



Saint Catharine of Siena is planning for the return to school in August for the 2020-21 school year, based on guidance from the Center for Disease Control, the PA Department of Health and the PA Department of Education. ***Effective immediately for the 2020-2021 school year, Saint Catharine of Siena will implement the following policies and procedures in addition to our Saint Catharine of Siena Handbook for live, hybrid, and full distance learning environment.***

During this Global Pandemic, we believe that in-person teaching is the best mode for students' education. However, we do recognize the desire for some families to remain at home until a vaccine or treatment is developed. It is important to us to provide a way to keep each student connected and part of our faith-filled school community.

We do not want COVID-19 to be the reason you feel that you can no longer be a part of our school. Therefore, we are offering a virtual learning program for students who choose not to attend live school daily due to the global pandemic. **This option will be re-evaluated each trimester. Students who choose this option may return to school in person, after the conclusion of the 1st trimester by contacting the principal and conferencing with the administration, school nurse, guidance counselor, and teachers to determine whether returning is appropriate.** Virtual learning will be different from our inaugural attempt in the Spring 2020. It will be more rigorous and will include all subjects including our special classes.

To receive credit and attendance for the courses for this school year students are expected to complete all live and virtual assignments posted.

Saint Catharine of Siena will host three possible models due to COVID-19 Pandemic with

- Full in person* with an option for parent-selected virtual
- Hybrid in person*/distance learning
- Full Distance Learning

**Health Mandated Virtual Learning is available to a student who is unable to attend school for an extended period of time due to COVID related issues or temporary health concerns (for example, self-quarantine, exposure to COVID, positive COVID results, flu, etc.)*

Students and parents will need to review Saint Catharine of Siena Handbook with the COVID-19 Full/Hybrid/Distance Learning Plan Addendum, sign the acknowledgement, and remit acknowledgement prior to the beginning of the school year.

The **full in person model** delivers in person instruction in Saint Catharine of Siena School daily with physical distancing and health and safety measures as directed by the CDC and PA Department of Health in place to protect students and staff. All work is expected to be completed and correctly turned in by the due date.

In case of sickness, a parent must notify the teacher and office in writing. All assignments must be turned in one day after their return to school (live or virtual).

If a family is unable due to health issues or uncomfortable with full in person model during the green or yellow phases, they are to immediately contact Mrs. Marcella Kraycik, principal, in writing to make arrangements for a conference using the attached [Google Form 2020-2021 Return to School/Change of Instructional Plan Request](#). Also, **absent extenuating circumstances, a family may not switch between models and students will remain in their family's chosen model for the entire duration of a trimester.**

For Parent-Selected Virtual:

What will be Expected:

- Check in to Google Classroom by 8 am to see the work for the day.
- Use the SCS Chromebooks for asynchronous or synchronous learning.
- Be on time and present for the live instruction as directed by the teacher.
- Use a dedicated work space.
- Leave the camera on during instructional time.
- Contact the teacher with questions or concerns
- K - 8 lessons may be recorded for an asynchronous viewing at a later time.

What will be Needed:

Students will need necessary technology and internet access to participate in the virtual learning program. Students will need to have an appropriate learning space for their daily educational needs. Students will need necessary supplies and books at their workspace at home. Students will acquire the necessary materials from school prior to engaging in the virtual learning model

The **hybrid in-person/distance-learning** model delivers in-person instruction in Saint Catharine of Siena School, with physical distancing and health and safety measures as directed

by the CDC and PA Department of Health in place to protect students and staff, per CDC and PA Department of Health guidelines. This model will be put into effect should we need to enter into the “**yellow**” phase. In this model, students will attend school in-person on two consecutive days each week, and engage in self-directed, asynchronous distance learning on the other three days. Class size is reduced and cohorts are determined strategically.

Monday	Tuesday	Wednesday	Thursday	Friday
In Person Cohort 1	In Person Cohort 1	Distance Learning Cohort 1	Distance Learning Cohort 1	Cohort 1 <ul style="list-style-type: none"> ● Distance Learning ● Support Sessions ● Teacher Planning ● Student Catch-Up Day
Distance Learning Cohort 2	Distance Learning Cohort 2	In Person Cohort 2	In Person Cohort 2	Cohort 2 <ul style="list-style-type: none"> ● Distance Learning ● Support Sessions ● Teacher Planning ● Student Catch-Up Day

Pre- Kindergarten through Eighth Grade Students in the hybrid model will receive instruction in religion, literacy, mathematics, science, social studies and specials (spanish, social emotional, art, music and PE) Monday-Friday.

