



ST. MARY'S SPRINGS
Academy

August, 2020

Dear SMSA High School Students, Parents, Faculty and Staff:

Our SMSA Leadership Team has been reviewing and developing expectations for teaching and learning in light of the coronavirus pandemic. Of course, these are unprecedented and historic times, loaded with uncertainties and change. These times require extraordinary measures to ensure a safe and flexible environment for learning. As such, SMSA has invested in technologies designed to enhance learning, safety and flexibility for our students and teachers.

Among the changes pertinent to 2020-21, students will have the options to learn in either a face-to-face on campus format, or through 100% virtual/at-home learning. Based on input from our parents, staff, and the Fond du Lac Health Department, we are now prepared to communicate initial expectations for virtual learners.

Expectations assume the following principles:

1. SMSA will provide comprehensive and high quality academic programming to all learners.
2. Faculty shall be supported in their learning to effectively use Web Cams, Google Classroom and other technology to ensure equitable experiences for students learning in person/on campus or online/ at home.
3. Families and students shall be willing, engaged partners with educators to ensure access and clear communication between home and school.
4. A priority is placed on creating high levels of student interaction and engagement through effective instruction and timely teacher feedback.
5. Good, proactive planning, paired with flexibility, mutual support, and effective teamwork will be paramount as we move forward with this model for educators, families, and students.
6. Commitment to student engagement and development of positive relationships between students and teachers is at the heart of Catholic education, and essential for the social and emotional wellbeing of students whether learning live and in-person or online off campus.

As the year begins, it is our intent that SMSA shall provide all students with meaningful, rigorous and faith filled educational experiences to ensure high levels of learning and engagement. We will support one another by working together closely, challenging ourselves, and stretching our capacities for the benefit of all learners.

Sincerely,

Eamonn O'Keeffe, High School Principal

Faculty, Staff and Leadership Team of SMSA

High School Virtual Learning Overview:

- Daily activity for SMSA virtual learners may include a combination of live (synchronous) instruction; recorded instruction, demonstrations or discussions; uploaded videos or activities; Google Classroom links, or Internet resources.
- Virtual learners will follow the same Block schedule of classmates that are engaged with in-person, on campus learning in the [Student Block Schedule Fill In Template](#) On A-Day they will engage with their scheduled period 1-4 classes; On B-Day they will engage with their scheduled period 5-8 classes.
- Virtual learners shall be required to be online to check into class with their teachers at the beginning of each class period/block.
- If not online for a class, the virtual learner will be recorded as absent by the teacher.
- Like always, when an excused absence causes class to be missed, virtual students are fully responsible for recovering any missed notes, homework or assessments. Ledgers take responsibility for their own learning.
- For virtual learners, grading will be the same as for students attending in person.
- Google Classroom and the *Ledger Learning Guide* will be used to support learning goals, assignments and assessments.
- SMSA shall provide technology help desk support for all learners to ensure connectivity and access to online learning resources.

For the purpose of this document, please refer to the definitions below:

- **Synchronous virtual learning** - learning that occurs at the same time, with the same instructor, but not in the same place. Students learn remotely from instructors or peers in real time via livestream video, but are not in-person on campus.
- **Asynchronous virtual learning** - instruction and learning that does not occur in live time, through recorded lessons, videos or previously organized tasks, resources or activities.
- **Blended Learning** is when asynchronous and synchronous learning experiences blend to serve students.

