

GUIDEBOOK FOR VIRTUAL LEARNING
FIRST SEMESTER 2020-2021



LAST UPDATED: AUGUST 14, 2020

HCA VIRTUAL LEARNING

Holy Child Academy recognizes the high value and importance of in-person instruction for our students and we are committed to providing this experience as long as it is safe to do so. When the student is physically in the classroom, teachers are able to interact with students using myriad modalities, and students can interact with each other, gaining critical social-emotional development. At the same time, the health and safety of our community is our top priority and we recognize that some families prefer to keep their children at home during this time. Therefore, HCA is proud to offer a virtual learning option for students in grades kindergarten through eight. While the in-person classroom experience cannot be completely replicated at home, our faculty and staff are committed to providing engaging and challenging curriculum to students who are learning virtually.

Who can participate?

Any Holy Child Academy student in Kindergarten through Grade Eight. The decision can be made for each individual child, and siblings within a family may choose different options.

Program Model

Virtual instruction will include but not be limited to live video streaming from the classroom, independent work at home and recorded videos.

Students who opt for virtual learning are committed to virtual learning for the full first semester (through mid-January 2021). This enables the teacher to plan appropriately for the semester, developing strategies and protocols for each set of students - those in the classroom and those at home. Decisions regarding the spring semester will be made at a later date.



Each teacher's desktop computer will be equipped with a webcam/microphone, and audio from the class will be broadcast. While there may be periods of time when the teacher moves out of range of the webcam, students at home will always be able to hear the teacher and the other students in the room. To provide partial support for new and upgraded equipment and infrastructure, a technology fee of \$100 per student (\$150 per family) will be assessed.

HCA VIRTUAL LEARNING CONT.



Students will sign in via the Zoom platform so they will hear everything that occurs in the class and they will be able to ask questions, answer questions, and fully participate in class discussions. Students will participate in real time for the following subjects: religion, math, language arts, social studies, science, and Spanish. Kits or materials may be provided in advance when needed. In the more experiential classes including art, music, physical education, and STEAM, teachers will be providing a mix of recorded and live lessons.

Teachers will schedule one-on-one sessions with individual students on a regular basis. The frequency of these sessions will vary depending on the age of the student. These individual sessions will ensure that students are keeping up with the classwork and are communicating effectively with the teacher.

There will be periods of time when the students in school are working independently and the students at home will be invited to “sign off” to complete their work. They will be given direction from their teachers regarding when to return to the virtual classroom.

Grading, assignments, deadlines, projects, etc. will all follow the same standards as if the student was physically present in the classroom.

All assignments and projects will be posted on Google Classroom on a weekly basis.

STUDENT RESPONSIBILITIES



Students will be expected to be fully present at the start of the school day (7:55 a.m.) and prepared to participate in morning announcements and activities. They should expect to remain present until the end of the school day at 3:00 p.m.



Students will attend and engage in all classes for the full school day and participate in the full curriculum for their grade.



Students will wear their HCA school uniforms while participating in virtual learning activities.



Students will wear a headset or headphones while participating in virtual learning activities.



Students will adhere to all codes of conduct, guidelines, and policies stated in the HCA Family and Student Handbook.

PARENT RESPONSIBILITIES

Parents will ensure that their students are situated in a dedicated workspace, free of distractions, prepared to begin the school day at 7:55 a.m.



Parents will provide the following resources:

- A computer (desktop, laptop, chromebook, etc.) appropriate for the student's age and classwork expectations.
- A home wifi network adequate for the learning platforms (Google classroom, Google hangout, Zoom, etc.)
- A headset or headphones which is comfortable and sized appropriately and will allow the student to listen to the lessons without distraction.
- School uniforms

Parents will regularly review student assignments and schedules to ensure that students are keeping up with the class. Parents should reach out to the student's teacher with questions or concerns as soon as they arise. Methods for communication between teachers and students and between teachers and parents will be established by each teacher at the start of the school year.

PARENT RESPONSIBILITIES CONT.



