

2020 - 2021

MOST HOLY TRINITY CATHOLIC
SCHOOL RETURN TO SCHOOL
AND DISTANCE LEARNING PLAN



1229 Labrosse St. Detroit, MI. 48226

In-Person Learning Plan

In light of Archdiocese of Detroit and State of Michigan recommendations, MHT is looking forward to holding in person classes for the 2020 – 2021 school year. To ensure the safety of students and teachers the following requirements must be followed.

We understand that there are some students with underlying health concerns that would prevent them from attending in person classes. To accommodate these families and students, MHT is happy to announce that we will have a hybrid model. This model will live-stream a child’s class to their home. Students will be “attending” class with their peers. Schoolwork from students at home will need to be send via email to teachers as they would normally do. If your child would benefit from this accommodation, please contact Ms. Karina Lepkowski at klepkowski@mostholyltrinityschool.org.

In-Person Safety Requirements

If a school is in a Phase 4 MERC District, as described in the MI Safe Start Plan, the following will be required.

Personal Protective Equipment

- **All staff will wear facial coverings** when in classrooms and in common areas.
- **All students are required to bring two (2) masks with them to school every day**
 - One that is worn while coming in and one that serves as a back-up.
- **All students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas.**
- Facial coverings are **not required in preschool classrooms** by children ages 3 and 4.
- All students in **grades kindergarten through 5 will not be required to wear facial coverings in their classrooms**, but encouraged.
- All students in grades **6-8 will wear facial coverings**.
- There will be no indoor assemblies that bring together students from more than one classroom.
- School Masses may be allowed provided that all Archdiocese of Detroit Mass guidelines are followed.

Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.

Spacing, Movement and Access

- Student **desks will be as far apart as feasible in classrooms**.
- **Social distancing markers of six-foot intervals** will be posted throughout the school.
- Entrance to school will be **limited to students and staff only**, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records,

including date and time, should be kept of all non-staff adults entering and exiting the building.

Screening Students and Staff

Daily Screening for Students

- Students must remain with parents in the car line until otherwise stated.
- A school employee will come by and ask several health questions of the child and take the child's temperature.
- The school employee will clear the child and ensure that masks are worn to enter the building.
- Students that exhibit any symptoms must remain home and are encouraged to utilize the live-stream option until their health improves.

Daily Screening for Staff

- Staff will conduct daily self-examinations, including a temperature check prior to entering the building.
- Staff that exhibit any symptoms will remain home.

Lunch and other Food Procedures

- Students will use the cafeteria to take lunch with a six foot of distance between students.
- Parents will be unable to send birthday or classroom treats to classes.

Classroom Supplies and Materials

Per the recommendations, we ask that **every child bring in their own water bottle(s) and school supplies**, such as but not limited to:

- Two (2) masks per day (one worn and one in a Ziploc bag as a back-up)
- Writing utensils (pencils, pens)
- Art supplies (scissors, markers, crayons, rulers)
- Water bottles (the drinking fountains will not be open for daily use).

Any items that students would normally share, will not be permitted to minimize the spread of germs and cross contamination.

Live-Stream In-Home Option

Families that would like to partake in this option must contact the principal at klepkowski@mostholytrinityschool.org to indicate this selection. Participation this option must be continued throughout the first semester (Aug. 31, 2020 – Jan. 22, 2021). Parents may elect to return to school at this point or continue live-stream instruction.

Teacher expectations:

- Monitor video conferencing screen for any “raised” hand questions/comments.
- Check in with student during quiet work time.

Students expectations:

- While in the lesson the **mute option must be turned on.**
- For asking and replying to questions the student must use the “raise” hand option.
- **All in classwork must be submitted via email by 11:59 pm of the school day.**
- **All homework must be submitted to the teacher via email by 7:30 pm before the due date.**

Parent expectations:

- Assist child in locating a quiet workspace.
- Provide a reliable laptop or desktop with internet connectivity.
- Assist child in sending work to the teacher at the end of the day.

Distance Learning Plan

if necessary, pending a change in current State of Michigan and AOD orders

Technology Requirements

In order to deliver a successful Distance Learning experience, we ask that all students have access to the following:

- An internet connection to receive and complete work online.
- A reliable device such as an iPad, tablet, laptop or computer.
 - In the event a student is unable to secure a device, the **family must reach out to the school to make arrangements for one to be delivered or picked-up.**

Learning Platforms

The main tool for communication between teachers and families will be email. Teachers will be using Office 365 TEAMS to post the day's agenda and links that will be utilized throughout the day. Students in 5th through 8th grade will need to know their Office 365 and MyMHT log-in. Parents with children in preschool through 4th grade will need to assist their child with their Office 365 and MyMHT log-in. Within the classroom TEAMS page students and families will be notified of the day's agenda, link access MyMHT and other third-party sites. Work will need to be submitted in a timely manner on either TEAMS or MyMHT.

