Siena Catholic Schools of Racine Elementary School Remote Learning Guide for Students and Families

For students/families at:
John Paul II Academy, Our Lady of Grace Academy, St. Joseph School, St. Lucy School, St. Rita School

Expectations for Remote Learning

All expectations for learning will be available on Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email. A variety of digital or traditional tools may be used for student learning, but all information about the learning students will be doing each day will be available via Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email.

Students must produce evidence of their learning each day to verify their attendance on a Remote Learning Day. This evidence of learning needs to be submitted by 3:00 p.m. on each day.

Information about lessons will be available by Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email by 4:00pm the day prior, including an announcement each day that clarifies what students need to do for that day as well as links to resources or activities (i.e. the lesson for Wednesday will be shared by 4:00pm on Tuesday afternoon).

It is critical that students log into their school email each day. If students need support for Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email, connect with teachers first. Students can also contact Siena Catholic Schools IT staff if additional support is needed.

For the 3K-5th Grade Classes:
30-minute daily lessons will be sent for each of the following subjects:
Reading, Writing, Mathematics

30-minute weekly lesson will be sent for each of the following subjects:
Religion, Science, Social Studies, Art, Music, and Physical Education

For the 6th-8th Grade Level:
30-minute daily lessons will be sent for each of the following subjects:
English Language Arts, Reading, Mathematics, Science, Social Studies, and Religion

30-minute lessons will be sent twice a week by the homeroom teacher for the following subjects:
Physical Education, Music, Art

Each lesson will be designed to take approximately 30 minutes to complete and teachers will clearly identify the lesson's objective, key resources needed to complete the lesson, step-by-step directions to complete the lesson, and identification of what evidence needs to be submitted to the teacher that demonstrates evidence of student learning.

Core learning tasks for 3K through 5th grade will be able to be completed without technology beyond a cell phone. Supplemental extension activities may be given that utilize additional technology.

All teachers will communicate and hold remote office hours for 90 minutes between 8:00am and 12:00 noon and an additional 60 minutes between 1:00pm and 3:00pm. These office hours will be communicated to students each day in an email announcement. Office hours are times when teachers will be available via email, Class Dojo, or Google Classroom. Teachers will also be monitoring student work throughout the day and may also choose to set up specific times for live discussions or sessions to connect with students. When this happens, teachers will communicate that information to students.

Communicate with teachers using email. You can find contact information on each school's individual website.

Verification of attendance on PowerSchool indicates that students have completed required work for the day in each class.

Reminder: **The Acceptable Use Policy (AUP) Damage and Lost/Stolen Device Policies will be enforced during Remote Learning Days. Please treat all school-issued devices appropriately**

Students, please maintain a healthy work/life balance. Keep lines of communication open with your teachers and connect with your teachers if you are having difficulty.

✔	Student Remote Learning Daily Checklist
	I have logged in to Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email and checked the assignments in each course.
	I have created a learning plan for the day. This plan includes: • list of what is due for each class each day • office hours for each teacher that day • outline of when I will work on each class
	I have completed the required work for each course and submitted it as a record of my attendance.

How can students get the support that they would normally get at school?

Students can email the educators that they normally work with during a usual school day. Additional support can be provided by the following staff members:
*All emails end with "**@sienacatholicschools.org**"*

John Paul II Academy	Gloria Schumacher Principal gschumacher@	Lisa Webb Learning Support Coordinator lwebb@	Debbie Klein School Counselor dklein@
Our Lady of Grace Academy	Erin O'Donnell Principal eodonnell@	Sarah Thostenson Learning Support Coordinator sthostenson@	Katie Reynebeau School Counselor kreynebeau@
St. Joseph School	Heidi Hernandez Principal hhernandez@	Jennifer Krupecki Learning Support Coordinator jkrupecki@	
St. Lucy School	Amy Jarmuz-Kluth Principal ajarmuzkluth@	Emily Kucik Learning Support Coordinator ekucik@	
St. Rita School	Jennifer Jeffers Principal jjeffers@	Karen Folker Learning Support Coordinator kfolker@	
IT Support	Dan Rodgers techsupport@	Zac Pawlowski techsupport@	

How can students get help with PowerSchool Learning & Google Classroom?
Students should contact teachers first, who can determine the level of support students need. Siena's IT staff will be available via email to provide additional support as needed.

Remote Learning Frequently Asked Questions

When will lessons be available?
All lessons will be available by 4:00pm the day prior beginning on Wednesday, March 18 for learning to begin on Thursday, March 19.

What devices will students be using?
Students in 3K-5th grade will not be issued devices by the school. Students in grades 6-8 will have school-issued Chromebooks and can use those to access their work. Parents/Guardians will need

to come to the school during identified hours to sign the release document for the Chromebook to be issued. Students will need to be able to connect to wi-fi. Please connect with your school's principal if you are not able to access wi-fi for work.

How will attendance be recorded?

Attendance will be documented by the daily submission of evidence of learning identified for that day and entered into PowerSchool by the homeroom teacher. Evidence of learning will need to be submitted each day by 3:00 p.m. so that attendance can be verified.

How long do students have to complete their work each day?

Because student submission of work counts as their attendance for that day, students should complete and submit some evidence of learning by 3:00 p.m. each day. If parents (3K-5) or students (6-8) have technical difficulty with submitting work, they should communicate with their teachers.

What if students have trouble completing a lesson?

Parents (3K-5) or students (6-8) should email their teachers with questions about the lesson. For immediate contact with teachers, students should email during that teacher's office hours. Teachers will have office hours for 90 minutes (between 8am-noon) in the morning and 60 minutes (between 1-3pm) in the afternoon. Teachers will post their office hours each day via Class Dojo, Google Classroom, or via the student's Siena Catholic Schools email.

If students have technical difficulty which prevents them from completing a lesson, they should communicate with the teacher. Students should contact teachers first, who can determine the level of support students need.

What might a remote learning experience look like?

Check in and Expectations
The learning day will begin with an announcement from each class similar to the way that class would start on a normal day with a clarification of the learning targets and expectations for the day.

Instruction
Teachers may provide a mini-lesson using a video, a live video conference (zoom), an interactive tool such as Pear Deck or Flip Grid, or written text that would need to be read.

Check for Understanding
Teachers will ask students to submit some evidence of learning to make sure they understand the lesson being taught as well as answer any questions they might have about the learning content.

Application of learning
If students are working on a project, paper, or preparation for a summative assessment, they may be asked to apply what they have learned to that task.

Closure

Students may be asked to reflect on their learning at the end of the lesson or be given an opportunity to check in with their teacher.

As we enter this unimaginable time of challenge please know that we are aware that our students, families, and staff are experiencing an increased amount of stress and anxiety in their lives. Continuing education activities, while still important, sits on a list of priorities that may also include: child care needs, lost wages, transportation challenges, food/supplies shortages, lack of internet access, and general mental health management.

We will continue to provide the best learning opportunities possible during this time away from our buildings. It is important that we are realistic in our expectations and flexible in our implementation. Some of these guidelines may change as we learn new and better ways of supporting our students' learning. Thank you for your patience and collaboration.