



Continuous Learning Plan

- 1)** Each student in the school receives a Weekly Remote Learning Packet. The parent or student must pick up his or her packet each Monday between 7:30 and 8:30 am. The packets are picked up through a drive up format. It is not necessary for parents to leave the car or enter the building. Social distancing guidelines are utilized as packets are exchanged. Weekly Remote Learning Packets (in conjunction with various live and pre-recorded on-line resources) contain the necessary instruction and material for the student to complete the weekly learning objectives. Teachers provide video lectures and remain available for one-on-one interaction during school hours by phone call, email, and, in some instances, video conference. Student progress is primarily tracked through Jupiter, the school's student information system.
- 2)** Administration communicates directly to students and families through the email system embedded in Jupiter, the student information system. Each parent and each Upper School student has been provided a username and password which provides access to send and receive emails to all faculty and staff. Additionally, the school administrator provides live streaming or pre-recorded video updates to school families. Teachers and administrators are working during school hours and are communicating with staff and students/families on a daily and weekly basis.
- 3)** Students receive Weekly Remote Learning Packets that are enhanced by Jupiter and, when helpful, are supplemented by Google Classroom and Zoom. When helpful to the Remote Learning Process, teachers will utilize live and pre-recorded video lectures. Elementary teachers are also supplementing with platforms such as Spelling City and Typing Club.
- 4)** Staff has been provided equipment to post live and pre-recorded lectures. All teachers have been provided full access to our primary textbook publisher's product called "Teachers Tools On-Line." This product provides corresponding tutorial videos, chapter assessments, and supplemental work pages for students and parents.
- 5)** Teachers are required to have a minimum of weekly contact with each student or family, but are often in contact several times throughout the week. Teachers and administration are available during regular business hours to meet with parents by video conference or phone call. The school office is open Monday, Wednesday, and Friday from 8:00 to 3:30 and Tuesday and Thursday from 8:00 to 12:00. If parents or students need to visit the school office at times outside these hours, they are able to call the school office at (574) 291-3620 to schedule an appointment.
- 6)** Completed Weekly Remote Learning Packets are collected each Monday morning. The parents pick up packets for the upcoming week each Monday. At the same time, parents drop off the completed packets from the previous week. Teachers review returned materials, post grades in Jupiter, and may return graded items for parent review in the following week's packet. The parents and Upper School students may log into Jupiter to view grades.
- 7)** High School students are completing the required material to finish their classes and receive credit in the 4th quarter. We are utilizing the same curriculum that was utilized in the 3rd quarter. Lesson plans are adapted to Remote Learning and may be supplemented with recorded video lecture or virtual classroom. High School students will need to participate in the Remote Learning Program to receive credit for their classes.

8) Each home room teacher will be responsible for taking attendance. Attendance will be tracked by the pick-up of the Remote Learning Packet and completion of required school work contained in the Weekly Remote Learning Packet. Attendance will also be verified through teacher contact with each parent and student through the Jupiter email system. It is necessary for elementary parents and Upper School students to respond to emails received from the teaching staff through Jupiter.

9) Teachers are collaborating with their fellow teachers of the following grade level to ensure that lesson plans are focusing on learning objectives that are necessary for the student to succeed in the following school year. Additionally, next semester we will utilize flex hours to provide 2 hours of instruction each day for classes that require additional review due to the disruption of the 2020 spring semester.

10) Teachers are participating in training sessions that address the use of technology in a Remote Learning environment. Specifically, we are providing training sessions in Jupiter, Google Classroom, and Zoom.