Student Expectations

Students are expected to follow their grade level instructional schedule and complete the online work.

Students will be expected to log-in to their morning meeting every day to be marked present for their attendance. This meeting is important as it is a means for teachers to check-in with students to assess their wellbeing and inform them of the daily lesson requirements.

Student will be expected to retrieve their lesson assignments from TEAMS on Office 365. Students will also be expected to submit their completed work on time to MyMHT and/or Office 365. If a student requires extra time on an assignment due to unforeseen circumstances, they will need to reach out to their teacher to make arrangements. Any questions regarding lessons, lesson materials, lesson expectations should be brought to the teacher's attention via email or during office hours.

We believe that every student has God-given gifts and is a talented scholar. Therefore we know that every student can be successful. They can do hard things! Here are some ideas for students to keep in mind.

- Take responsibility for your learning, if you have a question or concern talk to or email your teacher.
- Identify a comfortable and quiet space to study and learn.

- Engage with learning as you would on a normal day.
- Dedicate appropriate time to learning during the school day.
- Ensure your own physical and emotional wellbeing by maintaining healthy habits such as getting adequate sleep and physical activity.
- If you need to share your stress or anxiety seek out a trusted adult.

How Parents Can Assist

We understand that this can be a challenging time for parents and students. Parents play a vital role in their child's education. Here are some ways that parents can support their children during this time.

- Secure reliable internet access.
- Secure a reliable device.
 - Most Holy Trinity School has devices available to families that need assistance.
- Support your child to establish positive routines by setting clear Distance Learning guidelines e.g. a quiet study space, break times/meal times.
- Talk about and assist in planning for the day ahead.
- Remind your child about their responsibilities as a learner.
- Check in with your child during the day to see how lessons are going.
- Support your child's health and wellbeing by encouraging time for physical activity and play.
- Be mindful of your child's stress and/or worry and provide opportunities to discuss feelings and emotions.

Attendance Policy

In order to maintain accurate records all families will need to acknowledge that they have read the agenda with the learning expectations for the day.

Grading

During the Distance Learning grading of assignments will continue to be conducted as if students were present in school. Our Preschool through 2nd grade will retain the usage of standards-based grading. While our 3rd through 8th grades will retain traditional letter grades.

Late work will be accepted by teachers. If a student has a missing assignment, they have the opportunity to turn it in prior to a week before the close of the quarter. This will allow teachers to fully grade all work properly and in a timely fashion prior to the end of the quarter.

Lesson Schedules (Samples)

The following sample schedules were adapted from the Archdiocese of Detroit's recommendation for Distance Learning.

- ❖ Preschool (3 and 4 year old) *Sample with the assumption that there are 12 students

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am	Whole group morning meeting (20 min.)	Whole group morning meeting (20 min.)	Whole group morning meeting (20 min.)	Whole School Mass	Whole group morning meeting Show and Tell (20 min.)
9:30 am	Literacy group A (~3 Ss) (15 – 20 min.)	Literacy group B (~3 Ss) (15 – 20 min.)	Literacy group A (~3 Ss) (15 – 20 min.)	Literacy group B (~3 Ss) (15 – 20 min.)	1 – 1 Wellness checks with families (15 - 20 min.)
9:30 am for groups C & D	Independent Science Lesson	Independent Social Studies Lesson	Independent Science Lesson	Independent Social Studies Lesson	
10:00 am	Literacy group C (~3 Ss) (15 – 20 min.)	Literacy group D (~3 Ss) (15 – 20 min.)	Literacy group C (~3 Ss) (15 – 20 min.)	Literacy group D (~3 Ss) (15 – 20 min.)	
10:00 am for groups A & B	Independent Science Lesson	Independent Social Studies Lesson	Independent Science Lesson	Independent Social Studies Lesson	
10:30 am	Math group A (~3 Ss) (15 – 20 min.)	Math group B (~3 Ss) (15 – 20 min.)	Math group A (~3 Ss) (15 – 20 min.)	Math group B (~3 Ss) (15 – 20 min.)	
10:30 am for groups C & D	Independent Religion Lesson	Independent Religion Lesson	Independent STEM Lesson	Independent Religion Lesson	
11:00 am	Math group C (~3 Ss) (15 – 20 min.)	Math group D (~3 Ss) (15 – 20 min.)	Math group C (~3 Ss) (15 – 20 min.)	Math group D (~3 Ss) (15 – 20 min.)	
11:00 am for groups C & D	Independent Religion Lesson	Independent Religion Lesson	Independent STEM Lesson	Independent Religion Lesson	
11:30 am	Whole group closing meeting (20 min.)				

