



St. Michael Catholic School Distance Education Policies

Attendance

Attendance is reported on Friday afternoon by the homeroom teacher for EC and/elementary and by each teacher in junior high for each class taught. A student's participation in a Google Meet and/or turning in assigned work determines one's presence or absence. The teacher will send an attendance notification to the parent for EC and Elementary and to the parent and student for junior high denoting those days/classes missed due to no attendance in the assigned Google Meet and/or assignments not returned. This notification gives a due date for making up missed assignments and removing the absence. Any absences remaining after the due date are brought to the attention of the principal for final determination.

Curriculum and Instruction

We are using the same curriculum for distance education as we did for in-school instruction. We are adapting materials and supplementing with on-line resources. Recommendations for assignments and assessments were made, including but not limited to the following:

- reduce the number of written assignments and reduce the number of assignments being returned
- use a *practice then assess* approach where the student practices concepts and the teacher *Meets* with students to review and reteach skills and concepts
- use smaller quizzes or assessments rather than comprehensive tests over several units/chapters
- provide oral assessments and keep records of these results
- provide projects and demonstrations the student/parent can video or photograph

- use Google *Forms* that can easily be completed on-line, returned, and automatically graded.
- Utilize current contracts with online programs for assessment: IXL, Lexia, AR, etc.

We are also receiving assistance from HATCH Consulting for those students who receive Title I or learning lab services, offering additional one-on-one attention and assistance in organization for work completion and return.

Teachers are *required* to use Google Meet for instruction, review and oral assessments. A teacher may use resources like a YouTube presentation, Discovery Education videos, a Khan Academy lesson, etc. to replace instruction for a *specific* assignment, but the teacher must review this assignment and be available to supplement instruction and answer questions students may have, reteaching as needed.

Assignments will be returned by the parent via email or *homework drop* in the Family Portal for early childhood and elementary and by the student via Google Classroom for junior high. Elementary teachers will identify no more than 1-2 days per week for assignment return.

Grading

We are continuing to use our current grading system which includes a policy for "incomplete" work. For progress reports and the final report card grade, An incomplete/missing assignment can be dropped if the student has shown mastery on other assignments/assessments with the same concepts or it is advanced material outside of the minimal standards for that subject. It is possible that a student may not have mastered the material on work returned to you. Therefore, you must provide re-teaching and offer tutoring with an opportunity to reassess just as you would when we are providing education in the physical classroom setting. Our general rule has been to provide tutoring when a student's grade falls below 78. At

this time, we will adjust this to a grade of 70. Please be cautious. Know your students and ask yourself, “Is the student’s performance consistent with what I have seen prior to distance education?” Please consider the possibility of emotional factors and environmental circumstances out of the student’s control which may be contributing to poor performance. Offer assistance and the opportunity to make-up an assignment as needed. If at reporting time the student is missing an assignment that is required in order to ascertain student mastery, you will give a *final* grade of 50 for the missing assignment.

Dropping missing assignments

For those students who have missing work from the first weeks of distance education or who may have difficulty returning all work you have assigned, please refer to these *passing* guidelines when determining whether a missing assignment may be dropped. **If you answer “yes,” then you may drop the assignment requirement.**

1. Is the student currently displaying or has displayed mastery of the content/skill?
2. Is the student demonstrating learning to the teacher according to activity specifications on another assignment related to the content/skills in this one?
3. Is the student making progress toward content understanding on those assignments that have been returned and are related to this one? *Minor errors in thinking or misunderstanding of some elements may exist, but they do not impact overall understanding of the learning target.*
4. Is the student making progress toward accomplishing the content specific daily activities?
5. Has the student demonstrated learning to the teacher according to activity specifications and the student exhibits mastery of content and skills?

Eighth grade credits/requirements: Students are on track to complete all graduation requirements including those who will receive

Algebra I high school credit. The Algebra I teacher will determine the need for a summer extension which is consistent with current policy and not something new due to distance education. The principal determines credit for this course.

Honors

We will use the same method of grading and calculating grade averages for honors and high honors that we have always used. FACTS-SIS has a program in place that allows us to identify class ranking which we use for scholastic and academic awards.

Completion Protocols

Students not making progress, not completing academic packets, or opting not to participate in distance education will be required to attend summer school or receive remediation. *St. Michael Catholic School will not be offering summer school. The burden will be on the parent to secure summer school from the local ISD or SMCS and the parent will determine a mutually-agreeable form of remediation.* **For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy.**