



St. James Cathedral School Continuity of Learning Plan

In the event of an extended school closure, St. James Cathedral School (SJCS) enacts the following Continuity of Learning Plan as a means of providing clarity for all stakeholders – faculty, staff, students, and families. The mission of St. James Cathedral School remains the same whether we are on campus together or remotely connected; we are committed to **both** academic excellence and spiritual enrichment. *It is important to acknowledge that our nation is in the middle of a crisis and each person (and every family) is affected uniquely and is experiencing and processing the reality differently. Thus, we are educating students in a time of crisis, making it especially vital, now more than ever, that our Distance Learning approach be through a lens of compassion and understanding.*

Our goal is to continue to provide academic and spiritual instruction during Distance (Virtual) Learning so that our Panther students may continue to grow in their understanding and knowledge, and their relationship with Jesus Christ. *We aim to allow learners the opportunity to complete their respective grade level (and the school year) successfully, while remaining united as a community of faith despite the current challenges.*

The following principles are overarching to our framework:

1. Our mission of educating the whole child (academically, socially, emotionally, physically, and spiritually) continues and will remain the guidepost for determining course of action and making decisions.
2. Our Catholic faith and beliefs will be highlighted across the curriculum.
3. Decisions must best support all students and families.
4. Focus on essential learning – “quality over quantity” – for students.
5. Model flexibility, adaptability, patience, grace, and empathy.
6. Offer support to parents and families academically, technologically, and spiritually.
7. Establish consistent expectations, framework, and practices.
8. Communicate frequently with all stakeholders.
9. Emphasize relationships and community throughout the process, as well as acknowledge and appreciate the unexpected opportunities and skills that arise.
10. Work collaboratively as a faculty to boost learning retention.

Teachers, Parents, & Students

- All policies, regulations, and procedures contained within the Parent & Student Handbook still govern during Distance (Virtual) Learning unless they are not applicable due to the nature of remote learning. Please reference the document on the RenWeb Family Portal.
- For the privacy and safety of our SJCS students and teachers, parents or students are not permitted to alter, re-post, or share any video posted by an SJCS teacher or staff member. All videos created as part of our Distance (Virtual) Learning program are deemed the property of St. James Cathedral School and are only available to the intended audiences within our SJCS community.

Teacher Expectations

- Pray for the SJCS Family and our world.
- Presume the best of students and parents. Be patient and flexible, and offer grace, support, and compassion.
- Prepare and post lessons, assignments, etc. to the learning management platform within a timeline, as agreed upon with the administration, allowing parents and students time to prepare for the week ahead.
- Instruction is to be a mix of live and asynchronous lessons, along with re-teaching and practice supported by additional platforms and mediums.
- Dress in a professional manner and conduct instruction in an appropriate location.
- When possible, begin all meetings with prayer and allow for a short period of sharing/community building to mimic the regular classroom setting.
- During lessons, provide the opportunity for students to interact online by responding, sharing work, providing feedback, etc.
- Create cross-curricular work whenever possible.
- Find creative, appropriate ways to offer feedback, affirmation, and connection despite current challenges.
- Be available to learners via the chat feature on the learning management platform or email within the regular workday and respond in an acceptable timeframe.
- Recognize that a family may be sharing devices and that attendance at a live lesson may not be feasible for a student for a variety of reasons (multiple siblings' needs, technological issues, parent work obligation, etc.). Record live lessons so that they may be watched later for those unable to attend.

Parent Expectations

- Pray for the SJCS Family and our world.
- Presume the best of teachers and administration. Be patient and flexible, and offer grace, support, and compassion.
- Reference the *Parents as Partners in Education* section of the SJCS Handbook found on the RenWeb Family Portal.
- Help your child establish an appropriate workspace in your home and provide access to necessary supplies.
- In an age appropriate manner, assist your student with learning to navigate the learning management platform (*LMS*) and with creating a schedule that helps establish a daily routine (that works for the given child's learning style and your family's need).
- Be certain your child knows how to contact his/her teachers via the learning management platform chat feature when age appropriate.
- Follow the grade division attendance reporting directives communicated by the principal.
- Please don't do your child's work for him/her. School policies on academic integrity still apply.
- As partners, know we are here for you and to work with you. Communication is the key to ensuring a successful Distance (Virtual) Learning structure for all involved.
- Know that in the typical school setting a student's day would be broken into blocks or periods which include walking to and from different locations, attending enrichment classes, and enjoying a snack. Please keep your expectations realistic and provide opportunities for movement and change of location as necessary.
- Encourage physical activity daily.

Student Expectations

- Pray for the SJCS family and our world.
- Presume the best of your peers and teachers. Be patient and flexible, and offer grace, support, and compassion.
- Adhere to the policies and regulations found within our Parent & School Handbook.
- Students are encouraged to wear their school uniform, but it is not required. You must, however, wear appropriate attire that follows the Free Dress or Out of Uniform guidelines in the Handbook.
- Your work should be completed by you; all academic integrity policies apply.
- Communicate with your teacher(s) proactively if you have questions or concerns via the LMS chat feature. Use formal communication, and not "text slang/abbreviations," when talking with faculty.
- The chat features within the LMS and during virtual meetings on video platforms is only to be used for school discussion and questions.

- Just as is expected in any regular (non-virtual) classroom, during a virtual meeting you must be respectful of peers and follow the directives of the instructor.
- Conduct virtual meetings in an appropriate location within your home.
- Continue to follow our Acceptable Use Policy and be exceptional digital citizens.
- Meet timelines, commitments, and due dates.
- Know that we all miss you greatly and are here for you!

Please note that the Administration reserves the right to change or amend this document at any time and will advise parents via email communication and indicate updates using red font.

PRAYER of ST. FRANCIS

Lord, make me an instrument of your peace:
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.

O divine Master, grant that I may not so much seek
to be consoled as to console,
to be understood as to understand,
to be loved as to love.
For it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying that we are born to eternal life.
Amen.

Calm. Connected. Prayerful.
#SJCSPANHER FAMILY