



HOLY TRINITY

CATHOLIC SCHOOL

Extended Learning Policy

Holy Trinity recognizes the need to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The school will, where possible, follow State and local public health directives related to public health and safety emergencies. As in the case of the COVID-19 pandemic, the school may be closed as a social distancing practice to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to health or safety, students may be excluded from attending school and school-related activities. The school will then transition to extended learning to provide continuing education services to students.

What is Extended Learning?

Extended learning is a period of time during the school year when all student instruction will be provided remotely due to a public health and safety emergency or disastrous event. The school building will not be open for normal operations and teachers will provide lessons and activities to complete at home. Students are expected to complete all assignments during extended learning.

When will Extended Learning be used?

Extended learning will be used when the State, local health officials, or the Diocese of Evansville deem it necessary to close the school buildings to prevent the spread of a contagious disease or due to a disastrous event. When extended learning is implemented, Holy Trinity faculty, staff, students, and families will receive notification through various school communication platforms such as the parent newsletter, School Messenger, and/or Facebook.

How will tuition be billed during Extended Learning?

In the case of an extended learning period due to a public health and safety emergency or disastrous event, the school will provide continuous remote education and instruction for all Preschool-8th grade students. Tuition agreements, policies, and practices will remain in effect and binding for KG-8th grade students. Preschool and prekindergarten students will be billed at half the tuition rate during an extended learning period.

How will my child access their assignments?

Students in grades Preschool-2 will receive a parent email with instructions on how to complete extended learning tasks. Students in grades 3-8 will receive assignments via Google Classroom. Students may use a personal or school-issued (grades 3-8) device to access web-based programs, including Google Classroom. In some cases, students may receive non-digital assignments to complete. Non-digital materials (textbooks, worksheets, notebooks) will be provided to students when feasible. Assignments will be shared at the discretion of the classroom teacher during extended learning.

When are assignments due?

Teachers will determine and set due dates for all work to be returned. Students and families, who find challenges during extended learning periods, must communicate to the classroom teacher and school principal as soon as possible.

How long will assignments take to complete?

The amount of time needed to complete extended learning assignments will vary depending on grade level. The chart below provides the minimum total daily work completion time. The time an individual student spends on daily assignments will vary and may be more or less than the times listed below.

<i>Grade Level</i>	<i>Minimum Daily Work Completion Time</i>
PS-2	30 min-1 hour
3-4	1- 1 ½ hours
5-6	1 ½ - 2 hours
7-8	2-4 hours
Special Areas (Art, Music, PE, Computer, Library) - Enrichment opportunities will be provided weekly	

How will assignments be graded?

Grading policies and practices remain intact and continue during an extended learning period. Teachers will determine whether or not extended learning assignments will be counted for a grade. If an assignment is not received after at least two (2) recorded attempts by the teacher to communicate with the parent (PS-5th) or student (6th-8th), a 0% may be recorded.

Expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Students and families, who find challenges during extended learning periods, must communicate to the classroom teacher and school principal as soon as possible.

How will attendance be taken?

Daily attendance for remote instructional days is required. Current attendance policies will remain in effect during extended learning. Attendance is based on assignment completion. Students will be counted present when at least one assignment is completed in at least one subject. For work assigned via Google Classroom, students are expected to TURN IN, MARK AS DONE, and/or SUBMIT all assignments by the due date.

How can I reach my child's teacher if I have questions?

Teachers will establish daily "office hours" and communicate this window of time to students and parents. This time will be used to answer questions and/or provide direct instruction. Individual, small group, or whole class meetings will also be scheduled as needed. Teachers will utilize email, video conferencing, and/or phone calls to communicate with students and parents.

How much help should I provide to my child during extended learning?

Students regularly engage in digital learning opportunities, especially in grades 3-8. Students are expected to work independently on their assignments with minimal help. Parents, guardians, or other family members should only provide occasional guidance. Other ways to support your child during extended learning include helping with time management and organization, providing a quiet and organized work area, encouraging frequent breaks, including time for prayer, and finding time for non-school related activities.

What if my child is not able to access the internet or use a device at home?

Students in grades 3-5 will have the option to check-out a school device if needed. Students in grades 6-8 will continue using a school device. If no device (PS-2) or internet access is available at home, please inform your child's teacher as soon as possible so appropriate accommodations can be made.

What type of technology support will be available?

For students using school-issued devices, technology support will be available during extended learning via email (cmundy@evdio.org). For specific questions regarding Google Classroom or other assignments, teachers can be contacted via email.

What type of special education support will be available?

Mrs. Sargent (jsargent@evdio.org) and Mrs. Beyke (cbeyke@evdio.org) will establish daily "office hours" and communicate this window of time to students and parents. Individual, small group, or whole class meetings will also be scheduled as needed. Teachers will utilize email, video conferencing, and/or phone calls to communicate with students and parents. As needed, Individualized Service Plan and 504 conferences will continue and occur via video conferencing or conference call.