In this virtual environment, with increased parental involvement, it can be easy for students to become less independent and reliant upon adult assistance. Guidance is always welcomed but active participation in the student's work diminishes the child's confidence and prohibits the development of critical skills such as organization, problem solving and independence. The following guidelines may be helpful:

- Create a schedule with your child to plan homework assignments and longer-term projects. Dividing projects into manageable tasks is a valuable skill that children will need throughout their academic and professional lives. Ensure that this is the child's schedule - not the parent's.
- If students are struggling with research, suggest key words or sources for information rather than conducting the research.
- When children appear to be struggling, or realize mistakes, encourage them to talk through the challenges or write down their questions rather than provide the corrections or answers. This will build resilience and remind the child that making mistakes is a normal, valuable, and healthy part of the learning process.
- Help the student with written work by reviewing and identifying errors in grammar, syntax, punctuation, spelling, coherence, but avoid making the actual corrections.
- Allow students to submit homework assignments even if there are errors; this will enable a teacher to identify areas that need additional instruction.

There may be times when a teacher prepares certain materials (manipulatives, art supplies, science experiment tools, etc.) necessary for the student to use at home. Parents will be asked to come to the school lobby where the materials will be marked and packaged for pick-up in advance of the scheduled activity.

Parents of students who are learning virtually will have a unique window into all classroom activities, including the actions of their children's classmates. Because parents partner with faculty and staff to care for the well-being of each child in the community, they are reminded to **respect the privacy and protect the confidentiality of all students in the class.**

CURRICULUM & INSTRUCTION

Whether in person or remote, Holy Child Academy students are to adhere to the following student expectations, pledge and code of conduct.

Student Expectations

While engaging in distance learning, students are expected to make every effort to:

- Actively participate in lessons and class discussions
- Communicate openly with their teachers and peers
- Ask questions and seek assistance when needed
- Submit required assignments in a timely manner
- Conduct themselves in accordance with the HCA student pledge, student code of conduct and digital citizenship agreement

HCA Student Pledge

Remembering that I am in the presence of God, I respect myself and my classmates who are made in the same image and likeness of God. I pledge:

- to treat others with kindness, compassion and understanding
- to use positive words when speaking of my classmates
- to accept responsibility for my behavior and its results
- to respect and treat others as I want them to treat me, and
- to strive to be the best person God has created me to be

I will reach out to include others through my actions and words. This is my promise to Holy Child, my neighborhood, and myself.

CURRICULUM & INSTRUCTION CONT.

Student Code of Conduct

The school community consistently provides an environment where children can learn and grow in a safe and secure setting. Students must abide by the school's code of conduct and disciplinary policies, which help them make responsible decisions.

All HCA families are encouraged to remind children of the values and guidelines for good behavior and read and understand the HCA Code of Conduct and the rules and regulations put forth in this handbook.

All students are expected to:

- Behave in a manner that is honest and trustworthy;
- Show respect for all community members;
- Be polite and considerate of others;
- Show a positive attitude toward school and learning;
- Show respect for school procedures, rules, property, and safety.

Assessment

HCA students will be administered both informal and formal assessments in September to determine individual performance levels and achievement. Varying by grade level, a combination of one-on-one and/or group assessments will be conducted to determine overall student progress. This information will allow subject area teachers the ability to adjust classroom curriculum based on student performance.

Although testing materials will vary according to grade level, teachers will conduct assessments from the *Journeys* Reading series and GoMath! Math series which is used daily in the classroom. In addition, Grades three through seven will use the online ERB Milestones test both in the fall and winter. This computer-based test is an extension of the CTP5 test which is administered each spring. Teachers and parents will receive immediate feedback about student progress.

CURRICULUM & INSTRUCTION CONT.

Digital Citizen Agreement

1. **Respect Yourself** - I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences or relationships I post. I will not be unkind.



2. **Protect Yourself** - I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. **Respect Others** - I will show respect to others. I will not use electronic media to harass or stalk others. I will show respect for others in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter others' private spaces or areas.

4. **Protect Others** - I will protect others by reporting abuse, by not forwarding inappropriate materials or communications, and by not visiting sites that are degrading, pornographic, racist or inappropriate.

