



IMMACULATE CONCEPTION *of* DARDENNE CATHOLIC SCHOOL

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Mission

The mission of Immaculate Conception of Dardenne School is empowering students through love and virtue to develop their Catholic faith, their intellect, and a community of one Spirit in Christ Jesus.

Distance Learning Plan

This document has been created for teachers, parents, and students to outline general expectations for continuing education of students remotely in the event of a long-term school closure. This plan has been created by the ICD administration in consultation with the Office of Catholic Education and Formation along with modeling distance learning plans created by other schools.

Distance learning provides different expectations than when students are present in the classroom. Learning should still cover grade-level curriculum standards and be engaging, but expectations need to be adjusted to reflect the change in the environment and access to tools for learning. Teachers should provide a clear plan for learning to students and parents each day school would normally be in session. Teachers will utilize digital tools and resources to provide a platform for student learning and provide opportunities outside of technology. Assessments should be given to evaluate student learning. Student feedback and reporting should be given through appropriate methods.

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Communication

School Communication to Families: 1. Email 2. Mass Communication through Phone - School Messenger

Teachers to Parents and Students: 1. Google Classroom of assignments and learning goals, 2. Class group emails 3. Direct email to parents

*Teachers will not be using personal cell phones as a means of communication with parents.

Students to Teachers: 1. Google Classroom 2. Email 3. Google Hangout

Parents to Teachers and Administrators: 1. Email

Teacher Office Hours

Morning - 9:00 am-11:00 am

Afternoon - 2:00 pm-3:00 pm each day.

When school is not in session, faculty and staff will be available to help students and parents via email during designated office hours

*The school office may be closed during this time, questions not related to assignments should be directed to Dan Mullenschlader (dan.mullenschlader@icdschool.org), Michelle Knapp (michelle.knapp@icdschool.org), or Melissa Liszewski (melissa.liszewski@icdshool.org).

Attendance

- Students and Staff: If not reported as sick, they will be assumed as present and working/learning.
- Sick Students: If students are sick and will be unable to learn remotely, parents should email the teacher(s) and attendance@icdschool.org by 9:00 am daily. Students will be otherwise expected to be learning.
- Sick Staff: An email or Google Classroom message will be sent by 8:00 am if your teacher will be unavailable for office hours.

Access to Assignments

All students grades K-8 have a Google Classroom account. Parents and students will need internet access and use of a device such as a tablet, computer, or iPad. Teachers will post the list of activities to be completed by 9:00 am. Special area classes will also be posting assignments on days they would normally see their classes.

Work Expectations

All work for an assigned day needs to be completed by 8 pm.

Grade Level	Expectation of Work
Kindergarten, 1st and 2nd grades	1-2 hours of engagement
3rd, 4th, and 5th grades	2-3 hours of engagement
6th, 7th, and 8th grades	3-4 hours of engagement

Distance Learning Activities

Learning will be restricted on a distance learning day; students will not learn or accomplish the same amount of material as they would on a normal school day. Our goal for these activities is to keep students engaged in learning throughout the time of a possible closure, it is not to maintain the regular pace of the curriculum and activities in a typical school year.

Guidelines for Parents

Distance learning is intended to provide a comparable and meaningful education at home or away from school when school is not able to be in session. The transition to distance learning requires flexibility and the knowledge expectations will be different. Distance learning poses challenges and it is important to be cognizant of ways to support success in learning when students are not able to be in the school building. As we partner with you through this experience, we hope you will find the guidelines below helpful.

1. Establish routines and set expectations

ICD staff encourages parents to set regular hours for completing school work. We suggest beginning work by 9:00 am. Keep normal bedtime routines. It is important that expectations on how the children will spend their days are established and kept.

2. Define the physical space for your child's learning

You may already have a defined space for your child to do homework, but this space may not be suitable for an extended period of time. We encourage you to find a space where your child can learn. You know your space availability best. Learning should take place in a space that provides adequate space, appropriate noise control, distraction free, and easily monitored.

3. Begin and end each day with a check-in and prayer

Please begin each day with a prayer and a simple check-in.

