

Owensboro Catholic Middle School

Short-Term Distance Learning Plan 2020-2021

Health and Safety

In the event of a school closure, Owensboro Catholic Middle School, including the classrooms, student desks, and high-touch surfaces, will be thoroughly cleaned and disinfected by school personnel.

School Food Service

Parents will receive a notification if the School Food Service Program will be operating during an NTI day. If the program is operating, Diocesan School Food Service personnel may provide free lunches and breakfast items for any children under the age of 18. All Food Service personnel will follow the local health department's health and safety guidelines when distributing meals.

Student Assignments During a Short-Term Closure

If it is announced that school will be closed and an NTI day(s) will be used, students will video conference on their regular class schedule and will use Google Classroom for individual class assignments. Parents can monitor video conferencing and Google Classroom by logging into their child's account. An instructional video may be posted to Google Classroom to assist in completing the day's assignments. Teachers will be available for a minimum class time of 20 mins where they will give whole group instruction. The rest of the class time will be for student questions and concerns. Student attendance at Zoom sessions is required. This information will be communicated to parents via the Google Site. Teachers will also utilize Remind 101 to disseminate information pertinent to their class.

When distance learning is required, students will use hard copy and digital textbooks as well as other online resources. Assignments may include tasks from students' digital textbooks and digital learning platforms such as Exact Path and IXL.

Communication

Google Classroom and Remind 101 is the primary mode of individual communication between students/parents and teachers. Teachers can also be reached at firstname.lastname@owensborocatholic.org. Parents who have general questions via phone may call the OCS Central Office at 270-686-8896 if the OCMS office is not open. Central Office staff can direct the question/message to the appropriate personnel. Please continue to check the OCS website and Facebook page for updates.

Zoom will be our platform used for video conferencing with students during distance learning. A link to join any Zoom sessions will be posted in Google Classroom on the morning of the closure. Zoom meetings are mandatory.

Expectations of Students

Students are expected to complete assignments on a daily basis with a good faith effort. When there is a short-term closure, any paper assignments given before the closure should be returned on the first day that students return to school. Assignments will be graded as normal upon return to school. All digital assignments should be completed by the given due date in Google Classroom.

During online video conferencing sessions, be considerate and respectful as you would in the classroom. Be an attentive listener and follow directions as requested by your teacher. Viewing of the teacher's

instructional videos posted to Google Classroom is optional, but strongly encouraged to assist with learning academic concepts.

Expectations of Parents

When it is announced that school will be closed and an NTI day will be used, parents should monitor their child's assignments in Google Classroom. Assignments will be posted before 9:00 AM on each morning of the closure.

The following support is expected of parents in the event of a short-term school closure:

- Help your child set up a workspace at home to complete his/her assignments.
- Parents are expected to monitor and ensure their child's daily assignments are completed.
- Parents are encouraged to contact their child's teacher via email if they have any questions or need assistance/clarification regarding assignments.

Expectations of Teachers

During a short-term school closure, teachers will be available via email during school hours (8:00 AM – 3:00 PM) should parents or students need assistance with assignments. Each teacher will host a video conferencing class for at least 20 minutes to answer provide new instruction, answer questions in reference to assignments, and review new skills. Teachers will monitor student progress and usage of online programs. Teachers may post instructional videos to Google Classroom to reinforce academic concepts.

Student Guidelines for Video Conferencing

1. **Be respectful** - As you would in the classroom, please be respectful when a teacher or a classmate is speaking. Disruptive behavior or behaviors considered to be distracting to class meetings or to other students, including not following the directives for virtual classroom management by the teacher, will not be permitted.
2. **Be attentive** – Participants are expected to be fully attentive to the teacher. Using the restroom and moving about one's house should be done prior to joining the video session, if at all possible.
3. The video conference will be recorded by the teacher.
4. Private chat/messaging functions will be disabled.
5. All participants must wear appropriate attire as determined by the school.
6. If students and teachers need to communicate via phone, calls should take place on a parent/guardian's device or landline phone. Parents should be present during phone calls.
7. Text messaging between the teacher and an individual student is not permitted. Remind 101 will be used for communication.
8. The teacher, as the host for the video conference, may mute students' microphones or turn off students' video feeds at any time during the session. Students will still be able to listen to the session.

This document is an evolving document that will be updated by administration based on its effectiveness in fulfilling the mission of OCS.