



## **Holy Spirit Catholic School Continuity of Learning Plan**

The following plan was updated under the guidance of the Diocese of Lansing Office of Catholic Schools and with the input of staff to bring clarity and focus for our teachers, students and families in the event of a school closure.

The mission of Catholic education, to educate the whole person: academically, socially, physically and spiritually, will be continued through virtual learning experiences. Our teachers will focus on critical standards, key concepts, knowledge and skills in order that our students successfully complete grade level expectations.

### **Principal Expectations**

- Ensure a continuity of learning occurs.
- Lead virtual staff meetings on a weekly basis.
- Ensure all students have access to a web enabled device.
- Establish protocols to address technical issues.
- Publish weekly updates and share via email to the school and parish community.
- Connect with the Parent Association President and School Advisory Board on a regular basis.
- Support parents by hosting virtual bi-weekly meetings.
- Drop in on synchronous meetings between teachers and students.
- Conduct informal observations during synchronous meetings.
- Develop a formal observation of teachers policy.
- Provide relevant professional development to address the needs of teachers and students and continue with Diocese of Lansing initiatives.
- Meet virtually with the Diocese of Lansing Catholic School principals and leadership team on a weekly basis.

### **Teacher Expectations**

- Integrate Catholic Faith daily at all levels.
- Prepare a schedule for posting and collecting assignments on Google Classroom.
- Use online resources and activities to support instruction.
- Ensure accommodations for students with special needs are followed.
- Prepare a schedule for posting and collecting assignments.
- Record and post classroom lessons.
- Take attendance at synchronous meetings to hold students accountable.
- Follow up with parents if a student is absent.
- Report any concerns to the Principal.
- Maintain a standard method of grading and communicate grading policy and expectations to parents.
- Post grades for selected assignments on PowerSchool.
- Plan opportunities for online discussion groups.
- Schedule regular virtual office hours for additional support to students and parents.
- Connect via email to parents on an as needed basis.

### **Student Expectations**

- Set up a workspace and follow a schedule. The following guidelines for student commitment are as follows:
  - Pre-K: 60 minutes/day
  - Grades K: 90 minutes/day
  - Grades 1-2: 120 minutes/day
  - Grades 3-4: 130 minutes/day
  - Grades 5-8: 180 minutes/day
- Attend all synchronous learning opportunities.
- Attend Mass on a virtual basis.
- Complete and submit assignments by the due date.
- Advocate for your own learning.
- Respond to your teacher/s.
- Do your own work. Honesty is expected of all, all the time.
- Follow the school's Acceptable Use Policy and be exceptional digital citizens.
- Connect with God during these times to feed your spiritual growth.

### **Parent Expectations**

- Prepare a distraction free environment for your student to complete school work.
- Monitor your student's academic progress and attendance.
- Provide opportunities for your student's faith development and spiritual growth.
- Address to the appropriate person any issue that arises.
- Support the school mission.