St. Catherine's Long-Term Remote Learning Guide for Students and Families

Expectations for Remote Learning

All expectations for learning will be available on PowerSchool Learning or Google Classroom, our Learning Management Systems. 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 on PowerSchool Learning or Google Classroom.

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 in PowerSchool Learning or Google Classroom by 4:00 p.m. the day prior, including an announcement each day that clarifies what students need to do for that day as well as links to resources/activities.

If students need support for PowerSchool Learning or Google Classroom, connect with teachers first. Students can also contact SCHS IT staff if additional support is needed.

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.

All teachers will 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 on email or on PowerSchool Learning 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 the St. Catherine's 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 district devices appropriately**

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

✔	Student Remote Learning Daily Checklist
	I have logged in to PowerSchool Learning or Google Classroom 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.	
Mike Arendt Interim Principal marendt@sienacatholicschools.org	Heather Collum Assistant Principal hcollum@sienacatholicschools.org

Tim Riedl Assistant Principal triedl@sienacatholicschools.org	Dan Miller Athletic Director dmiller@sienacatholicschools.org
Fr. Bill Stout Campus Minister bstout@sienacatholicschools.org	Samaa Saed Learning Resource Teacher ssaed@sienacatholicschools.org
Marisa Andersen School Counselor mandersen@sienacatholicschools.org	Mary Thome School Counselor mthome@sienacatholicschools.org
Emma McCabe School Counselor emccabe@sienacatholicschools.org	Shelly Alderson Librarian salderson@sienacatholicschools.org
Mike Rittgers Study Support mrittgers@sienacatholicschools.org	Delores Williams Study Support dwilliams@sienacatholicschools.org
Tony Commodore Informational Technology tcommodore@sienacatholicschools.org	Zac Pawlowski Informational Technology zpawlowski@sienacatholicschools.org

How can students get help with PowerSchool Learning & Google Classroom?
Students should contact teachers first, who can determine the level of support students need. St. Catherine'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 4:00 pm the day prior to its due date.

What devices will students be using?
All students have school-issued iPads and can use those to access their work. Students will need to be able to connect to wi-fi. Please connect with your school counselor if you are not able to access wi-fi for work.

How will attendance be recorded?

Attendance will be documented in each class. Students will be marked present by the completion of the work required for that class, that day. Work will need to be submitted in each class, 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 some evidence of learning by 3:00 p.m. each day. If students have technical difficulty and are unable to submit work, they need to communicate with their teachers.

What if students have trouble completing a lesson?

Students 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 one hour in the morning and one hour in the afternoon. Teachers will post their office hours each day in a Power School Learning Announcement.

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.

Make sure you have notifications set so that you receive notifications from your announcements.

Course Settings to improve communication on Remote Learning Day:

- *Students will automatically receive a notification to your St. Catherine's email. You can select this option for any other contact method you have set up.*
- *To turn on notifications on the PSL app please follow this link*

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.