Saint Martin de Porres High School

COLLEGE READY. CAREER PREPARED. REMOTE LEARNING PLAN

2020-21 School Year

English Version
(Spanish Version Coming Soon)
# Table of Contents

- Priorities in Decision Making ................................................. 3
- 2020-21 Learning Models ...................................................... 4
- Criteria for Decisions ............................................................. 4
- Schedule for Decision Making ................................................. 4
- Priorities for Remote Learning 2.0 .............................................. 5
- Academic Schedule ................................................................. 6
- Corporate Work Study Program ................................................. 8
- Student Expectations .............................................................. 10
- Supporting the Whole Student ............................................... 11
- New Student Leadership Institute ............................................. 12
- Chromebook Pick Up ............................................................... 12
- Student Life Updates ............................................................... 13
- Coming Soon ............................................................................ 13
- FAQ’s ....................................................................................... 14
- Contact Information ............................................................... 15
Priorities in Decision Making

We are committed to the following priorities as we make decisions for the 2020-21 School Year.

- Dedication to the health and safety of all community members
- Belief that student achievement is higher with daily, face-to-face instruction
- Commitment to our mission as a Corporate Work Study Program school
Learning Models
The following learning models are for the 2020-21 school year:

1. Fully In Person and On Campus
2. Hybrid: Blend of both in-person and remote learning Option for fully remote learning
3. Fully Remote Learning

Criteria for Decisions
Saint Martin will determine which Learning Model we will follow based on the following guidelines:

1. Ensure our campus is safe and ready for students
2. Assessment of local community spread conditions
3. Feedback from Families, Staff & CWSP Partners

Schedule for Decision Making

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Survey Conclusion Date</th>
<th>Decision Date</th>
<th>Quarter Start Date</th>
<th>Fully On Campus</th>
<th>Hybrid With Online</th>
<th>Online Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July 15</td>
<td>August 1</td>
<td>August 31</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>September 30</td>
<td>October 5</td>
<td>October 26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>December 15</td>
<td>December 23</td>
<td>January 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>February 17</td>
<td>February 22</td>
<td>March 16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Our Leadership Team will decide which Learning Model we will follow on a quarterly basis as outlined above. These decisions will be made based on the Criteria for Decisions.
Priorities for Remote Learning 2.0

Our Academic Team has been working hard to design a new Remote Learning Model that will allow our students to be successful while they remain at home. The following priorities were identified in designing our Remote Learning Plan:

- **Enhanced Student Learning & Accountability**
  Based on student, family, and faculty/staff feedback

- **Preservation of the School/ Virtual Workday**
  Students are expected to attend live video classes and complete all school work M-F 7:50AM - 3:20PM

- **Daily Face-to-Face Instruction with Teachers**
  Allows for meaningful instruction with built in opportunities for support and questions.

- **Maximize Student Engagement**
  Frequent breaks and rotational instructional days
# Academic Schedule for Remote Learning

STUDENTS ARE EXPECTED TO BE “IN” SCHOOL MONDAY-FRIDAY 7:50AM - 3:20PM

## DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>A- DAY</th>
<th>B- DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 - 8:00</td>
<td>MORNING MEETING</td>
<td></td>
</tr>
<tr>
<td>8:00 - 8:55</td>
<td>1st Period</td>
<td>8th Period</td>
</tr>
<tr>
<td>9:00 - 9:20</td>
<td>2nd Period</td>
<td>7th Period</td>
</tr>
<tr>
<td><strong>9:20 - 10:00</strong></td>
<td><strong>BREAK</strong></td>
<td><strong>BREAK</strong></td>
</tr>
<tr>
<td>10:00 - 10:55</td>
<td>3rd Period</td>
<td>6th Period</td>
</tr>
<tr>
<td>11:00 - 11:20</td>
<td>4th Period</td>
<td>5th Period</td>
</tr>
<tr>
<td><strong>11:20-12:00</strong></td>
<td><strong>LUNCH</strong></td>
<td></td>
</tr>
<tr>
<td>12:00 - 12:55</td>
<td>5th Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>1:00 - 1:20</td>
<td>6th Period</td>
<td>3rd Period</td>
</tr>
<tr>
<td><strong>1:20-2:00</strong></td>
<td><strong>BREAK</strong></td>
<td><strong>BREAK</strong></td>
</tr>
<tr>
<td>2:00 - 2:55</td>
<td>7th Period</td>
<td>2nd Period</td>
</tr>
<tr>
<td>3:00 - 3:20</td>
<td>8th Period</td>
<td>1st Period</td>
</tr>
<tr>
<td><strong>3:20 - 4:00</strong></td>
<td><strong>OFFICE HOURS</strong></td>
<td></td>
</tr>
</tbody>
</table>

