



St. Michael
Catholic School

STUDENT - PARENT ONLINE & DISTANCE LEARNING GUIDE

Spring of 2020

St. Michael Catholic School
16280 Duluth Ave. SE Prior
Lake, MN 55372

www.saintmpl.org

Phone: 952-447-2124

**Messages will be checked daily

Homework: www.educate.tads.com

Absence Hotline: 952-447-2230

****If a student is sick, please call the
number and leave a message or email
tpeters@saintmpl.org**

St. Michael Catholic School

We are all experiencing extraordinary times and I am lifted as we unite through prayer and love for one another. St. Michael Catholic School teachers and staff want you to know that we are with you and supporting you and your family during this time. Our staff will continue to follow our mission to provide excellence and "Ignite the spiritual, academic and social growth within each child" while we move to online and distance learning.

Our teachers and staff members have been spending countless hours ensuring that online learning will roll out smoothly for Preschool to Grade 8 students at St. Michael Catholic School beginning on Monday, March 30 through May 4, as determined by Gov. Walz's decision to limit the spread of the Coronavirus. Our teachers and staff are heroic in their efforts and we will continue to support our staff financially to ensure that your child's education is not interrupted, just shared differently. All teachers have or will be reaching out each Friday by 3 p.m. with your child's homework assignments, links for the upcoming week, and live class schedules including but not limited to See Saw assignments, Google classroom, Google meetings and Zoom live classes as well as recorded lessons and online assessments.

If during this time you find that your family is in a financial hardship, please reach out directly to me and we will support your family. We thank you for partnering with us and are dedicated to supporting you, our teachers and staff and praying for our world.

Blessings, Mindy Reeder, Principal

St. Michael Catholic School Mission

Shaping disciples of Jesus by igniting the spiritual, academic and social growth within each child.

Philosophy

St. Michael Catholic School is dedicated to:

- Helping students learn and live the Catholic faith in an environment where Christian values are modeled.
- Preparing students to actively participate in the social mission of the Church.
- Respecting the dignity of individuals regardless of race, sex, economic, or religious background.
- Creating an atmosphere in which students, parents, and staff worship, learn, and work together.
- Designing curriculum to include mastery of basic skills, development of critical thinking skills and encourage children to reach their potential to function as contributing members of society.
- Developing an attitude of support among students, parents, administrators and teachers according to the rules and policies of St. Michael Catholic School.

FACULTY AND STAFF

ADMINISTRATION:

Pastor: Father Tom Walker
Principal: Mindy Reeder-reeder@saintmpl.org

FACULTY:

Preschool Director & 4-Year Old Teacher: Ashley Lind-lind@saintmpl.org
Preschool 3-Year Old Teacher: Melanie Brower-brower@saintmpl.org
Preschool 4-Year Old Teacher: Stephanie Baima-baima@saintmpl.org
Preschool 5-Year Old Teacher: Rachel Bollig-bollig@saintmpl.org

Kindergarten: Marissa Gonse-gonse@saintmpl.org
John Peters-jpeters@saintmpl.org

Grade 1: Amy Peterson-peterson@saintmpl.org

Grade 2: Beth Gillham-gillham@saintmpl.org

Grade 3: Kelley DeGross-degross@saintmpl.org
Abigail Buesgens-buesgens@saintmpl.org

Grade 4: Deanna Vochoska-vochoska@saintmpl.org

Grade 5: Jill Kaczmarek-kaczmarek@saintmpl.org

Science (6 - 8): Samantha Karnes-karnes@saintmpl.org
Math (6 – 8)/Religion: Kelley Roseen-roseen@saintmpl.org
Social Studies (6 – 8)/Religion: Bill Olson-olson@saintmpl.org
Language Arts (6 – 7): Kirsten Morgan-morgan@saintmpl.org
Language Arts/Strategies (6 & 8): Brittany Power-power@saintmpl.org
Spanish (6-8): Ana Pinto-pintosoto@saintmpl.org
Religion: Lori Hinker-hinker@saintmpl.org
Visual Arts (K-8): Rachel Olmanson-olmanson@saintmpl.org
Physical Education/Health & Athletic Director: Melissa Shimek -shimek@saintmpl.org
Music: Nora Murray-murray@saintmpl.org

SUPPORT STAFF:

Tuition & Technology Coordinator: Darlene Casey-casey@saintmpl.org
Administrative Assistant: Tricia Peters-peters@saintmpl.org

PSYCHOLOGIST/COUNSELOR

Licensed Psychologist:
Keri Brenden brenden@saintmpl.org

ADVENTURES PLUS CHILD CARE

Julie Herbst-herbst@saintmpl.org

St. Michael Catholic School Online & Distance Learning

St. Michael Catholic School will continue to offering excellence in all of our learning following our mission to “Ignite spiritual, academic, and social growth within each child.” During the COVID-19 school closures, learning for all schools will move to online and distance learning, following the Minnesota Department of Education (MDE) & Health recommendations. What will this look like at St. Michael Catholic School?