5. **Respect Intellectual Property** - I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property** - I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

CURRICULUM & INSTRUCTION CONT.

HCA recognizes the pivotal role parents and family members play during continuous remote learning. Parents are encouraged to communicate openly and often with their child's teacher(s). All faculty and staff contact information can be found on our website.

In addition to communication with teachers, we encourage families to, when able, employ the following strategies for successful virtual learning:

1. **Establish routines and expectations** - We encourage parents to set regular hours for their children's school work. Students should keep normal bedtime routines and should move regularly and take periodic breaks as they work.
2. **Define the physical work space for your child** - Establish a space/location where your child will do most of their remote learning. This should be a place that can be quiet and has strong wireless internet signal, if possible. It should be a space where an adult can be present, monitoring the child's learning.
3. **Monitor communications** - Teachers will communicate with parents through email and phone as necessary. Please feel free to reach out to any HCA teachers with questions or concerns at any time.
4. **Begin and end each day with a check-in** - Parents are encouraged to start and finish each day with a check-in. In the morning, support your child as they determine what they are learning or working on today. How will they spend their time? What resources do they require? What support do they need? At the end of the day, ask your child how their work went. What did they learn? Do they need to follow-up or get support?
5. **Take an active role in your child's virtual learning** - Some of your child's work may involve an adult. Other aspects of it might simply benefit from some conversation before or after it's completed. This includes offering your child opportunities for in-person social interaction and collaboration. It also keeps you connected with what they are working on and how they are doing.
6. **Be flexible** - Give children opportunities to discuss their feelings and share their fears/frustrations. Be extra-patient with challenging behavior - children don't always have the ability to express their feelings in words; instead they process by acting out. Being patient doesn't mean tolerating bad behavior; it means giving opportunities for children to re-center and providing extra hugs. Focus on all the ways your children are adapting to their new reality.

CURRICULUM & INSTRUCTION CONT.

Google Classroom



Students can access Google Classroom by finding the Google Classroom icon by clicking the 9 small dots at the top right of the Gmail page. Any teachers who instruct your child will have created a classroom page where assignments, videos, web page links, etc. can be found. Each student will be emailed a classroom code to enter each of the virtual classrooms.

There are many helpful resources for parents and students using Google Classroom:

- [Parents Guide to Google Classroom in 2020](#)
- [Google Classroom Tutorial for Students and Parents](#)
- [Parents and Student Guide to Google Classroom](#)



MAINTAINING COMMUNITY BONDS

One of the goals of every Holy Child Academy is to “live, learn, and worship as a dynamic Christian community.” While students may be learning at home, HCA is just as committed to building community with these students and families. We are confident that we can deliver on our stated mission to provide a program “that engages students at every stage of their emotional, intellectual, moral, physical, social, and spiritual development,” though this may take on different formats in the current climate.

Opportunities for students who are learning virtually include the following:

Athletic Program

While the Catholic Youth Organization has suspended all team competition for the fall season, HCA will offer a wholistic athletic program, featuring skill development, conditioning, training, character development, and strategy. The athletic director and visiting coaches will work with students after school and at other opportunities, depending on the sport and season. All HCA students, including those who are learning virtually, are encouraged to participate in this program.



Class Buddy Program

Students will be regularly paired with a classmate who will provide support, friendship, and continue a strong connection with their in-classroom peers.



Lunch Bunch

At-home students may wish to remain connected virtually throughout the lunch period so that they can participate in the social aspects of their grade. Each teacher will offer opportunities for students learning from home to share the lunch break with a classmate.



Prayer Services and Liturgies

Faith development is an essential element of a Holy Child education. Students will gather in small groups throughout the year to conduct prayer services and celebrate liturgies as guidelines allow. At-home students may choose to participate via livestreaming and other technologies.



FACULTY & STAFF PROFESSIONAL DEVELOPMENT

Holy Child Academy faculty and staff are committed to providing the highest quality education for our students in a safe environment. This summer and new academic year, we are renewed in our commitment to continuous improvement and professional development for our faculty and staff. Now, more than ever, it is critical that our faculty and staff are flexible, adaptable and ready to meet the needs of our students and families during these unprecedented times. Therefore, we have invested and will continue to invest in teacher development, learning new technologies to employ in the classroom, and beyond.