In the hybrid model, students will attend two days in person, two days of distance learning each week. Some students may receive additional synchronous learning depending on their learning plans. Classes will be split strategically in order to reduce class size. On Fridays, teachers will engage in planning and will provide small-group interventions with students when needed. Students will also utilize Friday as a “catch-up/make up” work day. Students will also participate in asynchronous learning activities.

New instructional content will be offered to all students in person and virtually. Attendance will be required and student work will be graded.

Students will be expected to Zoom for live instruction **and** participate in all recorded lessons with their teachers daily in case of a school closure/hybrid distance learning cohort. All lessons and assignments must be completed.

The recommended live/recorded zoom instruction time is as follows:

- PreK -1: 60-90 minutes daily
- 2-8: 90-180 minutes daily

Independent work time recommendations:

- PreK-1: 60-90 minutes daily
- 2-8: 90 -180 minutes daily

Special Classes:

- Will be incorporated into virtual schedule
- Any assignments issued by a special class during virtual instruction must be completed by due date
- Attendance will be taken
- Specials will also have Google Classrooms for lessons and assignments.

Assignments must be turned in correctly by due date.

Late work:

- Please communicate with your teacher if there is difficulty in completing any assignments by the due date.
- All missed/late assignments must be turned in by Friday 3 pm in order to receive partial credit.
- Any work turned in after Friday will result in a failing grade for that assignment. (Below 70)
- In case of sickness, a parent must notify the teacher and office in writing. All assignments must be turned in one day after their return to school (live or virtual).
- Failure to turn in any assignment may result in a failing grade for the class. (When grades are being submitted for report cards and an assignment is still missing, your student will earn a zero. That zero may pull down their final grade to a grade below 70%.)

In the **full distance learning model**, students in all grade levels would engage in both online, synchronous (live) and asynchronous (independent) learning 4 days per week, Monday through Thursday. Fridays would give teachers time for planning and also for small-group interventions conducted synchronously, as necessary. All students will participate in independent/asynchronous learning on Friday. K-4 Teachers will host “Office Hours” from 2:30-3:00 daily. 5-8 Teachers will host “Office Hours” from 2:40-3:10 daily. Students needing to video conference with their teacher can make an appointment or enter the virtual classroom to meet. Students are required to attend small group instructional time if directed by the teacher.

A student who is ill will participate in the full distance learning model if quarantined or sent home from school. The student may return to the full live classroom when symptom free (14 days) or tests negative and has written documentation from their health care provider.

Pre- Kindergarten through Eighth Grade Students in the full-time distance learning models will receive instruction in religion, literacy, mathematics, science, social studies and specials (spanish, social emotional, art, music and PE) Monday-Friday.

New instructional content will be offered to all students, attendance will be required, and student work will be graded

Students will be expected to Zoom for live instruction **and** participate in all recorded lessons with their teachers daily in case of any school closure. All lessons and assignments must be completed.

The recommended live/recorded zoom instruction time is as follows:

- PreK-1: 60-90 minutes daily
- 2-8: 90-180 minutes daily

Independent work time recommendations:

- PreK-1: 60-90 minutes daily
- 2-8: 90-120 minutes daily

Special Classes:

- Will be incorporated into virtual schedule
- Any assignments issued by a special class during virtual instruction must be completed by due date
- Attendance will be taken
- Specials will also have Google Classrooms and assign

Assignments must be turned in correctly by due date.

Late work:

- **Please communicate with your teacher if there is difficulty in completing any assignments by the due date.**
- **All missed/late assignments must be turned in by Friday 3 pm in order to receive partial credit.**
- **Any work turned in after Friday will result in a failing grade for that assignment. (Below 70)**
- **In case of sickness, a parent must notify the teacher and office in writing. All assignments must be turned in one day after their return to school (live or virtual).**
- **Failure to turn in any assignment may result in a failing grade for the class. (When grades are being submitted for report cards and an assignment is still missing, your student will earn a zero. That zero may pull down their final grade to a grade below 70%.)**

Saint Catharine of Siena will be utilizing Google Classroom for all classes (PreK-8) to post all assignments. Google Classroom is an app that helps teachers create and organize assignments quickly, provide feedback efficiently, and easily communicate with their classes. Classroom helps students organize their work in Google Drive, complete and turn it in, and communicate directly with their teachers and collaborate with their classmates.

