

K-4

All-School Distance Learning Plans

Highland Catholic School elementary students will have classes each day of the week during all school distance learning, as well as required daily work. They will be assigned a school iPad, power cord and power brick to use during this time. Please contact k.atlas@highlandcatholic.org if there are any issues with the assigned device.

Families should plan to use the schedules below during all school distance learning.

We understand that there may be times when it is difficult for a student to attend a lesson or accomplish all class work. On these occasions, parents should make adaptations as they see fit. Parents are encouraged to reach out to teachers, or if age appropriate, to encourage their child(ren) to reach out to teachers if on-going adaptations are needed.

FAQ	Answer
What if a student is absent due to illness?	Email the homeroom teacher to report absences. Students are afforded one extra day to complete work for each day missed.
What if a student just accidentally missed one class?	(K-3) Check SeeSaw for work that may have been posted for this class. (4) Check Google Classroom for posted work. Check for a recording of the class on Google Classroom. Email or call a classmate to review what was missed.
What if a student doesn't understand an assignment?	(K-3) Ask an adult or sibling at home for help. Attend office hours to ask the teacher for help. (4) Reread the instructions on Google Classroom. Stay on the teacher's Meet at the end to ask for help. Email or call a classmate. Ask a sibling at home who attended HiC. Email the teacher of the class, allowing 24 hours for a response.
What if a student is feeling overwhelmed, sad or anxious?	Talk to an adult at home. Reach out to a teacher that you trust via email. Reach out to our counselor, Mrs. Virnig, through her website/email: Mrs. Virnig j.virnig@highlandcatholic.org (Try all of these things!)
(Grade 4) What if Google Classroom seems to be slow for everyone?	Teachers will be aware of this as well and will make adjustments. Complete what you are able to, don't panic, and try Google Classroom again later.
What if a Google Meet is scheduled but it does not seem to be working?	Remember that teachers have technology issues too. Try to enter the Meet again in a few minutes. Check SeeSaw (K-3) or Google Classroom (4) and complete what work you can until your next Meet.

Technology Tips

Tech Related FAQ	Answer
What if the iPad is suddenly not working properly?	Try restarting the iPad by holding down the power button until you see the "Slide to power off" option. Slide, wait a few seconds and then press the power button to turn it back on. If it still isn't working, email Mrs. Atlas.
What if a password is lost or forgotten?	You can get your Educate password by going to the website: educate.tads.com and clicking "forgot password". For any other passwords, email your home room teacher or Mrs. Atlas: k.atlas@highlandcatholic.org .
What if a student is missing an app that they should have?	Go to the Meraki App (black icon, green SM letters) and tap the App section in the lower right corner. Find the missing app from the list and tap the cloud to download.
What if a video link that was assigned cannot be opened?	Email the video link to Mrs. Atlas: k.atlas@highlandcatholic.org
What if the sound on the iPad stops working?	Try unplugging your headphones, if the sound still won't work, try restarting the iPad by holding down the power button until you see the "Slide to power off" option. Slide, wait a few seconds and then press the power button to turn it back on. If the sound still isn't working, email Mrs. Atlas
What if the battery iPad is running down quickly?	Turn the brightness of your screen down, quit out of all but the one or two apps currently needed. Go to Settings>Battery to see a list of apps that are using the battery.

Website	Username	Password
ABCYa!	Free games only, no subscription at this time	
Brainpop and BrainpopJr	highlandcatholic	school
Epic!	Set by classroom teacher see Grade Plan below	
Flipgrid	Set by classroom teacher see Grade Plan below	
Google Meet	School email and password	
Tumblebooks	highlandcs	reads

Virtual Classroom Rules



Be on time.



Act like you're at school.



Sit in 1 spot during class.



Keep yourself muted.



Turn on your video.



Raise your hand to talk.



Listen.



No eating during class.



HAVE FUN AND DO YOUR BEST!



Kindergarten Plan

Class	Google Meet Code
Mrs. Stucker's class:	Room100
Ms. Schmidt's class:	Kinder105

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00am Class code	Morning Prayer and Meeting	Morning Prayer and Meeting	Morning Prayer and Meeting	Morning Prayer and Meeting	Morning Prayer and Meeting
9:00-9:30am Class code	Kindergarten Teacher Office Hours	Kindergarten Teacher Office Hours	Kindergarten Teacher Office Hours	Kindergarten Teacher Office Hours	Kindergarten Teacher Office Hours
10:00-10:30 Class code	Math and/or ELA	Math and/or ELA	Math and/or ELA	Math and/or ELA	Math and/or ELA
Posted Specialist Lesson	Spanish	Music	Art	Phy Ed	

Communication with Parents:

1. Weekly email with the weekly plan and assignments sent on Sunday.
2. Daily emails scheduled to be sent at the same time each day with work plan broken down by day.

Communication with Students:

1. Students will have assignments/videos/activities posted to SeeSaw at the same time each morning.
2. FlipGrid will be used for fun social-emotional activities.

