Student/Parent handbook.

Asynchronous Instruction

- While some learning will be synchronous (live at a scheduled time), 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-2) and Google Classroom (3-8) 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. 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.



St. Clare School

Specialist Classes

- St. Clare 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. 3 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 Pass/No Pass), graded on participation and effort (Art, Music, PE).

Social-Emotional Learning

- Teachers, counselor 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 at the start of the school year with each family to introduce themselves to your child, answer questions you have, look at the year ahead, and 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 Specialist 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.



St. Clare School

Assessment

- Teachers will use summative and formative assessments in all core subjects with varied approaches. Specialists will grade on effort and participation in addition to providing feedback on skill and standards mastery.
- Grades K-2 Feedback will be provided through SeeSaw (teacher written feedback or audio given) and during live class meetings or office hours (face to face feedback).
- Grades 3-8 Feedback will be provided through Google Classroom and live class meetings. Feedback will be visible in Google Classroom regularly and Middle School grades will be updated every 2 weeks (minimum) in our FACTS SIS platform.
- Assessments will drive instruction and be varied. Examples include project-based assessments, written responses, worksheets and other assignments through Google Classroom, writing prompts, reading journals, Google forms quizzes, nearpod, on-line discussions, live quizzes over Zoom, collaborative Google slides, student created videos and/or note pages, exit tickets on Google Classroom, etc.

Attendance

- Attendance will be taken daily.
- If a student is absent from a distance learning day for illness or other reason, parents need to email the child's teacher and main office, as with a typical absence.

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. Don.
- 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.



St. Clare School

Screen Time

- Although all assignments will be distributed via SeeSaw and Google Classroom, not all assignments will be completed using the computer or tablet.
- 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.)

Office Hours and Communication

- Teachers will assign office hours each day for open communication. They will be available during this time to respond to student or parent questions in real time, and be accessible through Zoom, email or phone.
- Art, Music, PE, Library, and Technology specialists will also hold office hours for student or parent questions.
- 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.



St. Clare School

This plan was created in consultation with the faculty and staff of St. Clare Catholic School, the School Advisory Council, experts in educational distance learning, and the Department of Catholic Schools. This is a working 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. Teachers will plan to address grade level specific details during a virtual Back to School Night at the beginning of September (Date TBA).

Contact Information

Principal: Mr. Chris Harris; charris@stclarepdx.org

Office Manager: Mrs. Donna MacNeur; dmacneur@stclarepdx.org

Technology Administrator: Mr. Patrick Morgan; pmorgan@stclarepdx.org

Enrollment Specialist: Mrs. Lillian Kidwell; lkidwell@stclarepdx.org

General Information; info@stclarepdx.org

St. Clare Catholic School
1807 SW Freeman St.
Portland, OR 97219
503.244.7600

Print Date: 8/7/2020



St. Clare School

Sample Grades K-2	Appendix A: Sample Schedules (Rev. 8.14.20)				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-8:30am	Morning work/prepare for the day				
8:30-9:00am	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:00-9:30	Music	Library	Art	PE	Mass or Liturgical Experience
9:30-9:45	Snack and Movement Break				
9:45-10:30	Language Arts (with small group instruction)	Math (with small group instruction)	Language Arts (with small group instruction)	Math (with small group instruction)	Language Arts
10:30-10:50	Virtual Recess				
10:50-11:15	Math	Language Arts	Math	Language Arts	Science or Social Studies
11:15-11:45	Religion	Science or Social Studies	Religion	Science or Social Studies	Math
11:45-12:30	Lunch and Activity Break				
12:30-1:00	Science or Social Studies	Religion	Science or Social Studies	Religion	Music
1:00-1:30	Art	PE	Technology	2nd Step/Social Emotional Learning	Independent Work Time
1:30-2:00	Independent Work Time	Independent Work Time	Independent Work Time	Independent Work Time	
2:00-3:00	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	

*Classes will include a mix of live synchronous instruction, teacher pre-recorded videos, or guided activities based on the needs of the lesson. Asynchronous lessons can be completed at any time during the day and will cover various subject areas. Typically, the red colored subject areas will include live instruction while the blue colored areas will be asynchronous. Specials may not always include a live component. Students can complete independent/asynchronous work during work time and check in with the teacher as needed during office hours. This is a sample schedule, which will vary by grade level.



St. Clare School

Sample Grades 3-5					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-9:00	Morning work/Activity				
9:00-9:30	Class Meeting with Instruction	Class Meeting with Instruction	Class Meeting with Instruction	Class Meeting with Instruction	Mass or Liturgical Experience
9:30-10:00	Library	Language Arts (with small group instruction)	Language Arts (with small group instruction)	PE	Language Arts
10:00-10:30	Virtual Recess				
10:30-11:00	Math (with small group instruction)	Math	Math (with small group instruction)	Math	Music
11:00-11:45	Religion	Art	Science or Social Studies	Religion	Science or Social Studies
11:45-12:30	Lunch and Activity Break				
12:30-1:00	Language Arts	Religion	Religion	Science or Social Studies	PE
1:00-1:30	Music	PE	Technology	Language Arts	2nd Step/Social Emotional Learning
1:30-2:00	Independent Work Time	Independent Work Time	Independent Work Time	Independent Work Time	Independent Work Time
2:00-3:00	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	Teacher Office Hours	

*Classes will include a mix of live synchronous instruction, teacher pre-recorded videos, or guided activities based on the needs of the lesson. Asynchronous lessons can be completed at any time during the day and will cover various subject areas. Typically, the red colored subject areas will include live instruction while the blue colored areas will be asynchronous. Specials may not always include a live component. Students can complete independent and asynchronous work during work time and check in with the teacher as needed during office hours. This is a sample schedule, which will vary by grade level.



St. Clare School

Sample Grades 6-8	Monday	Tuesday	Wednesday	Thursday	Friday
	8:15-9:00	Homeroom Meeting	Teacher Office Hours	Homeroom Meeting	Teacher Office Hours
9:00-9:55	Math	Science	Math	Science	Mass or Liturgical Experience
9:55-10:00	Transition/movement break				
10:00-10:55	Social Studies	Religion	Social Studies	Religion	2nd Step/Social Emotional Learning/Technology
10:55-11:00	Transition/movement break				
11:00-12:00	Language Arts	Language Arts	Language Arts	Language Arts	Math
12:00-1:00	Lunch and Activity Break				
1:00-2:00	Music/Library	Math	PE	Math	Language Arts
2:00-3:00	Teacher Office Hours	Art	Teacher Office Hours	Teacher Office Hours	Independent Work time (catch up/extension assignments)

*Movement breaks will be scheduled in the morning. Typically, the red colored subject areas will include live instruction while the blue colored areas will be asynchronous. Classes will include a mix of live synchronous instruction, teacher pre-recorded videos, or guided activities based on the needs of the lesson. Asynchronous lessons can be completed at any time during the day. The hour block will encompass live and/or asynchronous instruction, engagement, and work time for the subject area. Specials may not always include a live component, additional asynchronous PE and Music activities will be included. Students can complete independent and asynchronous work during office hours and check in with the teacher as needed. This is a sample schedule, which will vary by grade level.