



## **COMPREHENSIVE CATHOLIC DISTANCE LEARNING PLAN 2020-2021**

In March of 2020, Christ the King 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 our Schoolwide Learning Expectations as spiritual people, lifelong learners and people of integrity. 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 Christ the King and for being a part of our family in person and through distance.



### **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, 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/iPad. 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 appropriately dressed and come to their class Zoom meetings ready to learn.
- iPads, textbooks and learning materials will be available for pick up on the first day of School, September 8. School devices will be pre-loaded with apps/extensions and all students must sign and adhere to the Technology Use Agreement included in the Parent Student Handbook.
- Our key instructional platforms will once again be Zoom, Google Classroom and SeeSaw.
- 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 Mrs. Huiard, our IT specialist, at [help@ctk.pvt.k12.or.us](mailto:help@ctk.pvt.k12.or.us).
- The school will host a parent drive-thru every trimester 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. Additional pick up opportunities may occur on a voluntary basis.



### **Schedule**

- Instruction will occur 5 days a week. Wednesday afternoons will be designated for catch up/extension work, Open Zoom office hours (1:30-2:30pm) and to provide teachers' time for professional development. The instructional day will end at 12:00pm on Wednesdays.
- 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, required Zoom meetings, 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 by 8am 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 in the FE and posted to the CTK Instagram and Facebook page.

### **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 K-5 homeroom will host at least one live Zoom each day Monday through Friday. Middle school will participate in at least two live Zooms each day, as well as a Monday morning weekly homeroom check in. 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 and Instructional Aides may be utilized to provide small group instruction.

### **Synchronous Instruction (cont.)**



- Special Zooms: May include instructional themes (such as a virtual field trip), buddy class meetings, guest speakers, prayer services, parent check ins, etc.
- Instruction may be whole group, small group or individual based on students' needs/assignments for the day.
- All homeroom and core middle school teachers will be available via open Zoom for office hours Monday through Friday afternoons from 1:30-2:30pm. Additional office hours may be provided as needed. Specialists will be available at least two days per week.
- Students must adhere to the technology and behavior guidelines set forth in the Parent Student 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.
- 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.

### **Asynchronous Instruction (cont.)**



- Time will be built into the schedule on Wednesday afternoons for students to complete any assignments that needed more time to complete. The instructional day will end at 12:00pm Wednesdays. Optional extension assignments will be offered for students who are caught up and ready for additional practice.

### **Specialist Classes**

- Christ the King will provide a full academic program for all students through distance learning.
- Specialists will provide supplemental activities to accent the core curriculum. Art, PE and Music assignments will be posted on Mondays so the students have the flexibility to complete those assignments over the course of the week. Art assignments will be due Friday, PE and Music assignments are due each Monday. 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 (Art, Music, PE) are required and will receive a grade.
- Specialists will host open Zoom office hours at least twice a week.

### **Social-Emotional Learning**

- Teachers and the 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 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.
- 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.

### **Learning Support Program (cont.)**



- Students on an Individualized Learning Plan (ILP) will receive support from the learning support team and classroom teachers following the accommodations or modifications outlined on their learning plan.
- Limited In-Person Instruction may be used to meet the needs of students on an ILP.

### **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 regularly visible in Google Classroom.
- Student grades will be updated every week (minimum) in our new FACTS SIS platform that is accessible 24-7 through the Parent Portal.
- 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, Flipgrid, 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 by 10:00am 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 have the opportunity to view Mass virtually. There will also be opportunities for liturgical engagement through class prayer services..
- Religion lessons will be provided as part of our core instruction.
- Classes will pray daily.
- Students will participate in acts of service.

### **Catholic Identity (cont.)**



- 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.

### **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 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**

- All homeroom and core middle school teachers will host office hours on Monday through Friday from 1:30pm to 2:30pm. Teachers and Instructional Assistants will assign additional office hours for open communication as needed. They will be available during office hours to respond to student or parent questions in real time, and be accessible through Zoom or email.
- Art, Music, and PE will also hold office hours for student or parent questions at least twice a week.
- Communication plays an important role in our partnership with parents. In a distance learning environment, a teacher spends significantly more time focused on

### **Office Hours and Communication (cont.)**



- 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 Zoom 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.

This plan was created in consultation with the faculty and staff of Christ the King Catholic School, Archdiocese Regional Principals, 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: Mrs. Sarah Taber: [brentanos@ctk.pvt.k12.or.us](mailto:brentanos@ctk.pvt.k12.or.us)

Office Manager: Mrs. Alex Blue: [bluea@ctk.pvt.k12.or.us](mailto:bluea@ctk.pvt.k12.or.us)

Technology Administrator: Mrs. Theresa Huiard: [huiardt@ctk.pvt.k12.or.us](mailto:huiardt@ctk.pvt.k12.or.us)

Learning Specialist: Mrs. Patty Gabrish: [gabrishp@ctk.pvt.k12.or.us](mailto:gabrishp@ctk.pvt.k12.or.us)

General Information: [office@ctkweb.org](mailto:office@ctkweb.org)

Christ the King Catholic School  
7414 SE Michael Dr.  
Milwaukie, OR 97222  
503.785.2411

Print Date: 09/02/2020