

# **Our Lady's School Distance Learning Plan 2020-2021**

**Please note this document may be amended to comply with state and local authorities and Diocesan policies. Published on August 8, 2020, subsequent changes to this document will be highlighted in yellow and all parties will be notified.**

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## Section One: Overview

On July 17, the Governor of California ordered distance learning so that students may continue their education safely from their homes during the COVID-19 pandemic. Our Lady's School promptly complies with orders from state and local authorities.

This document lays out our school's plan for distance learning. In Sections Two, Three and Four, you will find expectations for parents, students, teachers and staff. In Section Five, you will find the distance learning schedules (by grade). Lastly, you will find an Acknowledgement Statement, which requires the signature of parents, students, teachers and staff.

**Synchronous learning** means **live instruction that occurs at a set time** each day.

**Asynchronous learning** means instruction **that can be done independently at any time.**

We will be incorporating a mix of both types during the distance learning phase of the year.

### **Teacher, Student, and Parent Involvement**

Parents, teachers and staff are all part of the same team. We strive to give our students a faith-based education in a safe and healthy environment. For the moment, we must do this remotely. In order for this experience to be successful, **all parties are asked to cultivate a positive spirit teamwork that gives the best possible interpretation to another's words or actions.** We all want to do what is best for each and every child at Our Lady's School and we value our partnership immensely.

## **Flexibility**

During this pandemic, we have found there is a lot we cannot control, including, mandates, public health orders, laws, and the actions of others around us. Thus, our potential success requires that we have a high degree of flexibility. Our goal with distance learning is to do our collective best for the children. Distance teaching and learning can and will work if all parties are flexible. We know it won't be perfect, and we know that adjustments will probably have to be made along the way.

- If something is not working for any particular family, please let us know so we can work together to solve it.
- If a student is struggling, we will do our best to remedy that situation.
- Consistent communication is not just appreciated -- it is required.

## **Commitment**

When you agree to send your child to Our Lady's School, or sign a contract to work at the school, a certain level of commitment is implied. The sections that follow this will lay out clear expectations for students, parents and teachers. At the end, you will find an Acknowledgement Statement, similar to the one at the end of our Reopen Plan. This acknowledgement statement will need to be signed electronically by all families (students and parents). This way, everyone knows their responsibilities. We are united by our commitment to the education and well-being of our children.

## Section Two: Student Expectations

1. Structure is extremely important for children, and the school environment should provide as much of it as possible. Thus, all students are expected to attend school every day in their school uniform Shirt (unless ill or otherwise unable). Attendance will be taken every time a class meets and will be reported to the office for the student's official record. Grade level and individual schedules will be provided.
  - a. Per [Law AB-77](#): "A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day. For purposes of this section, daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between teachers and pupils or parents and guardians."
2. Each student should have their own device, ready and charged in order to do their school work. If a student needs to borrow a device from the school, we have a limited supply to lend.
3. Per Diocesan standards, students in Kindergarten are expected to engage in approximately 3-4 hours per day of virtual instruction (synchronous and asynchronous). Students in grades 1-8 are expected to engage in 4-5 hours per day of virtual instruction (synchronous and asynchronous).
4. Students are expected to be active participants in distance learning. Examples of active participation are:
  - a. Attending each synchronous class, either whole class or in a small group
  - b. Asking questions of their teacher or classmates, either via Zoom, Google Classroom, SeeSaw or through email
  - c. Participating in class discussions, through Zoom, Google Classroom, or SeeSaw
  - d. Performing the assignments provided by the teacher in an asynchronous setting
  - e. Turning in school work (practice, assessments, projects, discussions, reflections, etc.) as assigned and in a timely manner
  - f. Communicating with their teacher when needed
  - g. Engaging in opportunities to deepen their faith with respect.

5. Students are expected to use the digital learning platforms set up by each teacher.
  - a. Grades 4-8 will use Google Classroom for curricular materials
  - b. Grades 1-3 will use SeeSaw for curricular materials
  - c. Grades TK-K will use Star Fall for curricular materials
6. Students TK-3 will continue to use the traditional categories as listed in the Diocesan Report Card. Students TK-3 are expected to complete their work that same day. They will not be penalized for late work. If there is not sufficient evidence of student work, then the student will have earned a Report Card mark of **NE**, meaning No Evidence.
7. Students in Grades 4-8 will have their assignments graded by their teachers. Unless the teacher says otherwise, students are expected to complete their work on a same-day basis.
8. **Make no mistake about it, this Fall semester students in Grades 4-8 must work hard in school to earn their grades.** Teachers do not give grades. Students earn grades. This is in keeping with our Mission. Our Lady's School educates students to succeed at college preparatory high schools.
9. Grades 4-8 will continue to use the traditional grading system as listed in the Diocesan Report Card.

### Section Three: Parent/Guardian Expectations

1. Parents/Guardians are expected to provide a supportive home environment for students to engage in distance learning to the best of their ability.
  - a. Parents are **not** expected to be the teachers. Any challenges or problems with distance learning should be communicated to the teacher so everyone can work together to solve the issue(s) at hand.
  - b. Beginning around mid-September, some USD college students will serve as volunteer tutors via distance learning. The teachers will arrange the small group tutor sessions and inform the parents. Parents/Guardians are responsible to monitor the sessions to make sure that students stay on-task.

