



Fall 2020

**Beginning the Year in Distance Learning
A Handbook for Parents**

Assumption of the Blessed Virgin Mary School

This document outlines guidelines related to starting the school year in Distance Learning. We reserve the right to make additions, amendments, and deletions at any time.

According to the correspondence from Superintendent Paul Escala sent July 17, 2020:
“All three counties served by the Archdiocese of Los Angeles are currently on the state’s monitoring list and are likely to remain through August. The criteria for the return to in-person instruction is based on the state’s local health jurisdiction (LHJ) monitoring list. If a county is placed on the state’s monitoring list, the schools in that county will not be permitted to conduct instruction in-person. **Once the LHJ has been removed from the state’s monitoring list for 14 consecutive days, in-person instruction will be allowed to resume – this is when we will return to campuses.**”

Once we are permitted to return to campus, we will continue to offer both distance and in-person instruction options as noted by parents via survey responses from July 2020. All state health and safety guidelines will be adhered to for in-person instruction.

In the spring of 2020, we transitioned rapidly to distance learning and we all learned together how to navigate this new instructional landscape. As we begin the 2020-2021 school year in distance learning, we are able to build on what we learned during the spring and make adjustments and refinements for our school’s distance learning plan.

What is Distance Learning?

According to the California Department of Education (2020), “distance learning means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology.”

Students receive instruction remotely through synchronous and asynchronous engagement. Synchronous learning occurs in real time using live lessons led by the teacher. Asynchronous learning happens on one’s own time using materials provided by the teacher.

Distance Learning Mission Statement

We aim to continue to support students’ academic progress and spiritual development by making Distance Learning days engaging and supportive, while being as flexible as possible for families.

Our distance learning plan is designed with the following key features:

- **Asynchronous** learning to ensure the opportunity to learn for all students based on schedule and connectivity
- **Synchronous** video conferencing to support learning and socio-emotional needs of students through social interaction with peers and teachers
- A commitment to monitoring and improving this plan during the time of its implementation

While Distance Learning does not replicate onsite learning, teachers can deliver powerful instruction based on a robust curriculum that allows students to meet expected grade-level standards in an online environment aligned with the mission of our Catholic schools.

Office Schedule

The office will be open Monday-Friday from 7:30 am-3:30 pm. Parents are highly encouraged to conduct any and all school business via phone or email. If this is not possible, and a visit is necessary, parents are required to call ahead and schedule an appointment. Face masks are required to be worn at all times when visiting campus. Temperature will be taken upon entrance.

Instructional Schedule

We have developed distance learning instructional schedules that take into consideration the traditional school schedule, developmental age, and instructional minutes guidance.

Each day will have a minimum of 180 instructional minutes (including all synchronous and asynchronous work). Please refer to the grade-level schedules in the separately attached document for the daily instructional minutes, which includes core subjects as well as enrichment subjects. Schedules are also available on the ABVM website, Gradelink and homeroom teacher's distance learning website.

These schedules will begin after the first week of school. The first week of school will be used to orientate students and establish relationships. The schedule for the first week of school will be shared at the virtual Parent Orientation Night scheduled for August 19 (TK-4th) and August 20 (5th-8th) from 6:00-7:30 pm. The first week schedule will also be posted on the homeroom teacher's distance learning site and emailed, as well.

Attendance

Student attendance will be taken daily. Teachers will take attendance via live video conference daily at 8:00 am. There also needs to be some evidence of completed student work in order to be marked "present" for the day. Teachers will record attendance in Gradelink by 3:00 pm that day.

Absences

If your child is unable to participate in the day's distance learning due to illness or other reasons, Please email the teacher and call the school office by 8:15 a.m. the day your child is absent. This is for your child's protection. When a student has been absent for more than 3 consecutive days, a written valid excuse giving the reason for the absence and signed by the parent or guardian is required. This is a state law and must be strictly followed.

If a valid written excuse by a parent is not submitted the child's absence will be counted as unexcused. The excuses are kept on file for the duration of the school year.