Virtual Learning: Student/Family Expectations & Responsibilities

1. **WiFi Connectivity and Devices:** Acquire your SMSA issued Chromebook to access online learning materials. Parents are responsible for family WiFi, not SMSA and for ensuring WiFi connectivity. Parents should discuss technology concerns, or financial hardship with SMSA.
2. **Home/ Remote Learning Environment:** Establish a safe, appropriate location free from distractions within the home for virtual learning to occur. If possible the student is visible to a parent or guardian while learning online. Partner with the teacher to assist virtual learners in meeting classroom academic and behavioral expectations.
3. **Committing to the Schedule:** Ensure participation in live sessions with teachers and peers. Whenever school is in session for SMSA, virtual students should be engaged online with their teachers and classmates. Allow that some assessments, activities and assignments may be adjusted for students participating within the virtual setting.
4. **Preparation:** Take charge of your learning, and stay current with all learning expectations and obligations.
5. **Attendance and Participation:** Attendance will be based on students participating in live feed throughout the day and completion of pre-recorded lessons. If a student is not logged in or online for a class, the student will be marked absent by their teacher. If a student needs to be excused from class (virtual learning) parents should follow the handbook expectations to report the absence. The school day will run from 8:35 am to 3:15 pm.
6. **Proactive and Positive Communication:** Families and students are expected to respond in a timely manner to any teacher, staff member or administrator seeking feedback and dialogue via phone calls, emails, video conferencing, etc.

In-Person Instruction	Blended Virtual Instruction
Normal A-B Block Schedule [Fill In Template] 100% Virtual Alternate Schedule [Fill-in Template] - ONLY if in-person option is closed	
Students will follow the daily Block Schedule of courses as assigned. Teachers will provide in-person classroom instruction for all courses.	Students follow the in-person daily school schedule of courses as assigned. Teachers will provide a live virtual stream for direct instruction portions of the classroom/course.
	Teachers determine when students can “leave” the classroom to complete an activity, join group work, complete work/projects asynchronously for an assigned amount of time, etc. on a daily basis.
	Students may work with their teacher to request reteaching as needed on an individual basis. Requests will be made by 3:00 p.m. the day prior.
Google Classroom will be used as the primary resource and repository of class resources for all students in-person, on campus or virtual learners online, at home. All students will engage with asynchronous learning resources. This will include coursework, expectations, resources, assignments, student submissions, etc. on a daily basis.	
All students may access/connect with teachers outside of class time during published “Office Hours” for individual support or conferencing. Most teachers will have available daily for Office Hours at 7:45-8:30am and 3:15-4pm.	

Teacher Expectations / Responsibility to Virtual Learners:

1. **Synchronous Virtual Learning:** Provide live video and audio feed of direct instruction from the classroom.
 - a. Follow expectations regarding the use of Webcams, Google Hangout or Zoom for connecting the classroom to remote learners.
 - b. Continue to provide collaborative opportunities for students to work with the teacher and/or peers following district safety guidelines or use of technology.
 - c. Deliver equitable learning experiences to virtual learners
 - d. Communicate real-time with virtual learners about expectations to join groups and/or rejoin the class throughout the period based on the learning for the day.
 - e. Record accurate attendance for virtual learners.
2. **Communication With Families:**
 - a. Use phone, video conferencing, Skyward Messenger and email to communicate with families.
 - b. Prepare materials for students/families to pick-up from the school when needed.
3. **Course details:**
 - a. Teachers shall be flexible as needed to adapt curriculum or learning expectations for virtual learners. This may be reflected in altered, but equitable activities and assessments for certain units as needed.
4. **Feedback and Interactions:**
 - a. Provide feedback live during instruction to all students as well as being available to students during the school day during instruction or office hours, including a 24 hour response time to emails during the work week.
 - b. The student services team shall check-in with every virtual learner at least one time per week.

High School Teacher Duty

Grade Level Team	In-Person Instruction	Synchronous Virtual Instruction	Asynchronous Virtual Instruction
Teachers	Provide in-person classroom instruction in the content area.	Provide a live virtually streamed instruction for all virtual learners via use of Webcam technology.	Record lessons, activities, resources, recordings or videos to share in Google Classroom for all students.
Instructional Note:	In the event that a teacher is absent and unable to provide synchronous virtual instruction, a substitute teacher will provide the Webcam feed/live video to synchronous virtual learners.		