2. Parents, please engage in active communication with the school (front office, teacher and/or principal) with regard to the following areas:
  - a. Attendance
  - b. Illness
    - i. This allows us to track illnesses, particularly since we won't have much notice when we can reopen in-person.
    - ii. If there has been exposure or a positive COVID-19 case, the school MUST be notified.
  - c. Technology needs
  - d. Challenges (related to school work or personal situations)
  - e. Successes
3. If any challenges or issues arise, parents are encouraged to request a virtual meeting with a teacher. If you have difficulty contacting your child's teacher, then email [principal@olssd.org](mailto:principal@olssd.org)
4. We ask that you be as flexible as possible, as the meeting time will have to occur after Dismissal at the end of the school day.
5. Parents please attend (virtually) and support all regularly-scheduled meetings as best you can:
  - a. Back to School Night
  - b. Parent-Teacher conferences
  - c. School-wide events
6. Email is our primary point of contact. Please regularly check your correspondence during distance learning in order to stay as informed as possible.
7. We will do our best to provide consistent and relevant information, updating as often as we can. Our Lady's School asks that parents respond to emails if it is required. Please see more about school communication in Section Four.

## Section Four: Teachers, Staff and Administration Expectations

1. Teachers will be present and attend all synchronous learning classes with their students.
2. Teachers will design a digital learning platform classroom site that is organized, easy-to navigate and up-to-date.
  - **Star Fall** for TK-Kindergarten
  - **SeeSaw** for grades 1-3, and
  - **Google Classroom** and **Class Dojo** for grades 4-8.
3. Teachers will provide an engaging curriculum that is easily accessible through distance learning.
  - a. In keeping with California standards, students in Kindergarten will receive approximately 3-4 hours a day of virtual instruction (synchronous and asynchronous).
  - b. Teachers of students in grades 1-8 will provide approximately 4-5 hours a day of virtual instruction (synchronous and asynchronous).
  - c. Teachers will record all synchronous classes and provide them to any students who could not be present at class time due to illness, etc.
4. Teachers will send a weekly email to parents and students to keep parents informed about school events, class content, expectations and any assessments that require their attention.
5. Teachers will conduct whole-class and small-group synchronous lessons, as well as provide asynchronous learning opportunities for students to view and/or complete.
6. Teachers will provide timely feedback to students on their learning and will provide opportunities for students to self-assess their goals and learning progress.
7. For Grades 1-3, teachers will be flexible in accepting late work from students with no penalty, however the general expectation is that students will complete assignments on a same-day basis.
8. If there is a lack of evidence of academic work, the student has earned the grade of “NE” meaning No Evidence.
9. Teachers will facilitate co-curricular class opportunities for students, such as PE and Art, in a virtual setting. Teachers will also provide opportunities for faith engagement, such as class Masses, Mornings of Prayer, and retreats, if applicable.

10. Teachers will communicate any concerns or successes to the student, parents and principal, as needed. Likewise, teachers will respond to any inquiries from students or parents within 24 hours.

### **Staff/ Administration**

1. The front office staff will be available by phone or email to answer questions, provide information or help assist in any situation we can.
2. During Distance Learning, the front office will be open from 8:30 am until 3:30 pm Monday-Friday.
3. The front office will communicate any necessary information to families through email in a timely manner. For example:
  - a. On **Tuesdays**, the Principal will send an email with school updates and announcements.
  - b. Email will be used for major announcements, forms, and events.
4. Email is the easiest way to reach the Principal, Fr. Mike. He will respond to emails within 24 hours.

## **Section Five: Distance Learning Schedules**

Each grade level's distance learning schedule is hyperlinked below. This is the schedule that everyone -- students, parents and teachers -- is expected to maintain throughout the distance learning program. Once in-person school resumes, we will transfer to our in-person schedule. If the distance learning schedule changes, all parties will be notified.

The mornings are designed for the longer class periods. Some days, it might be all synchronous. Some days it might be a little bit of both. Some days it might be all asynchronous. This will all be explained to students and parents each week in the weekly email and be posted on Google Classroom, SeeSaw or Star Fall. The afternoon is designated for small group instruction, reinforcing the skills taught in the morning to provide a more individualized approach to students. Teachers may also, from time to time, forgo small group instruction in the afternoon and do individual check-ins with students instead.

**Our Lady's School**  
**Distance Learning Plan**  
**Acknowledgement Statement (one per family)**

By signing this document, I, \_\_\_\_\_,  
acknowledge that I have read the Our Lady's School Distance Learning Playbook for  
2020-2021 in its entirety. I also acknowledge that this plan is subject to change based on  
updated and/or revised information regarding the safety and health of the students,  
teachers and staff. I acknowledge that I will be notified of any changes to this  
document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding this  
document, I will ask them respectfully of the Principal. I understand that Our Lady's  
School will continue to follow local, state and national health orders regarding COVID-  
19. This means that there might be a policy I do not like or agree with, but I understand  
it is required based on the local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the Acknowledgement  
Statement to the school, I am ready to have my child actively participate in distance  
learning. I acknowledge that I will comply with all of the policies pertaining to  
parents, and support my child in their compliance with the expectations that pertain to  
students.

\_\_\_\_\_  
**Parent Name (printed)**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Name(s) of students (printed)**

\_\_\_\_\_  
**Parent Name (printed)**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Student Signature(s)**

\_\_\_\_\_  
**Student Signature(s)**

\_\_\_\_\_  
**Student Signature(s)**

\_\_\_\_\_  
**Student Signature(s)**