COMMUNICATION

Each week the school will continue to send out a weekly, all school e-newsletter with communication from the week and information for the week to follow. Our K-5 teachers will also send you an email each week by Friday, 3 p.m. with homework, links to videos and resources for the week ahead, and times for live classes. Our Middle School teachers will post assignments to Google Classroom each Friday. A general summary and handbook is available on our website “Online Learning” page. ([Link](#))

- **Teachers will hold “office hours” daily, M-F from 9-Noon.** This is the best time to reach teachers with specific questions or through email. They will respond as soon as possible during these hours and will respond within 24 hours with any other questions, unless it is the weekend. Throughout the rest of the typical school day, 7:30-2:15 p.m. they will be holding live classes, correcting homework, preparing videos and school work, and meeting with students and parents as needed.

ATTENDANCE

St. Michael Catholic School and the Minnesota Department of Education requires daily attendance for all schools. During our online learning, attendance will be collected by our teachers, daily. **If you child is sick and not planning to connect with the teacher, please email your teacher and/or call the attendance phone number at: 952.447.2230.** Your child’s teacher will collect attendance by live classroom, through google classroom, or individual emails or chats.

Student attendance may include one or more of the following:

- Email exchange/online discussion/video chat/phone call with teacher.
- Activity in classes (pages accessed, discussion participation, formative assessments, and completed homework).
- Parents/Students sending in pictures or videos to teachers showing students participating in learning experiences via Seesaw, Google Classroom, or email.

ABSENT: Students who do not participate in planned activities are considered absent for those class(es) and should be recorded as absent just as if they were not present for an on-campus class.

- If your child doesn’t have access to one of the means of communication listed above, please work with your child’s teacher/school to determine attendance options.

HOMEWORK

Homework will be due each Friday by 3 p.m. for the week’s homework. It is best to complete any daily homework and turn it in as completed, but students will have until Friday at 3 p.m. to complete assignments or assessments and this will ensure that they were in attendance and present for classes. Grades will continue to be entered into Educate. If you child is missing or late on an assignment continue to check in Educate and connect with a teacher.

TECHNOLOGY PROCEDURES & SAFETY

As a reminder, all families have signed online technology usage agreements in TADS. In addition, our Middle School students have signed and agreed to Chromebook Policies. All of these policies are put into place to first, ensure the safety of our students, and second, protect equipment and software.

While online it is important that students practice online safety.

- Use caution in all emails, postings and videos that they meet safety standards (monitor your child’s communication and materials)
- Practice online safety at all times
- Do not post full names to the larger community
- When attending a “Live Classroom” students should come dressed and follow our school Student & Parent Handbook for proper behavior and treatment of others. (Here is a presentation for live classroom guide for students: [LINK](#))
- Review and follow the [Chromebook Policy Handbook](#) for all school devices
- Log off and shut down after using online school resources to ensure that links are closed

ONLINE LEARNING TOOLS:

Preschool to Grade 5	Tool	How Used	Links
**Please note that Grade 5 will be using Google Classroom. Mrs. Kaczmarek has been communicating this, but please email her with questions.	SEE SAW	Tool to share learning activities, videos and lessons. Students can also take pictures of their work. If you have other questions, please talk with your teacher.	https://web.seesaw.me/parents
	EMAIL	Teachers will send out a weekly email on Friday at 3 p.m. to share homework, videos, links and more. Please be sure to review this over the weekend with your child.	See emails at the front of this book if you do not know your child’s email
**Additional online resources will be shared by your teacher!	IXL	IXL provides online learning for multiple subjects. Your teacher will guide you and each student has a log in. If you do not have your login, reach out to your child’s teacher.	IXL Website
	Pebble Go (Prek-2) & Pebble Go Next (3-5)	Online books are available for you to use.	Pebblego.com Pebblegonext.com LOGIN: saintnmpl PASSWORD: school

	EDUCATE	Your child's attendance and grades as well as report cards are in Educate for you to access.	https://educate.tads.com/
Middle School (6-8)	Link to Video Conferencing Expectations	Watch this with your child	How to be prepared for live classroom (LINK)
	Zoom	Teachers may also invite your student to a live classroom using Zoom.	Watch for the link and students click on the link from the teacher.
**Additional online resources will be shared by your teacher!	Imagine Math	Online math program set for your students' learning needs. Mrs. Roseen has a login for each student, they should have this otherwise reach out.	Questions: Email – roseen@saintmpl.org
	Google Meet	Teachers will invite your student to a live classroom or even live chats.	Google Meet
Middle School Online Live Class Schedule: 1-8:30-9 a.m. 2-9-9:30 a.m. 3-9:30-10 a.m. 4-10-10:30 a.m. 5-10:30-11 a.m. 6-11-11:30 a.m. 7-1-1:30 p.m. 8-1:30-2 p.m.	IXL	IXL provides online learning for multiple subjects. Your teacher will guide you and each student has a log in. If you do not have your login, reach out to your child's teacher.	IXL Website

CHEATING or PLAIGERISM: **See our Student & Parent Handbook

As many of our students will be working online or creating projects and artwork at home, we trust that they will be doing their own work. In order to ensure that this is their work, the following steps will be put into place:

- All work that you are taking a photo of to submit, please have your students' hand in the photo, holding the work, or a picture of your student doing the work.
- All copied work from online including text and other homework will result in a "0" for the assignment. Students in K-6th grade will receive one warning about this and can earn 50% of the points back if they redo the assignment. Students in 7-8th grade will receive a "0" for the assignment.

