Please read carefully. Please read multiple times. As we navigate this, please be sure to read everything the school and individual teachers send thoroughly before emailing questions. Almost every time, your question will be answered in our communications.

**Attendance**

*Grades K-5:* Classes will begin each day with a morning meeting at 8:30. Attendance will be taken as a part of the morning meeting.

*Grades 6-8:* Teachers will post a “question of the day” in their homeroom Google Classroom at 8:00 AM Monday-Friday. **Students** must answer by 8:45 AM.

Teachers will submit attendance to the office by 8:45 AM.

Any parent/student who does not communicate by 8:45 AM will result in that student being marked “Absent –Unexcused.”

Protocols for reporting illness, appointments, and unexcused absences remain the same. Parents will still be required to communicate illness and appointments that interrupt the student’s day. Please continue to email info@asbschool.org and your child’s homeroom teacher.

**Attendance is required. Attendance must be done daily to maintain accurate records and institutional integrity. We ask that you continue to avoid scheduling appointments during the school day.**

**Daily Learning Protocols**

**Digital Citizenship & Academic Honesty**

Maintaining academic honesty and integrity is critical. Students need to complete work to the best of their ability without copying or having others (including parents) do the work for them.

**Live/Synchronous Instruction**

Each grade level will receive live instruction throughout the week. The amount of live instruction will depend on student age and what is appropriate. Teachers have received the following to use as a **framework for DAILY live Zooms**:

- K: up to 30 minutes
- 1st-3rd: 30-50 minutes (outside of morning meeting)
• 4th-5th: 45-70 minutes (outside of morning meeting)
• 6th-8th: Each period if needed, allowing for work time

The above is per student and teachers will often be working with small groups throughout the day. For example, kindergarten students may have three 10-minute Zooms or two 15-minute Zooms to cover different subject areas. We will also adjust as we go based on the needs and progress of students.

Live sessions will be recorded and made available to students for their use as needed to clarify understanding and complete assignments. The Archdiocese has created guidelines for students, families and staff as well as a permission form that will be sent home at the start of the year. The posted recording will be additional support for students and families that need to go back for clarification and guidance. Recorded sessions will not always be available immediately but will likely be accessible by the end of the day.

**Grade-levels:**

Grade levels will be consistent. Students at each grade level will receive the same instructions and plans regardless of homeroom. Consistency is our goal.

**Organization of Instruction**

**School hours for students will be 8:30-2:00 Monday, 8:30-3:00 Tuesday-Friday.**

**Live instruction:**

Mondays: **All** classes will start with weekly Self-Regulation lesson via Zoom

K:
• Daily opportunity for interaction with peers and teachers

1-3:
• Daily ELA (handwriting, reading groups, spelling, etc)
• Live Math and Religion 2-3/ week
• Live SS, Science, etc 1x/week

4-5:
• Daily ELA
• Live Math and Religion 3-4x/week
• Live Science, SS, etc 2-3x/week

6-8:
• Daily schedule followed
• If whole period is used for live instruction, additional work in that subject will be limited.

Prayer and faith formation will be incorporated throughout the week. Our identity as a Catholic school must still be crystal clear.
The above does not include all learning and instruction. In the times that students are not live, they will be working on a combination of online and hard copy/hands on materials and lessons. All academic subject areas will have regular assignments throughout the week.

K-5: Specialists (PE, Drama, Music, Art) will provide weekly assignments for students. These assignments are for enrichment purposes and will not be graded. We highly encourage families to have students do these as they offer opportunity for movement, creativity, engagement and fun throughout the week. Specialists will offer live Zoom opportunities for students as well.

6-8: Specialists will run as a part of the regular daily schedule and be a graded academic subject.

