



St. Matthew Lutheran School Essential Agreements for Online Learning

During Early Stages of Virus Concern:

- Update and communicate with parents weekly the status of the Center for Disease Control and Prevention (CDC) publications, The Michigan Department of Health and Human Services publications, and The Oakland County Health Department publications.
- Reinforce with students proper hand washing and hygiene procedures.
- Staff members and students are not allowed to attend school if ill.
- Work diligently with custodial staff and teaching staff to reinforce cleanliness and proper disinfecting procedures.
- Toys will be sanitized on a daily basis.

Emergency Procedures if School Should Close:

- Following the advisement of the State Governor and/or Walled Lake Consolidated School District, the St. Matthew Leadership Implementation Team will determine if school and all after school activities should close and classes will resume online.
 - The principal will contact all teaching staff.
 - The principal and school secretary will contact the parents of St. Matthew Lutheran School through Remind and/or Constant Contact.
- All teachers will utilize age-appropriate forms of technology so that learning can continue online.

Online Platforms for Daily Use:

- Preschool - 2 will use Seesaw for daily learning engagements and parent interactions.
- Grade 3 will utilize both Seesaw and Google Classroom.
- Grades 4 - 8 will use Google Classroom for their daily learning engagements.
- All teachers (Preschool through Grade 8) will use Zoom and/or Google Hang Outs to provide one daily whole class video conference opportunity for up to 20 minutes. During this meeting time, a spiritual/religious devotional thought will be shared with students/families. Teachers will design a conference schedule so that one classroom meeting does not overlap with another classroom meeting. Meetings will be recorded for students who may not be able to join the group at the designated time.

- Email and Google Chat groups will be used for communications between staff.
- Email and Remind will be used to communicate formally with parents.

Expectations for Teaching and Learning:

- Teachers will be given a two day window to design online lessons if school should close.
- Teachers will not exceed 3 lessons a day of core curricular subjects.
- Each lesson may be expected to take up to:
 - K - 1 15 minutes
 - 2 - 3 30 minutes
 - 4 - 5 45 minutes
 - 6 - 8 50 minutes
- Students in 6 - 8 may begin research projects that are broken down by steps to simplify the process for students.
- Quality is more important than quantity.
- Upper Grade teachers will coordinate schedules so only three subjects are taught each day.
- Novi Share Time teachers will also participate in providing online courses. One special will be offered to students each day to complement the 3 academic classes.
- Each teacher will post to the main learning platform each day. Every teacher will design one checklist that contains all lessons that are expected to be completed each day.
- Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Parents will be contacted immediately if the teacher notices that students are not participating.
- Feedback to students will be given on every assignment.
- Teachers will email parents a general update at least once a week.
- Teachers will report student concerns to parents. If needed, they will also discuss these concerns with the administrator.