



Dear Families, Faculty, and Staff,

The following distance learning plan has been developed with the best interest of your child(ren) in mind. We are dedicated to continuing to provide all the students in our community with online learning opportunities that will help them continue to develop the skills they need to be academically successful.

Please understand that while we continue to educate your child(ren), we are implementing instructional practices and expectations that are very different from what is experienced every day in a traditional classroom. With that being said we all need to realize there will be “bumps in the road.” Teachers, students and parents are all trying to navigate through distance learning and we need to exhibit patience as we become familiar with the process. Please know your feedback and communication is always welcome. In order for this endeavor to be successful, our teachers will be communicating clearly and consistently with students and families via (Edmodo, Schoology and Microsoft Outlook – email).

Parents, please support your child(ren) and enable their success by reinforcing the following expectation: complete their assignments; encouraging them to communicate with teachers if they are confused about an assignment, content, or expectations; and by showing strong effort to get the most out of distance learning. We will continue to monitor the needs of our community related to COVID-19 and will continue to provide updates and adjustments to our learning plan.

You also will see attached to this letter the Distance Learning schedules of all grades. Please take note of the daily classes and events that will occur throughout the week. Under each schedule you will find important information that will help you plan throughout the day. It is imperative that you know we realize these schedules are not going to be perfect for every student. There are many considerations that take place when a child has to participate in distance learning. We are committed to working with families and individual students throughout the school day to ensure learning is taking place. You will find that our staff is making themselves available numerous times throughout day to be helpful to the students. As shown in the schedule, Tuesday through Friday are days of instruction in the primary subjects. Monday is used as a plan day for our teachers, although they will also host office hours on Monday and have the ability to meet with

individual students as needed. Mondays are also reserved for Foreign Language instruction, wherein Mr. Ward will have a block schedule for his classes. Students will also have the opportunity to choose activities from Specials classes including Music, Art, PE, Library and Computer.

As stated earlier we realize that each family's situation is unique and your ability to work with your child may not align perfectly with the schedule we have presented. The plan that we have crafted allows for you to view teacher's lessons at different points during day so that your child can learn a concept and work on an activity at a time that is convenient for the family. The numerous opportunities for teachers' office hours will help with support at various time throughout the day and week.

Many grade bands have adopted a platform that will support these students on-line learning. In order to familiarize yourself with the platform(s) we will offer multiple tutorials on Monday. Tomorrow expect to receive a schedule of tutorials that will take place. If you are unable to join in live tutorials, they will be taped and you can tune in at another time. In addition, we will release our new policies regarding attendance, assessment and grading. I will also provide you with a Distance Learning Checklist to prepare your child and the family for remote learning. Lastly, you can review the formation and development of Christ the King's Distance Learning Plan, which has been a product of much thought of many hours and hard work from faculty and staff.

We are primarily a Catholic school, and our mission is and continues to be doing all that we can to produce young people who are formed in God's love and mercy. Let that noble cause guide all of us in these stressful times and may we all grow closer to our Creator and Lord through our trials and victories.

Thank you always for your patience and constant support.

Sincerely,
Amy Feighny
Christ the King School

CHRIST THE KING CATHOLIC SCHOOL DISTANCE LEARNING SCHEDULE JUNIOR HIGH



A DAY - TUESDAY/THURSDAY

8:00 - 8:30	Faculty Hours
8:30 - 10:15	Social Studies Block
10:15 - 10:45	Break
10:45 - 12:00	Grammar Block
12:00 - 1:30	Lunch/Break
1:30 - 2:45	Math Block
2:45 - 3:15	Faculty Office Hours

B DAY - WEDNESDAY/FRIDAY

8:00 - 8:30	Faculty Hours
8:30 - 10:15	Theology Block
10:15 - 10:45	Break
10:45 - 12:00	Literature Block
12:00 - 1:30	Lunch/Break
1:30 - 2:45	Science Block
2:45 - 3:15	Faculty Office Hours

- All block times would consist of: synchronous learning through Schoology and Zoom.
- Each block session would be set up in the following manner:
 - Presentation of material by classroom teacher through Schoology or Zoom
 - Live discussion in whole group, small group or individual through Zoom or Schoology
 - Individual questions being submitted to teacher for responses through Schoology
- All assignments given during class time will be due the next time that particular class meets. (Students have 48 hours to complete assignments)
- All teachers will be available during office hours for questions. Teachers also have a block of time to help students the day they do not teach. That time would be the same as their scheduled teaching time.
- Monday is a non-instructional day for Core classes. Core subject teachers will plan on Monday. Teachers will be available during their scheduled office block time on Mondays.
- Specials Activities will be given out on Monday and due the following Monday. Specials Teachers will have office hours each Monday morning from 8:00 - 9:00 and 2:45 - 3:15 every day.

CHRIST THE KING CATHOLIC SCHOOL DISTANCE LEARNING SCHEDULE GRADES 3RD - 5TH



A DAY - TUESDAY/THURSDAY

8:00 - 8:30	Faculty Hours
8:30 - 8:45	Class Check-In
8:45 - 10:00	Social Studies Block
10:00 - 10:30	Break
10:30 - 11:45	Grammar Block
11:45 - 1:15	Lunch/Break
1:15 - 2:30	Math Block
2:30 - 3:15	Faculty Office Hours

B DAY - WEDNESDAY/FRIDAY

8:00 - 8:30	Faculty Hours
8:30 - 8:45	Class Check-In
8:45 - 10:00	Theology Block
10:00 - 10:30	Break
10:30 - 11:45	Literature Block
11:45 - 1:15	Lunch/Break
1:15 - 2:30	Science Block
2:30 - 3:15	Faculty Office Hours

- All block times would consist of: synchronous learning through Edmodo and Zoom.
- Each block session would be set up in the following manner:
 - Presentation of material by classroom teacher through Edmodo or Zoom
 - Live discussion in whole group, small group or individual through Edmodo or Zoom
 - Individual questions being submitted to teacher for responses through Edmodo
- All assignments given during class time will be due the next time that particular class meets. (Students have 48 hours to complete assignments)
- All teachers will be available during office hours for questions. Teachers also have a block of time to help students the day they do not teach. That time would be the same as their scheduled teaching time.
- Monday is a non-instructional day for Core classes. Core subject teachers will plan on Monday. Teachers will be available during their scheduled office block time on Mondays.
- Specials Activities will be given out on Monday and due the following Monday. Specials Teachers will have office hours each Monday morning from 8:00 - 9:00 and 2:45 - 3:15 every day.

CHRIST THE KING CATHOLIC SCHOOL DISTANCE LEARNING SCHEDULE GRADES 1ST AND 2ND



TIME	TUE	WED	THURS	FRI
8:00 - 8:15	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:15 - 11:15	Learning Block 1	Learning Block 1	Learning Block 1	Learning Block 1
11:15 - 1:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:30 - 3:00	Learning Block 2	Learning Block 2	Learning Block 2	Learning Block 2

- Morning meeting time will consist of a greeting post by the teacher via Edmodo.
- Lesson plans for learning blocks will be sent & posted daily using Edmodo Platform.
- Learning blocks will be structured by each grade, but will most likely have math and reading during the morning block and other subjects during the afternoon block.
- Zoom recess sessions will be held on Fridays so that classmates can see and interact with each other.
- Zoom may be used as a platform for question and answer during learning blocks. If this is the case, ample notice will be given so that parents can make arrangements for their child to participate.
- All teachers will be available during office hours from 10:45 - 11:15 and 2:45 - 3:15 everyday.
- Monday is a non-instructional day for Core classes. Core subject teachers will plan on Monday. Teachers will be available during their scheduled office block time on Mondays.
- Specials Activities (Art & Spanish) will be given out on Monday and due the following Monday. Specials Teachers will have office hours each Monday morning from 8:00 - 9:00 and 2:45 - 3:15 every day.
- Optional parent education Zoom sessions will be offered in an effort to aid with supporting online learning in early childhood.

**CHRIST THE KING
CATHOLIC SCHOOL
DISTANCE LEARNING SCHEDULE
All Day Pre-K and Kindergarten**



TUESDAY-FRIDAY

8:00 - 9:00	Faculty Office Hours
9:00 - 10:30	Learning Block 1
10:30 - 11:15	Free Play
11:15 - 12:00	Lunch
12:00 - 1:30	Nap/Quiet Time
1:30 - 2:45	Learning Block 2
2:45 - 3:15	Faculty Office Hours

- Lesson plans for learning blocks will be sent daily via email.
- Learning blocks will be structured by each class.
- Optional parent education Zoom sessions will be offered in an effort to aid with supporting online learning in early childhood.
- Zoom sessions MAY be used for assessment purposes or as a chance for classmates to briefly connect and interact.
- At this time completion of activities will be assessed via weekly checklist or learning log

**CHRIST THE KING
CATHOLIC SCHOOL
DISTANCE LEARNING SCHEDULE
Part Time Preschool**



SCHEDULE

8:00 - 9:00	Faculty Office Hours
9:00 - 10:30	Learning Block
10:30 - 11:15	Free Play

- This schedule is meant to be flexible and adaptable. We know that you have multiple demands on your time, and will find a schedule that works best for you and your family.
 - 3-day Program:
 - Lesson plans for learning blocks will be sent daily via email Tuesday - Thursday.
 - Office hours will be offered Tuesday - Thursday from 8:00 - 9:00
 - 4-day Program:
 - Lesson plans for learning blocks will be sent daily via email Tuesday - Friday.
 - Office hours will be offered Tuesday - Friday from 8:00 - 9:00
- Learning blocks will be structured by each class.
- At this time, completion of activities will be assessed via weekly checklist OR learning log.
- Zoom sessions may be used for assessment purposes at a later date OR as a chance for classmates to briefly connect and interact.
- Optional parent education Zoom sessions will be offered in an effort to aid with supporting online learning in early childhood. Your child's teacher will inform you of when these sessions will be offered.



Distance Learning Plan Development

- March 13 Technology survey was sent to community
Survey parents regarding technological capabilities in the home
- March 23 First Faculty Meeting through Zoom
Faculty has a virtual meeting to discuss on line learning.
- Team Cohorts are set up by Principal
- Early Childhood
 - 1st – 2nd
 - 3rd – 5th
 - Junior High Specials
- March 24– 30 Team Cohorts meet via virtual platform
- Discuss on-line platforms to use within the particular grade band.
 - Members of the cohorts become educated and gather virtually for training on the platforms chosen
 - Meet with Administration in virtual meetings to discuss platforms and plan for implementation.
- March 25 Technology question was sent to community
Survey parents on additional technological capabilities in the home
- March 27 Approval from Catholic Schools Office
The developed plan is given approval from the Catholic Schools Office

- March 27 **Faculty Communication**
Principal communicates with faculty to let them know the tentative remote learning plan
- March 27 **Parent and Student Communication - 1**
Principal emails families to announce an overview of the distance learning plan and timeline for its roll-out
- March 28 **Parent and Student Communication – 2**
Principal emails families:
- expectations of administration and teachers during distance learning
 - Policies of attendance
 - Tutorial schedule that will be presented on Monday to help educate parents and students on the platforms that will be used
- March 30 **Tutorial Presentations**
- Early Childhood (Zoom)
 - 1st – 2nd (Edumodo and Zoom)
 - 3rd -5th (Edumodo and Zoom)
 - 6th – 8th (Schoology and Zoom)
- March 31 **Distance Learning Plan Commences**
The school transitions into the new distance learning model



Expectations for Principal

- Be present on campus or remotely from 8:00 am to 4:00 pm Monday through Friday to support the needs of students and teachers.
- Ensure that all teachers are meeting requirements for instruction and assessment established in this plan.
- Check in with each teacher weekly to see what is working well and what areas they need additional support in.
- Provide teachers with additional instructional and assessment support as issues arise.
- Ensure that teachers are following the student attendance policy established in this plan.
- Ensure that teachers are inputting one grade per week for grades 1-8 in Math, ELA, Theology, Science and Social Studies.
- Respond to parent concerns within 1 teaching day.
- Continue to provide small-group training to help support online instruction and assessment.
- Oversee substitute teacher responsibilities for teachers out for sick leave or Families First Coronavirus Response Act leave.
- Develop a Return to School plan that addresses allowance of reviewing and reteaching of material taught over the break, planning for students who may need additional support; a specific grading policy that includes the statement, “Students should not fail as a result of work expected over the school’s closure”; and provisions for student to make up work and master learning objectives in work given during the school closure. Submit this Return to School plan to Diane Floyd for approval.
- Work with families who do not currently have the internet or technological infrastructure in place to meet learning expectations.