**Communication of Schedule, Assignments, and Materials** - Read carefully

Grades K-5:
- Friday: newsletters will include all Zoom times for upcoming week and a brief overview of the upcoming week
- Monday: Teachers will send detailed weekly overview that includes
  - Zoom times
  - Assignments for each subject area
  - Due dates for each assignment
    - Some assignments/projects will be due at the end of the week allowing families to have flexibility in supporting their students
    - Some assignments will be directly tied to Zoom instruction, which will be indicated on the document sent
- Daily: Reminder of that day’s Zooms and assignments due that day

Grades 6-8:
- Daily: Schedule posted in Google Classroom along with attendance question
- Friday newsletters will communicate upcoming tests, quizzes, project due dates for each subject area

**Fridays will be a materials pick up day for PK-5.** This will happen every week and will include what the students will need for the upcoming week, including:
  - Writing paper
  - Science investigation materials
  - Art supplies
  - Math games, practice sheets, etc.

Materials will be labeled with child’s name and available to pick up between 8:00 and 4:00 on Fridays. If you are not able to pick yours up, you are welcome to have another family do so for you.

6-8 will schedule Friday materials pick up as needed.

**Video & Interactive Platforms**

We will be using the platforms we found to be most conducive to student learning in the spring as well as what families indicated to be the most user friendly on the spring survey.
All: Zoom

K-4: Seesaw, Nearpod, Epic

3-4: Google classroom

5-8: Google classroom, Nearpod, Peardeck

Training on the above platforms will be built into live instruction. In some cases, video instructions may also be provided to families. We understand there is a learning curve with some technology and we will build in support and infrastructure for students and families to be successful. Logins will be provided in the first few weeks of school.

Assessment & Feedback.

Teachers will be using different ways of administering assessments. We have switched to a new Student Information System this year. We no longer use Alma and will instead use FACTS SIS. We believe this will be much easier for students and families to navigate. It also connects directly with your tuition accounts and registration through our existing FACTS platform.

Students will receive feedback weekly in academics as well as areas of strength and areas for growth.

Feedback will often occur directly through the learning platforms. General class feedback will occur through newsletter. Families should regularly check FACTS SIS for information on individual children's progress.

Teachers will discuss individual concerns with families as needed.

Staff Hours & Campus Access

All staff will be available electronically between the hours of 8:00 AM and 4:00 PM Monday-Friday. Each teacher will set regular office hours and communicate those to families. These office hours are for students to ask questions, clarify assignments, etc. Younger students may have parents with them as needed, but please remember that office hours are not time for conferencing about your child.

School buildings are closed to family members and volunteers at this time.

We ask that all staff, students, and families do their best to balance online time. Unplugging, making time for exercise, family, nutrition, fun and mindful activities will be critical during this time.
Communication

Our staff works hard to communicate clearly, thoroughly, and often. Please respect their time by reading all communications thoroughly.

What you can expect in regards to communication:
• Bulldog Bulletin: our school-wide communication every Friday
• Grade-level newsletters: every Friday
• Instruction and assignment expectations: Friday, Monday, and daily
• Regular updates to student progress in FACTS SIS
• Feedback to students through learning platforms
• Individual emails or phone calls as needed

If you have a concern, please contact the teacher/staff member directly. If further assistance is needed, you are welcome to contact the principal.

Administrators will be copied on Friday newsletters, Monday overviews, and emails as need at the discretion of the staff member and administration.

Conferences

Conferences are scheduled for the end of October. This allows teachers time to get to know students, assess current levels of performance, and provide several weeks of instruction in order to provide a well-informed update to each family.

Calendar changes

As of right now, our calendar is staying consistent with what we have published thus far. As the situation progresses and different scenarios come in to play, we reserve the right to make changes in order to accommodate those scenarios to the best of our ability.

Take Care of Yourself!

Be safe. Everyone must adhere to the safety protocols of wearing masks, proper hand-washing, social distancing and making choices that keep yourself and others safe.

Address your emotions appropriately. As we did in the spring, we will continue to provide families with resources, strategies, articles and more to help you navigate the many emotions
that accompany this situation. Always be cognizant of what you are saying and showing in front of your children.


**Be flexible.** As I have said, we are well prepared but even the best laid plans don't always work. Our staff are professionals who are working hard to provide the best they can for your children. Patience and flexibility are a must for all of us.
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- Save images from Doc
- Text on both sides of image
- Thesaurus tool
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