Details regarding schedule are on the next page.
STUDENTS ARE EXPECTED TO BE “IN” SCHOOL MONDAY-FRIDAY 7:50AM - 3:20PM

Alternating A-Day/B-Day & Rotating Weeks

Students will follow an A-Day/B-Day schedule where students will have all classes every day but the order of the classes will differ and weeks will rotate.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>CWSP</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>B</td>
<td>A</td>
<td>CWSP</td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

Classes will begin every hour on the hour

Three 40-minute breaks to step away from computer and recharge

Daily face-to-face interaction with teachers in every class

Student schedules are available NOW in PowerSchool
We are committed to our mission as a Corporate Work Study Program school, and we believe that the CWSP experience is a vital component of the Saint Martin education.

**NO DEPLOYMENT TO COMPANIES**

Students will not be allowed to work for their CWSP company (remotely or in-person) until we resume in-person classes.

---

**Professional Development**

All students will receive CWSP Professional Development on their grade level workday in addition to weekly coaching in a small cohort with CWSP staff.

**CWSP Impacts GPA**

Students will receive a quarterly letter grade for their Corporate Work Study day which will count toward their grade point average.

---

**Virtual CWSP Workday Schedule**

- **MONDAY**
  - Freshmen

- **TUESDAY**
  - Sophomore

- **WEDNESDAY**
  - Junior

- **THURSDAY**
  - Senior

- **FRIDAY**
  - School Day

---

**SKILLS TRAINING**

We are excited to announce that we will be partnering with our CWSP Partner Hyland Software to provide all students with professional training in OnBase software. Additionally, all students will become certified in Microsoft Excel.

---
Corporate Work Study Schedule

Below is a sample schedule of the instruction students will receive on their Corporate Work Study Day. Students’ actual schedule will be based on their cohort team.

All assignments for CWSP will be due by 2:30PM on your work day.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50-8:00</td>
<td>CWSP Check-in (live)</td>
</tr>
<tr>
<td>8:00-8:20</td>
<td>Receive daily instruction &amp; create checklist</td>
</tr>
<tr>
<td>8:20-9:05</td>
<td>Job Team Meeting (live)</td>
</tr>
<tr>
<td>9:05-9:10</td>
<td>Break</td>
</tr>
<tr>
<td>9:10-9:55</td>
<td>Independent workday assignment</td>
</tr>
<tr>
<td>9:55-10:00</td>
<td>Break</td>
</tr>
<tr>
<td>10:00-10:45</td>
<td>Independent Skills Training</td>
</tr>
<tr>
<td>10:45-10:50</td>
<td>Break</td>
</tr>
<tr>
<td>10:50-11:35</td>
<td>Project work time</td>
</tr>
<tr>
<td>11:35-12:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15-1:00</td>
<td>CWSP Office Hours</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>CWSP Exposure Block (live)</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>ALL CWSP Workday Assignments DUE</td>
</tr>
<tr>
<td>2:40-3:20</td>
<td>ADVISORY (live)</td>
</tr>
</tbody>
</table>

For questions or concerns, call/text the CWSP HOTLINE at 216-346-7896
Student Expectations

STUDENTS ARE EXPECTED TO BE “IN” SCHOOL MONDAY-FRIDAY 7:50AM - 3:20 PM

Attendance
Attendance will be taken for every day, every class. Parents/Guardians will be contacted at least TWO times per day (morning and afternoon) if your student is not present in class.

School Appropriate Attire
We ask that students dress in school appropriate clothing. This includes no head scarves, bonnets, durags, or hats. Shirts are required at all times. Tank tops and pajamas are not allowed.

