



Distance Learning Plan
2020-2021

Please note that this document is live, meaning it will evolve as necessary changes are made. The last time this document was updated was August 8, 2020. Any changes made after the document has been published will be highlighted in yellow.

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Section One: Overview

Distance learning was implemented by government order so that students may continue their education safely from the homes during the COVID-19 pandemic. It was ordered with the goal of protecting students, teachers, staff, and family members' health, safety and lives.

In Sections Two, Three and Four, you will find student, parent and teacher expectations. In Section Five, you will find the distance learning schedules (by grade). In Section Six, you will find a sample template of what each student and parent will receive from their teacher via email, which includes passwords, account information and small group assignments. Lastly, you will find an acknowledgement statement, which is required to be signed by all members of the St. Didacus Parish School community (parents, students, teachers and staff) before school begins on August 19th.

Synchronous learning is live, in-person instruction that occurs at a set time each day. **Asynchronous learning** is instruction that can be done independently at any time. We at St. Didacus Parish School will be incorporating a mix of both during the distance learning phase of the year.

The success of distance learning is dependent on several different things, specifically teacher, student, and parent involvement, flexibility, and commitment. We believe these things will allow the St. Didacus Parish School community to provide the best experience possible for our students, given the circumstances.

Teacher, Student, and Parent Involvement

Parents, teachers and staff are all part of the same team. We strive to continue 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 must have a mentality of teamwork. We learned a great deal about how it may work during the spring of last school year, and now that we've had a bit more time to plan, we know that parents, teachers and staff **MUST** work together to

communicate, collaborate and problem-solve as a team. We all have the same goal: doing what is best for each and every child at St. Didacus Parish School and we value our partnership immensely. Without you, there is no school.

Flexibility

During this pandemic, we've found there's a lot we cannot control: mandates, public health orders, laws, and the actions of others around us. Thus, our potential success requires that we have a high amount of flexibility on the part of both teachers and parents in order to best serve our students. We know that not every family has the same means; we know that not every family has the same schedule. Our goal with distance learning is to do what is best for the children, and this can and will work if all parties are flexible. We know it won't be perfect, and we know that adjustments will likely have to be made along the way. If something isn't 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. Our expectations of this experience must be flexible and know that things will change as the situation evolves, but consistent communication is not just appreciated- it's required.

Commitment

When you agree to send your child to St. Didacus Parish School, or sign a contract to work at St. Didacus, a certain level of commitment is implied. The sections that follow this will lay out very 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) on SchoolSpeak prior to the start of the school year. This way, everyone knows their responsibilities and are committed to upholding that to the best of our ability. It won't be an easy task, and we know there will be some bumps along the way, but it's important that we remain committed to the education and well-being of our children.

Section Two: Student Expectations

1. Structure is extremely important for children to have, 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 (unless ill or otherwise unable) throughout the distance learning process. 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 successfully implement distance learning, but if a student needs to borrow a device from the school, we have a limited supply to lend out once the Special Technology Use form is completed.
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 actively participate in distance learning. Examples of active participation are:
 - a. Attending each synchronous class, either whole class or in a small group
 - b. Asking questions to 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 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. All students will have a Google account so that they can actively use Google Classroom for synchronous learning. All teachers will share their Google Sites with students and parents.
 - a. Grades 3-8 will use Google Classroom for curricular materials
 - b. Grades K-2 will use SeeSaw for curricular materials
6. Students K-3 will be assessed on their progress towards mastery of grade level standards through standards-referenced grading. Grades 4-8 will continue to be assessed using traditional achievement grades
 - a. Students K-3 will not be penalized for late work and for any particular standard; if there is not sufficient evidence of a skill, the student will receive an NE, meaning No Evidence
 - b. Grades K-3 will receive feedback on the progression of standards

Section Three: Parent/Guardian Expectations

1. Parents 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.
2. Parents must 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 as to when we can reopen, and if there has been exposure or a positive COVID-19 case, the school MUST be aware
 - 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. To do so, please send an email to the teacher or principal directly, and we ask that you be as flexible as possible, as the meeting will have to occur around the school schedule and free time.
4. Parents must attend (virtually) and support all regularly-scheduled meetings a best they can, as well as any important events, such as:
 - a. PTG Meetings
 - b. Back to School Night
 - c. Parent-Teacher conferences
 - d. Schoolwide events
5. Because email and SchoolSpeak are our primary points of contact, parents must regularly check these correspondences during distance learning in order to stay as informed as possible. We will do our best to provide consistent and relevant information, updating as often as we can. St. Didacus Parish 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

Teachers

1. Teachers will be present and attend all synchronous learning classes with their students.
2. Teachers will design a digital learning platform (either SeeSaw for grades K-3 or Google Classroom for grades 4-8) that is organized, easy to navigate and up to date.
3. Teachers will provide an engaging and standards-based 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). Teachers of students in grades 1-8 will provide approximately 4-5 hours a day of virtual instruction (synchronous and asynchronous).
 - b. 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 them 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. Teachers will be flexible in accepting late work from students with no penalty, based on special individual circumstances. They will report "NE" for any standard where the student did not provide sufficient evidence.
8. 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.
9. 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. Unless otherwise stated, the front office will remain open from 7:30 am until 3:30 pm Monday-Friday during the school year.
3. The front office will communicate any necessary information to families through email or SchoolSpeak in a timely manner. For example:
 - a. Principal's Letters will be sent out weekly on Tuesdays with school updates and announcements unless more frequent is necessary.
 - b. Other major announcements, forms, or events will be communicated through email with attention drawn to anything posted on School Speak.
4. The Principal will be available through email or virtual meeting. Emails will be responded to within 24 hours and meetings will be made by request in accordance with her schedule

[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 (or SeeSaw for K-2) and depends on the material the teacher is addressing. 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.

Please click on the hyperlinks below to access each grade level's schedule.

[Kindergarten Weekly Schedule](#)

[1st Grade Weekly Schedule](#)

[2nd Grade Weekly Schedule](#)

[3rd Grade Weekly Schedule](#)

[4th Grade Weekly Schedule](#)

[5th Grade Weekly Schedule](#)

[6th Grade Weekly Schedule](#)

[7th Grade Weekly Schedule](#)

[8th Grade Weekly Schedule](#)

St. Didacus Parish School
Distance Learning Plan
Acknowledgement Statement (one per family)

By signing this document, I, _____,
acknowledge that I have read the St. Didacus Parish 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 to Mrs. Dean, the principal. I
also acknowledge that I understand that St. Didacus Parish 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

Parent Name (printed)

Parent Signature

Date

Student Signature(s)

Student Signature(s)

Student Signature(s)

Student Signature(s)