❖ Kindergarten – 2nd Grade *Sample with the assumption that there are 12 students

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole School Mass	Whole group morning meeting (10 - 15 min.)
9:20 am Group A	Reading Small Group (20 min.)	Math Small Group (20 min.)	Reading Small Group (20 min.)	Math Small Group (20 min.)	Reading Small Group (20 min.)
	Student Work Time				

Kindergarten – 2nd Grade *Continue

9:20 am Group B	Independent Science Lesson	Independent Social Studies Lesson	Independent Science Lesson	Independent Social Studies Lesson	A/B Sci. or SS. lesson
	Student Work Time				
10:00 am Group B	Reading Small Group (20 min.)	Math Small Group (20 min.)	Reading Small Group (20 min.)	Math Small Group (20 min.)	Reading Small Group (20 min.)
	Student Work Time				
10:00 am Group A	Independent Science Lesson	Independent Social Studies Lesson	Independent Science Lesson	Independent Social Studies Lesson	A/B Sci. or SS. lesson
	Student Work Time				
11:00 am Group A&B	Religion Lesson	Religion Lesson	Religion Lesson	STEM Lesson	Religion Lesson
11:30 am Group A&B	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)
1:00 pm Group A&B	Spanish	Art	Gym	Music	Technology
	1:30 – 3 pm Classroom Office Hours and 1 – 1 Wellness Checks				

❖ 3rd – 5th Grade *Sample with the assumption that there are 12 students

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole School Mass	Whole group morning meeting (10 - 15 min.)
9:20 am	Math Lesson (20 min.)	Math Lesson (20 min.)	Math Lesson (20 min.)	Math Lesson (20 min.)	Math Lesson (20 min.)
	Student Work Time (20 min.)				
10:00 am	Literacy Lesson (20 min.)	Literacy Lesson (20 min.)	Literacy Lesson (20 min.)	Literacy Lesson (20 min.)	Literacy Lesson (20 min.)
	Student Work Time (20 min.)				
11:00 am	Science/Social Studies Lesson (20 min.)	Science/Social Studies Lesson (20 min.)	Science/Social Studies Lesson (20 min.)	Science/Social Studies Lesson (20 min.)	Science/Social Studies Lesson (20 min.)
	Student Work Time (20 min.)				
11:00 am	Religion Lesson	Religion Lesson	Religion Lesson	STEM Lesson	Religion Lesson
11:30 am	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)	Whole group closing meeting (20 min.)
1:00 pm	Spanish	Art	Gym	Music	Technology
	1:30 – 3 pm Classroom Office Hours and 1 – 1 Wellness Checks				

❖ 6th – 8th Grade *Sample with the assumption that there are 12 students

Monday	Tuesday	Wednesday	Thursday	Friday
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9:00 am	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole group morning meeting (10 - 15 min.)	Whole School Mass	Whole group morning meeting (10 - 15 min.)
9:30 am – 11:00 am	Literature Block	English Language Arts Block	Literature Block	1 – 1 Student/Teacher meeting	English Language Arts Block
11 – 11:45 am	Spanish	Art	Gym	Music	Technology
12:30 – 2 pm	Math Block	Religion Block	Math Block	1 – 1 Student/Teacher meeting	Religion Block
2 – 3:30 pm	Science Block	Social Studies Block	Science Block	STEM Block	Social Studies Block

Communication

Forgotten Username and Password

To request your child’s information please email Mrs. Chubb at mchubb@mostholytrinityschool.org.

Questions regarding work, assignments, and other class related concern

Please email the individual teacher of the class. Below is a list of these emails.

Any other questions may be directed to Ms. Morgan, fmorgan@mostholytrinityschool.org or Ms. Lepkowski, klepkowski@mostholytrinityschool.org.

Preschool

Mr. Eric Walton, Preschool
ewalton@mostholytrinityschool.org

Mr. Mark Mazzon, Math Teacher
mmazzon@mostholytrinityschool.org

Mr. Donald Mullins, Religion and
English/ELA Teacher
dmullins@mostholytrinityschool.org

Mr. Nicholas Prybula, Science and Social
Studies Teacher
nprybula@mostholytrinityschool.org

Elementary School

Ms. Kerrie Quinlan, Kindergarten
kquinlan@mostholytrinityschool.org

Ms. Molly Peterson, First Grade Teacher
mpeterson@mostholytrinityschool.org

Ms. Kristin Cullinan, Second Grade Teacher
kcullinan@mostholytrinityschool.org

Mrs. Alicia Bas, Third Grade Teacher
abas@mostholytrinityschool.org

Mrs. Kathy Saporito, Fourth Grade Teacher
ksaporito@mostholytrinityschool.org

Ms. Valari Ambrose, Fifth Grade Teacher
vambrose@mostholytrinityschool.org

Specials Teachers

Jessica Kreichauf, Spanish Teacher
jkreichauf@mostholytrinityschool.org

Maria Chubb, Technology Teacher
mchubb@mostholytrinityschool.org

Jerome Rochon, Art Teacher
jrochon@mostholytrinityschool.org

Pamela Knight-Stouffer, Gym Teacher
pknightstouffer@mostholytrinityschool.org

Trina Lyons, Music Teacher
tlyons@mostholytrinityschool.org

Middle School