PROGRESS: Student progress will continue to be documented on Educate. We encourage you, and/or your child to log in on a regular basis to check grades and progress. Students will continue to receive regular feedback from teachers through email, Google classroom and See Saw. Here is our grading scale as a reminder:

Grading Standards

Kindergarten – Grade 5

Standards-based grading:

- 1 – Below Standard
- 2 – Approaching Standard
- 3 – Meets Standard
- 4 – Exceeds Standard

GRADES 6 – 8

Grading Scale

A	-	95 – 100	C+	-	84-85
A-	-	93 – 94	C	-	81 - 83
B+	-	91 – 92	C-	-	78 - 80
B	-	89 – 90	D+	-	76 - 77
B-	-	86 – 88	D	-	74 - 75
			D-	-	70 – 73
			F	-	Below 70

See our Student & Parent Handbook for specifics around late assignments and policies.

Setting Up for Success at Home!

St. Michael Catholic School is blessed to partner with you in the education of your children. Through this extraordinary time of online and distance learning due to COVID-19, we want to give you as much support as you need to ensure success.

- 1) **Learning Space:** Create a learning area in your home for your children. From supplies to technology, this space becomes the best place for your child to learn, do their homework, connect with a teacher, and be successful in their learning.

- 2) **Routines:** We encourage you to set up a learning routine that includes time for meals, review of daily, live classes, and homework. A tentative schedule was shared in our previous communication home depending on your family’s schedules and the ages/grades of your children, the schedule may vary. What’s important is that the routine is established and a part of your family routine.
 - a. **Check In:** Visit with your children about their daily goals, homework, any special links and live classes.
 - b. **Create a Daily Goals:** Does your routine need to be adjusted based on any special needs for the day with your child? Develop goals for each day.
 - c. **Support:** Let the teacher know if you or your child is struggling with any technology, resources, or homework. Their office hours are 9-12 p.m.
 - d. **Social Interaction:** With more students online with our classes, monitor student communication and discuss your expectations with your child.
 - e. **Breaks:** Be sure your day has plenty of breaks, time for outdoor play, and quiet time. Our specialists’ teachers will include activities for each day and homework assignments.
 - f. **Support Emotional Needs:** At this time both adults and children are feeling a lot of anxiety over the inability to control our situation and health. Please see below links for mental health support.

Mental Health Support: Please be aware that at this time our children are also feeling the anxiety of all that is happening around them. While school is closed, a routine is a healthy way of structuring your days. Included scheduled time for school work, outdoor play, free-choice reading, unstructured play and rest time. Address children's questions directly and honestly. Continuing with regular bed time and meal times is also helpful. Limit exposure to media and screen time as well.

Additional resources that you may find helpful:

- **Minnesota Academy of Family Physicians:** [COVID-19: The Path Through](#)
- **CDC Support:** [Mental Health and Coping During COVID-19](#)
- **Child Mind:** [Talking to Kids about the Virus](#)
- **National Association of School Psychologists/Nurses:** [Resource](#)
- **Children's National Hospital:** [COVID-19 FAQs for Kids](#)
- **Our School Counselor:** [Dr. Keri Brenden](#)
- [PBS Kids - How You and Your Kids Can Destress During Coronavirus](#)
- [Whole Child Counseling - How to Plan Your Kids Schedule for School Closures](#)
- [CDC - Managing Stress and Anxiety due to Coronavirus](#)

Please feel free to review this downloaded children's explanation of the virus. ([PDF of VIRUS](#))

- g. **Limit Technology:** When you are done using technology for school, encourage other activities in order to limit total technology usage.
- 3) **Homework:** Be sure that all homework is complete on or before every Friday at 3p.m. Email your teacher directly if your child is not able to make this deadline.
- 4) **Faith Enrichment:** At St. Michael Catholic School our rich, daily faith life helps to build a strong relationship with Jesus Christ as our Savior. Students will want to continue to grow in their faith and will have religion lessons. All of our staff will be praying for all of our students, our families, and each other. Prayer is powerful! We also encourage you to connect with our parish and participate in live Masses, spiritual Communion, and prayer.

Act of Spiritual Communion

My Jesus,
I believe that You
are present in the Most Holy Sacrament.
I love You above all things,
and I desire to receive You into my soul.
Since I cannot at this moment
receive You sacramentally,
come at least spiritually into my heart.
I embrace You as if You were already there
and unite myself wholly to You.
Never permit me to be separated from You.
Amen.

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Prayer of St. Michael

St. Michael the Archangel, defend us in battle.
Be our defense against the wickedness and snares of the Devil.
May God rebuke him, we humbly pray, and do thou,
O Prince of the Heavenly hosts, by the power of God,
Cast into hell Satan, and all the evil spirits who prowl about the world
Seeking the ruin of souls. - Amen