Teachers will be posting all assignments through Google Classroom. Option C is our online gradebook. It is through Option C that students will receive grades earned to those assignments posted on Google Classroom. You will be provided with login information in order to access their grades and monitor progress. Students in grades 5-8 will be provided with Option C login information in order to monitor their own progress.

All assignments regardless of the learning model are to be completed by the student. A committee will be formed for any student at risk and parents will be requested to attend a conference with the committee. Students not making progress, not completing academic packets or opting not to participate during any closure, will receive a failing grade. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. Honor roll will continue through all learning models. All grades will be cumulative and weights will not be applied during the 2020-2021 academic school year.

The **Diocesan Grading Scale** is as follows:

- A: 93-100
- B: 85 – 92
- C: 75 – 84
- D: 70 – 74
- F: 69 and lower.

The **Diocesan Grading Codes** are as follows:

O: 97-99

VG: 90-96

G: 85-89

S: 75-84

N: 70-74

U: below 70

It is through Google Classroom that digital resources such as Khan Academy, Mathletics, Lexia Reading, PearDeck, Kahoot, and Edpuzzle will be assigned to your students. Google Classroom will also be used to assign textbook and workbook assignments as well.

Your students can access Google Classroom by logging into their Google email account.

Zoom/Google Meet is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will “live” instruct and record lessons to be delivered via zoom/Google Meet and Google Classroom. **Students will be graded for zoom attendance: 5 points per zoom class.**

Students are expected to attend Zooms. Students are to be positioned upright and able to actively participate in the online classroom setting. Students are expected to have materials ready and participate in virtual classes. They are to be “dressed down” according to the handbook. Please try to minimize distractions for your students and their learning environment.

Some long term projects or weekly assignments may be posted Monday morning. . Assignments will also be posted daily. It is the student’s responsibility to monitor Google Classroom for new assignments. Fridays during the hybrid and full virtual instruction models will be time for asynchronous lessons, make up work, and time for one on one/small group instruction time for students in need of support. Teachers will host “Office Hours” from 2:30-3:00 daily. Students needing to video conference with their teacher can make an appointment or enter the virtual classroom to meet. Students are required to attend small group instructional time if directed by the teacher.

A Virtual Zoom schedule will be provided via Option C and our website for our full distance learning model

Draft: PreK-4 Virtual Zoom Schedule for Full Distance Learning (will be edited)

Time	Day
8:00-8:50 K-4	HR CHECK IN/First Lesson
9:00-9:50	
10:00-10:50	
11:00-11:50	
11:55-12:25	Lunch
12:30-1:20	
1:30-2:20	
2:30-3:00	Office Hours

Draft: Grades 5-8 Virtual Zoom Schedule for Full Distance Learning

8:00	Dempster HR	Tomczyk HR/7th A	Stroud HR 7th B	Cieniewicz HR/8th Grade	Fries HR/6th Grade	Lavanga	Hearing
8:00	HR Check In	HR Check In	HR Check In	HR Check In	HR Check In		
8:15- 9:05	5th Religion	7th A Religion	7th B Religion	8th Grade Math	6th Science	8th Grade Math (Lavanga/ Kraycik)	
9:10- 10:00	5th Grade Math	6th Grammar	8th SS	5th Grade Math	7th A Science		7thB ILA
10:05- 10:55		6th ILA		7th ACC Math	7th B Science		8th ILA
11:00- 11:45			6th SS	7th B Reg Math	8th Science		7th A ILA
11:50- 12:35		7th A Specials	7th B Specials	6th Acc		6 Regular Math	8th ILA

12:35-1:00		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:05-1:55		8th Religion	7th B SS		6th Grade Specials		7th A Grammar
2:00-2:40		6th Grade Religion	7th A SS	8th Specials			7th B Grammar
2:40-3:10	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours