



Holy Spirit E-School Learning Guidelines

Whether student learning is taking place virtually or face-to-face, Holy Spirit School is prepared to meet the needs of students. As a parent, you may choose e-school learning for your child or in the event Holy Spirit School transitions to e-school learning this document outlines teacher, student, and parent expectations.

Teaching Expectations for 2020-2021 E-School Learning

1. Our goal is to prepare students for e-school learning. To accomplish this JPII Schools has purchased Seesaw as the learning management platform. Teachers will instruct students in how to access lesson plans and activities in the Seesaw app.
2. Seesaw Lessons for E-school learning
 - a. Lessons will be added to Seesaw daily or by a weekly schedule.
 - b. Videos and materials will be uploaded as needed to cover the daily lessons.
 - c. When grading assignments in Seesaw the teacher will send feedback when needed. There will be specific feedback only if students need to make corrections to their work.
 - d. Specials Teachers will be co-teachers within each classroom and assign activities, as needed.
3. Zoom or Microsoft Teams will be used for social interaction and not lesson material. Seesaw will be our main academic tool. When using Zoom or Microsoft Teams teachers will:
 - Record all sessions in Zoom or Microsoft Teams
 - Social interaction videos will not be posted to Seesaw
 - Keep a waiting room and password protection for privacy purposes
 - Teach clear expectations for social interaction (mute all, raise hands, etc.)
 - A minimum of two social meetings will happen per week
4. Teachers will do their best to reply to communications within 24 hours during the school week.
5. Teachers will be available during typical school hours of a school day.

Parent Expectations

1. Supporting your child
 - a. Have your child start work as soon as they are able.
 - b. Provide a quiet learning space that supports learning.
 - c. Have school supplies available at home. School supplies will not be sent home.
 - iPads will be available for students in grades 3, 4, & 5 at school. A time will be scheduled for pickup through the office.
 - d. Parents are not expected to take the place of their child's teacher.
 - e. Parents should play a support role and help facilitate organization and focus.

2. Supporting the teacher

- a. In a regular classroom setting students would be working independently on their work, therefore the expectations would be the same for online learning. Parents should not sit with their child while they are working on their assignments. Please allow the student to submit their work as is, and the teacher will provide the feedback as needed. After teacher feedback is given, then the parent may assist with corrections. It is important that the teacher get a clear picture of what the child is retaining and how they are making growth.
- b. To ensure the privacy of our students, videos, classroom materials and Seesaw content are not to be shared. These items are considered internal, confidential learning tools.
- c. Videos are to be used for educational purposes and not to be critiqued.
- d. Continue to follow the communication chain of command as stated in the Parent/Student Handbook: Teacher- Principal- Upper Administration.

3. Supporting the school

- a. Contact Mrs. Breen in the office or Mr. Kotrba through email if any family needs arise.
- b. Communicate technology needs to the school office.
- c. Turn in materials when your child returns back to school in person or at a scheduled time.

4. Choosing e-school learning

A parent may choose e-school learning for their child as a non-COVID related decision at any time: however, their return to in-person learning cannot happen until a mid-term or end of quarter date (listed below). This decision should be made with the school principal and the school principal reserves the right to amend these dates based on specific needs.

September 22	February 5
October 21	March 11
November 20	April 21
December 22	

Student Expectations

1. Access lesson and learning activities assigned by the teachers in Seesaw.
2. Participate appropriately in any Zoom/Microsoft Teams sessions.
3. Complete assigned work and learning activities to the best of their ability and by the due dates indicated. Students are expected to work independently.
4. Make any corrections to work that is asked by teachers.
5. Read 20-30 minutes every day. This could be independent reading or parents reading to their children.
6. Keep a positive attitude when working with parents at home. Show the Deacon Way, everyday! 😊