Expectations for Assistant Principals

- Be present on campus or remotely from 8:00 am to 4:00 pm Monday through Friday to support the needs of students and teachers. Assistant Principals will not be available during the times they are teaching a Junior High course. (Dr. Richard – Literature, Mr. Crump – Social Studies)
- Assist with ensuring that all teachers are meeting requirements for instruction and assessment established in this plan.
- Check in with teachers in the cohorts weekly to see what is working well and what areas they need additional support.
- Provide teachers with additional instructional and assessment support as issues arise.
- Ensure that teachers are inputting one grade per week for grades 1-8 in Math, ELA, Theology, Science and Social Studies.
- Respond to parent concerns within 1 teaching day.
- Continue to provide small-group training to help support online instruction and assessment.
- Assist in developing a Return to School plan that addresses allowance of reviewing and reteaching of material taught over the break, planning for students who may need additional support; a specific grading policy that includes the statement, “Students should not fail as a result of work expected over the school’s closure”; and provisions for student to make up work and master learning objectives in work given during the school closure. Submit this Return to School plan to Diane Floyd for approval.
- Work with families who do not currently have the internet or technological infrastructure in place to meet learning expectations.



Expectations for Teachers

Our teachers will...

- Follow safe environment protocols for all distance learning interactions.
- Continue to infuse lessons with Catholic social teachings and values.
- Respond to parent concerns within 1 teaching day.
- Have a plan for which standards will be taught for the rest of the semester and structure instruction based on those standards.
- Ensure all learning materials and resources are relevant to the standards and are age appropriate.
- Collect feedback about student mastery for each standard.
- Monitor student attendance based on the school's plan.
- Use the school's (grade level) system to post communications, assignments, and feedback. (Schoology, Edmodo, Zoom)
- Ensure that teachers are inputting one grade per week for grades 1-8 in Math, ELA, Theology, Science and Social Studies. (Kdg-2nd will be inputting a grade every other week for Social Studies and Science)
- When possible, promote critical thinking by asking deep, thought-provoking questions and providing students with opportunities to interact with each other (ex. Posing questions to peers and making comments on others' posts).
- Be available to students remotely during set "office hours."
- Act with professionalism in all online interactions, including when teaching via direct instruction using Zoom as well as when creating pre-recorded media.
- Check email daily but use designated platform exclusively when creating assignments or giving feedback to students. Do not use personal phone number or texting.
- If applicable, work with special services teachers to continue to meet the needs of students who are struggling academically.
- Not be present on campus unless attending a pre-scheduled meeting, or unless they have informed an administrator of their presence in the building in advance of arriving.
- Communicate with administrators if planning to take sick leave or the Families First Coronavirus Response Act leave time.



Office Hours

All teachers will have office hours and those times are listed on the individual schedules. If you are unable to reach teachers during office hours, please know that email messages will receive a response in 24 hours. The school office will have hours 8:00 to 3:30 each weekday. Administration will be in the building or working remotely during those hours. The administrative assistants will be working remotely during those office hours.

Student Attendance Policy

Teachers will document daily attendance in a variety of ways. Teachers in grades 1st-8th will track attendance through completion of assignments that a student submits, on-line participation during a block period or discussion with teacher during set office hours. Teachers in Part time Preschool, Pre-K, and Kindergarten will track attendance by a parent notification through email that their child took part in remote learning that day. At the end of each week teachers will send class documentation to the administrative assistant who will record it in Renweb.

Grading Policy

Teachers in grades 3rd -8th are expected to input at least one standards-based grade per week in Math, Literature, Reading (ELA), Theology, Science and Social Studies. Teachers in grades 1st -2nd are expected to input at least one standards-based grade per week in Math, ELA, and Theology. One grade every other week for Science and Social Studies is also required. Foreign Language will have 1 grade for grades 6th- 8th. Spanish lessons and activities will be given in grades 3rd -5th but grades will not be given. Specials (Art, PE, Music, Library and Computer) grades are not required.



Distance Learning Checklist:

Following is a list of steps you and your family can take to prepare for Distance Learning:

- Become familiar with the digital devices your child will be using during distance learning
- Identify a space in your home where your child can participate in remote classroom activities and complete schoolwork. Consider what area would work best for your child(ren)
- Make sure all technology devices are charged and ready before use
- If technology issues arise email one of the following:
 - Classroom teacher/House teacher
 - IT specialist – Brian Martin
 - Wayne Petree
 - Administration
- Create a routine and daily schedule that would be beneficial to both parent and child.
- Review CK School handbook: 24.4 Electronic Resources – Acceptable Policy
This includes all aspects of student behavior including posts on social media and behavior on on-line platforms. Academic honesty still applies when using electronic devices for distance learning.
- Make distance learning a positive experience by remembering to be flexible and patient.