- What are you learning today?
- How are you going to spend your time?
- What resources do you need?
- What assistance can I provide?

This brief conversation allows your child to process the instructions and assignments they've received from their teachers. It will help them organize and prioritize their learning. Our middle school students will not want to have a check-ins with their parents, but they should nevertheless. Make this part of your routine to ensure success with distance learning.

4. Establish prayer space and quiet times throughout the day

As we do in school, developing time for prayer and reflection is an important part of the day for a child. We encourage you, if you do not have one, to setup a prayer space in your house where your children can sit and spend time in prayer and quiet reflection.

It is important to build in breaks throughout the day that will allow your child device free, noise free, and distraction free time to refresh their brains.

5. Monitor communication from teachers

Teachers will be communicating through google classroom each day. Please feel free to reach out to teachers via email. They will be checking email frequently and will have "office hours from 9-11 and 2-3 each day. Refrain from texting. Teachers will not be responding via their personal phones.

6. Help your child process and own their own learning

Children retain information best when they have opportunities to process their learning with others. While some of this will be done in a virtual format, use the check-ins at the beginning and end of each day to help digest the information they learned. It is important that your child completes his/her own work. Refrain from doing it for them, even if they are struggling.

7. Monitor your child's online activity

Although our communication tools are primarily online, we do not want students staring at computer screens for 7-8 hours per day. The time guidelines above should be followed. If you have a concern with the time your child is on the computer, please contact the teacher. Also, please be aware that our filtering system, GoGuardian, does not filter the same at home as it does on the ICD campus. It is important that parents watch computer activity as they would on any other device at home.

8. Encourage physical activity

During a regular school day at ICD, students are provided with brain breaks. Please remind your students to move and exercise. This is important for their health, wellbeing and overall learning. Coach Fritz and Coach Dempsey will provide some activities and exercise suggestions, but maybe incorporate some extra chores or responsibilities to ensure movement!

Parent Resources

As you are the primary educators, we want to offer you some resources to discuss the coronavirus with their children and prepare for the possibility of distance learning, the following resources can be used as part of that conversation.

- [BrainPop](#) Username: icdschool Password: icdschool
- [Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource from NASP](#)
- [Just For Kids: A Comic Exploring The New Coronavirus](#)
- [How to Talk to Your Kids About Coronavirus](#)
- [St. Louis Counseling: How to Talk About the Coronavirus With Your Child](#)

Student Materials

Teachers are allowing students to take home books from the classroom in order to ensure that students have sufficient and appropriate reading materials. The library will increase the number of allotted books to three from the normal two.

Teachers are encouraging students to take home textbooks that cannot be accessed online.

Parents who have limited Internet access or device access should contact Michelle Knapp, michelle.knapp@icdschool.org, or Andrea Nunziante, andrea.nunziante@icdschool.org, so that accommodations and resources can be provided.

Home Materials

Parents are encouraged to have the following materials available at home for student use during a distance experience.

- White printer paper
- Lined notebook paper
- Pencils
- Coloring supplies
- Printer ink for home printer
- Age-appropriate books

Textbook Resources

Religion

[Sadlier](#)

Science 2-8

- Online textbook and resources are available for students and teachers through <https://www-k6.thinkcentral.com/dashboard/home>. For technical support, contact Andrea Nunziante.

Math K-8

- Online textbook and resources are available for students and teachers through Google accounts. For technical support, contact Andrea Nunziante.

Social Studies 6-8

- Online textbook and resources are available for students and teachers through Google accounts. For technical support, contact Andrea Nunziante.

Grammar Workshop

<https://www.sadlierconnect.com/gw>

- Additional practice and games that can be assessed by parents and students without an account.

Technology Resources

[BrainPop](#)

Username: icdschool

Password: icdschool

[TumbleBooks](#)

Username: icdstudent

Password: learning

[WorldBook](#)

Username: icdstudent

Password: learning

Formed

<https://watch.formed.org/browse>

Create a free online access through the parish using code **d1311f**