



SAINT LEO THE GREAT SCHOOL

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www.SaintLeoTheGreatSchool.com

November 11, 2020

Dear Parents and Guardians,

With all that is occurring in our local communities, I want to again alert you to the possibility that schools may be asked to return to remote learning. Please be assured that Saint Leo the Great School will NOT close unless it is necessary to do so for the safety and wellbeing of our students, faculty, and staff.

To help plan for the unexpected, please be sure to help your children understand that there is always a potential for school closure. Things could change unexpectedly, and that such a decision would be done to maintain the safety of our students and staff.

It is very important for us to prepare for the possibility of a school-wide virtual learning environment should Saint Leo's be obligated to close, and students need to stay home.

We have prepared a comprehensive Virtual Learning Plan for a school-wide COVID-19 closure designed to support the needs of our parents, students, and educators. However, as operational demands are made or unforeseen circumstances arise, our plan is subject to modification.

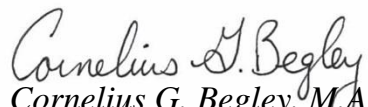
I ask that you please review the attached Virtual Learning Plan so that you and your family are aware of and prepared for the expectations of remote learning.

We thank you for your continued support and hope that you and your family stay safe.

It is my hope that this plan will not create any type of inconvenience for you and your family. As always, these unprecedented times call for us to come together as a school community and I am hopeful that we will remain, Lion Strong.

Thank you for your continued support and cooperation.

Sincerely,


Cornelius G. Begley, M.A. Ed
Principal

2020-2021

SAINT LEO THE GREAT SCHOOL



VIRTUAL LEARNING PLAN

FOR A SCHOOL-WIDE CLOSURE

~ In Pursuit of Faith and Knowledge ~



Guidelines for Parents/Guardians – Virtual Learning

- Please do not interact with the virtual classroom while you have a child/children remote. Calling out, asking questions etc., causes a distraction for both the students in the class and the teachers who are instructing. If this happens, teachers have been instructed to end the session for the remote learner and will notify administration of the situation. If you have questions or concerns, we ask that you please contact the teacher via email or through your student's Microsoft Teams chat feature.
- Please remember that this is a “live” platform. Be aware that microphones and cameras can pick up the surrounding environment. Remember to mute your microphones unless specifically instructed by the teacher to do otherwise.
- Please understand that a remote environment should be treated as if it was a normal school day:
 - Please make sure that your child/children have their cameras on and are in their Saint Leo the Great uniform shirts.
 - Your child/children must be present for attendance by 8:00AM.
 - Your child/children should not be showing their pets or their siblings on their computer screen.
 - Students should not be singing, playing with toys, eating, listening to music, or discussing non-subject materials during times of instruction.
 - Please have your child/children refrain from using any backgrounds (outer space, beach, etc.) as your child/children in their home should be the only image visible on the computer screen.
 - Your child/children should be visible for the teacher to see and interact with.
- Please be aware that the chat function is visible by all class participants, so be mindful about what your child/children types within that part of the Microsoft Teams application. Any and all communications online are subject to our school's policies and protocols as set forth in the Student Handbook and Code of Conduct.

If the entire school should be mandated to close the following will take place:

- ***Preschool and Kindergarten***
 - Preschool School Hours will be from 8:15AM – 12:00PM.
 - Students should report for attendance, prayers, and morning announcements at 8:15 AM.
 - Kindergarten School Hours will be from 8:00AM – 12:00PM.
 - Students should report for attendance, prayers, and morning announcements at 8:00 AM.



- Preschool and Kindergarten classes will have shortened periods and will work with a combination of prepared videos and live instruction. Specials will still be provided but at a shortened time period in order to allow for instruction and “constructive” free time.
- Instruction will begin following the morning check in.
- Snack/Break will be from 10:00AM – 10:30AM.
 - Additional breaks will be provided throughout the school day.
- Specials will be on a modified schedule.
- Each student’s individual teacher will relay educational information that pertains to their particular class through emails and updates on their teacher website.

- Instructions for setting up remote learning can be found on the school’s website under the Remote Learning tab on the school’s homepage. Any issues with technology should be sent to techsupport@stleoedu.com and someone from our Technology Support team will help resolve your issue as soon as possible.

- **Grades 1 - 4**
 - Hours will be: 8:00AM – 1:05PM with teacher office hours from 1:30PM – 2:30PM.
 - Prayers and attendance will begin at 8:00AM and should conclude by 8:10AM.
 - Instruction will begin following the morning check in.
 - Lunch will be held from 11:00AM – 11:30AM for **ALL** students. There will be no snack period.
 - Teachers will have office hours between 1:30PM – 2:30PM. Emails and phone calls will be addressed during those hours **only**. Messages received after 2:30PM will be addressed the following school day.
 - Each student’s individual teacher will relay educational information that pertains to their particular class through Microsoft Teams and updates on their teacher website.
 - Special classes such as Art, Music, Gym, STEAM, Spanish, Computers and Library will take place on a modified/shortened schedule. The classes will work with a combination of prepared videos and live instruction.

 - Instructions for setting up remote learning can be found on the school’s website under the Remote Learning tab on the school’s homepage. Any issues with technology should be sent to techsupport@stleoedu.com and someone from our Technology Support team will help resolve your issue as soon as possible.



- **Grades 5 - 8**

- Hours will be: 8:00AM – 1:05PM with teacher office hours from 1:30PM – 2:30PM.
- Prayers and attendance will begin at 8:00AM and should conclude by 8:10AM.
- Instruction will begin following the morning check in.
- Students will follow the same 6 block schedule they have utilized since the beginning of the 2020-2021 school year, with the following modification:
 - All classes will be 45 minutes in length with a 5-minute transition time between each block.
- All special's classes, such as Art, Music, Gym, STEAM, Spanish, and Computers will take place as scheduled. Special classes will work with a combination of prepared videos and live instruction.
- Teachers will have office hours between 1:30PM – 2:30PM. Emails and phone calls will be addressed during those hours **only**. Messages received after 2:30PM will be addressed the following school day.

Below is the modified 6 block schedule for Grades 5 – 8, please note that eating is only permitted during your designated lunch block:

- **Prayers/Attendance:** 8:00AM – 8:10AM
 - **Block 1:** 8:15AM – 9:00AM
 - **Block 2:** 9:05AM – 9:50AM
 - **Block 3:** 9:55AM – 10:35AM (6th Grade Lunch)
 - **Block 4:** 10:40AM – 11:25AM (7th Grade Lunch)
 - **Block 5:** 11:30AM – 12:15PM (5th & 8th Grade Lunch)
 - **Block 6:** 12:20PM – 1:05PM
 - **Teacher Office Hours:** 1:30PM – 2:30PM
- Instructions for setting up remote learning can be found on the school's website under the Remote Learning tab on the school's homepage. Any issues with technology should be sent to techsupport@stleoedu.com and someone from our Technology Support team will help resolve your issue as soon as possible.