Grade 1 Plan

Class	Google Meet Code
Mrs. Mlaskoch's class:	First102
Ms. Munson's class:	First101
Mrs. Overhaug/Ms. Collier	First107
First Grade Teacher Office Hours:	Firstoffice

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-9:10am Office hour code	Mrs. Mlaskoch Office Hours	Ms. Munson Office Hours	Mrs. Mlaskoch Office Hours	Ms. Munson Office Hours	Mrs. Overhaug/Ms. Collier
9:15-10:00am Class code	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson
10:15-10:45am Class code	ELA Lesson	ELA Lesson	ELA Lesson	ELA Lesson	ELA Lesson
Posted Specialist Lesson	Spanish	Music	Art	Phy Ed	

Communication with Parents:

1. Weekly email with the weekly plan and assignments sent on Sunday.
2. Daily emails scheduled to be sent out at the same time each day with work plan broken down by day.

Communication with Students:

1. Students will have assignments/videos/activities posted to SeeSaw at the same time each morning.
2. FlipGrid will be used for fun social-emotional activities.

App/Website	Password/Code
Epic!	tjn0712

Grade 2 Plan

Class	Google Meet Code
Mrs. Nelson's class:	nelson
Mrs. Williams class:	williams
Second Grade Teacher Office Hours:	hicsecond

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:30am Class code	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson	Morning Prayer and Meeting Math Lesson
9:45-10:15am Class code	ELA Lesson	ELA Lesson	ELA Lesson	ELA Lesson	ELA Lesson
10:30-11:00 Office hour code	Second Grade Teacher Office Hours	Second Grade Teacher Office Hours	Second Grade Teacher Office Hours	Second Grade Teacher Office Hours	Second Grade Teacher Office Hours
Posted Specialist Lesson	Spanish	Music	Art	Phy Ed	

Communication with Parents:

1. Weekly email with the weekly plan and assignments sent on Sunday.

Communication with Students:

1. Students will have assignments/videos/activities posted to SeeSaw at the same time each morning.
2. FlipGrid will be used for fun social-emotional activities.

App/Website	Password/Code
Epic!	bha4778
Tumblebooks	highlandcs reads

Grade 3 Plan

Class	Google Meet Code
Ms. Gustafson's class:	gus34
Mrs. Ogard's class:	ogard
Third Grade Teacher Office Hours:	officehours3

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15-10:15am Class code	Morning Prayer and Meeting ELA Lesson	Morning Prayer and Meeting ELA Lesson	Morning Prayer and Meeting ELA Lesson	Morning Prayer and Meeting ELA Lesson	Morning Prayer and Meeting ELA Lesson
10:30-11:30am Office hour code	Third Grade Teacher Office Hours	Third Grade Teacher Office Hours	Third Grade Teacher Office Hours	Third Grade Teacher Office Hours	Third Grade Teacher Office Hours
Posted Specialist Lesson	Spanish	Music	Art	Phy Ed	

Communication with Parents:

1. A weekly email will be sent to parents with a summary of the week's work on Sunday.

Communication with Students:

1. Students will have assignments/videos/activities posted to SeeSaw at the same time each morning.
2. Instructional videos will be shared using Loom.
3. FlipGrid will be used for fun social-emotional activities.

Grade 4 Plan

Class	Google Meet Code
Pod A and full time Distance Learners	Skovholt
Pod B	Commers
Fourth Grade Teacher Office Hours	officehours4

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:15am Class code	Morning Meeting, Prayer, and Religion	Morning Meeting, Prayer, and Religion	Morning Meeting, Prayer, and Religion	Morning Meeting, Prayer, and Religion	Morning Meeting, Prayer, and Religion
9:30-11:30am Office hour or Class code	Office Hours and/or Live Lessons. Check weekly schedule for details.	Office Hours and/or Live Lessons. Check weekly schedule for details.	Office Hours and/or Live Lessons. Check weekly schedule for details.	Office Hours and/or Live Lessons. Check weekly schedule for details.	Office Hours and/or Live Lessons. Check weekly schedule for details.
10:30-11:00am Use code: officehours4				Spelling Test	
11:30am Class code	Late Morning Wrap Up Meeting	Late Morning Wrap Up Meeting	Late Morning Wrap Up Meeting	Late Morning Wrap Up Meeting	Late Morning Wrap Up Meeting
Posted Specialist Lesson	Spanish	Music	Art	Phy Ed	

Communication with Parents:

1. A weekly email will be sent to parents with a summary of the week's work on Sunday.
2. A daily template of work will also be posted on Google Classroom at the same time each day for the fourth graders.

Communication with Students:

1. Google Classroom (Classroom App or classroom.google.com) will be used to post announcements and all assignments, including the plan for the day.
2. Educreation videos and other pre-recorded lessons will be used to deliver most lessons.
3. Google Forms will be used for quizzes and tests. Other assignments will be uploaded to Google Classroom.
4. FlipGrid will be used for fun social-emotional activities.