



Virtual Instruction and Learning Guidelines – April 24, 2020

It seems like a good time to listen the NCEA keynote speaker Jonathon Doyle. Eight minutes of inspiration for principals and teachers alike. [National Catholic Education Association USA - Virtual Message](#)

Q & A

How do we assess/grade students for the remainder of the year?

All information related to approved grading options for the remainder of the 2019-20 school year at found at [VIL Report Card Grading Options for Grades 3K - 8 Final](#).

Once you and your teachers have made decisions about your preferred grading option for each grade level, that information should be communicated to your families. [Grading Option Parent Letter Template 4.2020](#) can be used as a guide and edited as needed.

What are the requirements for summative evaluations for faculty and staff?

The *Teacher Effectiveness Framework (TEF)* is the basis for Archdiocesan Policy 4117: Evaluation of Personnel, which outlines expectations for administrators in supporting and evaluating teachers and staff. School closures have presented a challenge in meeting those expectations, but have not changed our responsibility to provide feedback to those we supervise. The “hybrid” nature of this school year may alter how we provide feedback, but the body of work of both in-person and virtual environments needs to be acknowledged to support teachers and staff in their professional growth.

The *TEF* Summative Evaluation Tool provides the criteria for teacher effectiveness so it should be the basis of written feedback.

“Adapting” the summative evaluation means taking what you have and deciding on a way to provide feedback. You may not complete the evaluation in its entirety, but any narrative you provide should tie to the domains and components in the framework.

It is not our intent to be overly prescriptive in how summative evaluations are completed, and discussion of options and questions you may have will take place during virtual deanery meetings with your associate or in one-to-one conversations if desired.

Other components of the *TEF*, such as conferences and goal setting may not be possible or practical, but some form of summative evaluation should be completed by June 30, 2020 for all faculty and staff.

If you use EvaluWise, the final comments section in the Summative Evaluation template should be used for any narrative feedback. Completion of the checklist section by domain/component is not necessary, but using the template will allow for consistency, and it contains a section for teacher response and required signatures. Using EvaluWise will also make sure uploaded evidence is included, especially if teachers upload evidence of VIL implementation. I will include instructions and a video from EvaluWise in the VIL Guidelines next week.

Thank you to Chris Gordon from St. Agnes for creating a template that can be used to reflect and provide evidence for VIL related *TEF* components.

[Remote Virtual Instruction Self-Assessment - Spring 2020](#)

What if the required Safeguarding lessons were not taught prior to the closure?

This is the response shared by Suzanne Nickolai, Safe Environment Program Coordinator: “Children that had a scheduled lesson that was unable to be conducted in class due to the cancellation of school and programs from Covid-19 AND had the lesson/s sent home for their parents to complete the lessons with their child would be counted as trained. I will not be deeming parishes or schools non-compliant if the lessons were planned but unable to be taught due to the school and parish closures of in-person learning and gathering.”

While there is no penalty for not completing lessons scheduled during the closure, there are resources available with activities that can be done at home in 15 – 20 minutes. Lessons are available in both [English](#) and [Spanish](#).

Additional Resources:

[Keeping Students Engaged in Virtual Learning](#)

[Authentic Self-Directed Learning](#)

[Formative Assessment in Virtual Learning](#)

Ruah Woods ROOTED and Theology of the Body K-12 Curriculum is an approved resource for our Family Life Curriculum. They are providing free online resources at <https://ruahwoodspress.kartra.com/page/OCw1>

Amid the COVID-19 outbreak, solution providers are offering schools and districts resources, services and teaching materials at no charge. The list in the link below are extensive but there are good resources for STEM and the arts that support designing multi-age project based lessons to streamline at home expectations.

[Updated: 190 free K-12 resources during coronavirus pandemic](#)

Revisit Earth Day with these resources provided by National Geographic. An Earth Day Kids digital hub – www.natgeokids.com/EarthDay – includes family guides with resources and activities that focus on wildlife conservation. It includes a personality quiz, “Which Comeback Animal Are You?”

The Milwaukee Metropolitan Sewerage District has some [resources on their website](#) but are open to doing virtual visits with your students to discuss the water cycle, wastewater treatment, careers in water, and really anything else you can think of related to their work. Check out their new [wastewater treatment video here](#).