



URSULINE ACADEMY REMOTE LEARNING PLAN

MONDAY, 20 APRIL 2020 – FRIDAY, 1 MAY 2020

The state mandated school closure that required us to move to a Remote Learning environment has been a tremendous adjustment for every member of this community, and we are committed to supporting each individual student on this journey. We appreciate your feedback from our recent survey, and we have made a few adjustments to our Remote Learning Plan to help improve the learning experience over the next couple weeks. Our main goal is still to provide rich opportunities for our students to learn and engage with course content and to support them in their efforts.

We will follow the letter day rotation and daily schedules that are currently loaded in the Merici App. This includes all activity schedules. (see below)

Day	Month	Date	Year	Letter Day	Mod Schedule
Monday	April	20	2020	D Day	Activity 2
Tuesday	April	21	2020	E Day	Homeroom 2
Wednesday	April	22	2020	All School Day	No Classes
Thursday	April	23	2020	F Day	Homeroom 2
Friday	April	24	2020	A Day	Activity 8
Saturday	April	25	2020	No School	No School
Sunday	April	26	2020	No School	No School
Monday	April	27	2020	B Day	Regular
Tuesday	April	28	2020	C Day	Regular
Wednesday	April	29	2020	D Day	Regular
Thursday	April	30	2020	E Day	Activity 3
Friday	May	1	2020	F Day	Regular

- Wednesday, 22 April 2020 is All School Day of Spirit Week, and remote learning will not take place on this day.
- Friday, 1 May 2020: No classes/remote learning for Seniors. Despite the prom being cancelled the evening of 1 May, we are still honoring the senior privilege of having prom day off.



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Teacher Responsibilities and Expectations

1. Post lessons, activities, and assignments for each class in the Assignments section of Plus Portals by 7:00 PM for the following school day.
2. All work that students are required to turn-in to teachers will be due at 11:59 PM. Teachers can decide the day an assignment is due, but all teachers will adopt a universal turn-in deadline of 11:59 PM. This does not apply to tests/quizzes. Teachers can set the start and end time for tests/quizzes.
3. Teachers are encouraged to host live class sessions each week, and they must occur during the assigned class time for the scheduled mods, including Early Bird classes. Instructions for students to attend and participate remotely must be included in lesson, activity and assignment information posted by 7:00 PM the preceding day.
4. The total time required by students to perform the lesson, activities and assignment for each class must not exceed one hour. The only exception to the one-hour limit is IF a teacher is hosting a live class session for a class that is scheduled for 4 mods on a regular schedule or Homeroom #1 schedule. This 4-mod live session time must also include the completion of a homework assignment.
5. Teachers will be available to answer student and parent emails during regular school hours.
6. Teachers will update Plus Portal class pages with pertinent information and update the electronic gradebook regularly.
7. If a teacher is ill or unable to teach remotely, please communicate this information to your students and notify Mary Bender via email.

Student Responsibilities and Expectations

1. Check the Coursework section of Plus Portals for each class that meets the following school day after 7:00PM daily.
2. All coursework that is required to be turned-in will be due at 11:59 PM for ALL classes and ALL teachers. Each teacher can determine the day an assignment is due, but the deadline for submitting work without penalty is 11:59 PM.
3. If a teacher schedules a live session, students are expected to attend and participate remotely during the scheduled class time (mods).
4. Students should keep up with the lessons, activities, and assignments that are posted, and complete all instructional assignments on time as outlined by their teachers. Normal late policies will apply as defined by the teacher.
5. Students should follow all directives and expectations for each teacher.
6. Students should communicate as needed with your teachers and counselors.
7. Students should check their school email account daily.



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Technology Assistance

1. If a student or teacher is experiencing technical difficulties, please email or call [Mr. Keith Schaeper](#), Director of Technology Integration, or [Mr. Dan Anderson](#), Technical Support. Both can be reached by phone at 513-791-5791 ext. 2216.
2. With the unusual amount of remote learning that will be hosted by various sites, we are also preparing for the distribution of lessons, activities and assignments via email. Until further notice, we ask students, parents and faculty to continue to use Plus Portals as our main platform for posting and accessing information.

Guidance Department

1. Our Counselors will continue to be accessible to students and parents remotely via email during the school closure.
2. Our Children's Hospital therapist will also be available to all students and parents and can be reached at EMenendez-Aponte@ursulineacademy.org
3. Dr. Purple, School Psychologist, will also be available for consultation/collaboration. She can be reached at mpurple@ursulineacademy.org
4. Ms. Zurlinden will also be available for any questions about studying/test taking tips at her email pzurlinden@ursulineacademy.org

Library Services

1. Students and teachers will have access to our library's digital services during this closure.
2. All current library checkouts will be renewed/returned when we return.
3. Contact our Librarian, [Ms. Corey Holthaus](#), with questions regarding digital library resources.