At HCA, we believe in the development and care of the whole child, including their emotional well being. With the rapid transition to distance learning this past spring, and much anxiety and uncertainty globally, we understand that our students may need additional care. Therefore, our faculty and staff will receive specialized training in identifying and assisting students experiencing periods of crisis, high anxiety, trauma and more.

HCA leadership has sought out every resource to assist in the training of our faculty and staff and all will be engaging in a multi-day training prior to the start of the academic year. Furthermore, we will invest in additional and more frequent trainings as needed throughout the academic year. Some topics that will be covered include but are not limited to:



Diversity and race



The use of technology platforms like Zoom, Google Meet, Google Classroom, Google apps, Screencastify, Seesaw



Supporting the social and emotional health of all our students



Classroom management techniques that maintain social distancing



Overall school safety procedures

HEALTH & SAFETY PLAN COMMUNICATIONS

We appreciate that timely and effective communication to all our HCA community regarding health and safety protocols is critically important for their successful implementation. Each Friday, all HCA families receive "HCA Happenings" by email. Each week, we will include a section specifically on Covid-19, health and safety. As we have witnessed over the past few months, information regarding the virus and recommended procedures from health organizations can change. Any relevant updates to procedures will be communicated through "HCA Happenings", on the HCA website page entitled Covid-19 updates and through separate email communications as needed. In addition, HCA will maintain ongoing communication with local and state authorities. Any emergency communications will be shared through the emergency management system and families will be notified in their preferred form of communication.



ASSESSMENT SUMMARY

Nursery 2, Nursery 3, and Pre-K: Teacher-created assessments

Kindergarten

LA: *Journeys*: Kindergarten Standards-Based Assessment Resource for Reading and Listening.

Math: Kindergarten GoMath! "Beginning of the year" assessment

1st Grade

L.A.: *Journeys*: Grade 1 Standards-Based Assessment Resource for Reading and Listening

Math: Grade 1 GoMath! "Beginning of the Year" test

2nd Grade

LA: *Journeys*: Grade 2 Standards-Based Assessment Resource for Reading and Listening

Math: Grade 2 GoMath! "Beginning of the Year" test

3rd Grade

Beginning of the Year: LA: *Journeys*: Grade 3 Standards-Based Assessment Resource (2 Sections: Reading and Listening Assessments)

Math: Grade 3 GoMath! "Beginning of the Year" GoMath! Test

LA & Math Mid -September: ERB Milestones Online Test

4th Grade

Beginning of the Year: LA: *Journeys*: Grade 4 Standards-Based Assessment Resource (2 Sections: Reading and Listening Assessments)

Math: Grade 4 GoMath! "Beginning of the Year" GoMath! Test

LA & Math Mid -September: ERB Milestones Online Test

ASSESSMENT SUMMARY

5th Grade

Beginning of the Year: LA: Journeys: Grade 5 Standards-Based Assessment (2 Sections: Reading and Writing -- Any content within range of pp. 1-18)

Math: Go Math "Beginning of the Year Test" Grade 5

LA & Math: Mid -September: ERB Milestones Online Test

6th Grade

Beginning of the Year:

LA: Journeys: Grade 6 Standards-Based Assessment (2 Sections: Reading and Writing -- Any content within range of pp. 1-25)

Math: Go Math "Beginning of the Year Test" Grade 6

Pre Algebra: "Getting Ready for Pre Algebra Test"

LA & Math: Mid -September: ERB Milestones Online Test

7th Grade

Beginning of the Year:

LA: State Assessment

Math: Go Math "Beginning of the Year Test" Grade 7

Pre Algebra "Getting Ready for Pre Algebra Test" Algebra 1 "End of year assessment for Grade 8 (Pre Algebra)" Go Math

LA & Math: Mid -September: ERB Milestones Online Test

8th Grade

Beginning of the Year:

LA: State Assessment

Math: Go Math "Beginning of the Year Test" Grade 8 (Pre Algebra)

In October: CTP5 Test

Proprietary Information

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