Cameras On!
Students must be visibly present in class. Cameras should remain on unless teacher provides permission for you to step away.

No Outside Work
Students are not permitted to work during school hours unless school is not in session e.g. after school hours or holiday breaks like Christmas.
Supporting the Whole Student

**ACADEMIC SUPPORT**

Students will have access to additional academic support and intervention through daily in-class instruction, daily office hours, weekly advisory check-ins, academic coaching, and individual student success plans.

**WEEKLY MEAL PACKS**

We will be providing weekly TO-GO Meal Packs (5 days of breakfast & lunch) for any student interested FOR FREE. Students must register by Wednesday of each week through the link in our weekly family e-newsletter for pickup on Friday.

**TECHNOLOGY**

Students in need of support with technology issues should contact Mr. Prewitt at mprewitt@stmdphs.org or Mrs. Robinson at jrobinson@stmdphs.org.

**COUNSELING & WELLNESS**

Counseling and mental health services will be available during remote learning including virtual counseling visits. Contact counseling@stmdphs.org to schedule a new session. Students with existing counseling relationships may directly contact their counselor.
New Student Leadership Institute

Mandatory Freshman New Student Leadership Institute will take place remotely on:
Tuesday, August 25th 8:00AM - 10:00AM
Wednesday, August 26th 8:00AM - 10:00AM
Thursday, August 27th 8:00AM - 10:00AM
OPTIONAL ACTIVITY PERIOD 1:00PM - 3:00pm each day

Mandatory Transfer Student Leadership Institute will take place remotely on:
Friday, August 28th 8:00AM - 10:00AM

NEW STUDENT CHROMEBOOK PICK-UP

On Thursday, August 20, all new students will pick up their Chromebooks, welcome packet, gift bag, and more from Saint Martin! See your pickup time below. If you are unable to make it during your time slot, please contact Mr. Prewitt at mprewitt@stmdphs.org. Upperclassmen supply pickup will occur at a later date.

9am-12pm - Last Names A-G
1pm-3pm - Last Names H-M
4pm-6pm - Last Names N-Z
Student Life Updates

The Fall Sports season has been cancelled for the First Quarter.

During Remote Learning, Campus Ministry and other extracurricular activities will be offered remotely.

If we return to IN-PERSON learning, we will offer IN-PERSON Campus Ministry & Athletics/Activities.

COMING SOON!

Supply Pick Up

Upperclassmen opportunity to pick-up their books and other supplies from locker. Dates are TBD

Virtual "Back to School" Night

Opportunity for parents/families to meet the teachers and learn how to stay engaged in your student's learning. Dates are TBD

Virtual Grade Level Meeting

In-depth review of google classroom and student expectations. Dates are TBD
Is the Main Office Open during Remote Learning?

The Main Office will be open on school days so that students/families may pick-up necessary supplies from school, drop off items or for general school related questions. See Main Office Hours below:

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-4:00</td>
<td>9:00-4:00</td>
<td>9:00-6:00</td>
<td>9:00-4:00</td>
<td>9:00-4:00</td>
</tr>
</tbody>
</table>

If Saint Martin changes to a hybrid or in-person learning model, will my student still have the option to remain in online learning only?

YES! Your student will have the choice to remain solely in online learning even if the school decides to resume in-person learning.

How do I stay up to date on all this new information?

Visit our website saintmartinncleveland.org and click the top bar for all updated information. Additionally, Saint Martin will be sending out a weekly email newsletter on Sunday’s outlining any updates and changes for the coming week. If you are not receiving our emails, please contact Stacy Miller at smiller@stmdphs.org.
For Additional Questions and Concerns:

Chaz Napoli
President
cnapoli@stmdphs.org
216-881-1689 x 363

Adam Trifiro
Interim Principal
atrifiro@stmdphs.org
216-881-1689 x 320

Shameka Jones Taylor
VP of CWSP
sjonestaylor@stmdphs.org
216-881-1689 x 288

Aundria Hawkins
VP of Admissions
ahawkins@stmdphs.org
216-881-1689 x 310

Marcus Prewitt
Dean of Students
mprewitt@stmdphs.org
216-881-1689 x 211

Mary Sayre
Senior Director of Student Life
msayre@stmdphs.org
216-881-1689 x 318