Students who have tested positive for Covid-19 or anyone they have been directly exposed to who has tested positive must abide by the regulations mandated by the public health department (see California Department of Public Health website cdph.ca.gov).

Extended Absences

Please notify the principal and/or teacher in writing, in advance, if a student will be absent for an extended period of time. Students who are absent for 15 or more days in a trimester may not receive report card grades, depending on the student and situation. Family holidays should not be scheduled for school days.

Students who are chronically absent may risk an incomplete in a given subject, a requirement to take summer school, and/or being placed on probationary status. If unusual circumstances make extended or frequent absences necessary, please contact the Principal to discuss the

matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up work missed.

Communication

Communication will primarily be sent through two systems:

- **Gradelink** - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
- **Seesaw (TK-2), Google Classroom (3rd-8th)** - Each classroom will be using a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through these platforms.

Student understanding and growth will be monitored through specifically designed questions and assessment strategies. Teachers will be intentional about providing regular feedback to students on progress related to learning activities. Teachers will provide students feedback through the following: live conferencing; office hours and specialist support sessions; discussion-based assessments (DBAs); comments via grade-level LMS; weekly and unit assessments

Parents are asked to communicate with teachers via email. If further discussion is needed, a Zoom meeting can be scheduled. Please remember that the teachers' priority is time with the students. Teachers will respond as soon as possible, but within 24 hours.

Teachers will also hold virtual office hours. The purpose of virtual office hours are for students who need support, as well as connection and relationship building. The virtual office hours are listed on each teacher's distance learning site and the grade-level schedules.

The school administration will email a weekly newsletter with school and community updates. It will also be posted on Gradelink. The school's website and Facebook page will also be used to post updated and year-round information for the school community and prospective families.

Picking Up Resources

To ensure that students have access to needed supplies and materials, the school has scheduled in-person Back to School Student Orientation days set for August 19th and 20th from 8am-9:30 am and 1:00 pm-2:30 pm. On these days, students can also turn in their summer reading assignments. Both sessions will be live-streamed via Zoom and recorded. Recordings will be posted on the homeroom teacher's distance learning site. To ensure the health and safety of the students while on campus, students will be assigned which day and time to attend. Upon arrival, students will have their temperature taken. Students must also wear a plain face mask.

Parents of students unable to attend either day can pick up necessary materials and resources, and submit summer reading assignments on August 21 from 8:00 am-10:00 am with the homeroom teacher or in the office from 10:00 am-3:30 pm on that same day.

Teachers will review all the materials with the students during the first week of school.

Orientation and Community Building

Each teacher will hold a virtual parent orientation session to provide an overview to the class. This will include information regarding how students will connect on the first day of school. Back to School Parent Orientation is scheduled for August 19 (TK-4th) and Aug. 20 (5th-8th) from 6:00 pm-7:30 pm.

Technology Support

Students and parents will learn about the respective Learning Management Systems (LMS) that will be used by teachers at the orientation meetings scheduled for August 19 & 20. At this time, teachers will provide all student log-in information, as well as contact information in case passwords and usernames are lost.

For access to Gradelink, parents should contact the school secretary, Vivian Chiguil.

Parents or caregivers who require support in learning the digital learning platforms can email the homeroom teacher to arrange for a tutorial.

Norms for a Distance Learning Environment

To facilitate a successful distance learning environment, we have established these student and parent norms:

Norms for a Distance Learning Environment	
<u>Student</u> Expectations in a Distance Learning Environment	<u>Parent</u> Supports in a Distance Learning Environment
When engaging with online resources and platforms ...	
<p>Student are expected to:</p> <ul style="list-style-type: none">● Only access online educational websites and apps that are approved and provided by your teacher.● Report something that is inappropriate by telling your teacher and/or parent about the situation.● Be respectful when making and posting comments.● Submit assignments/posts in a timely manner which reflect YOUR OWN personal best work**	<p>Parents should:</p> <ul style="list-style-type: none">● Be aware of the educational websites and apps that have been approved for use by your child. Ensure that students are not accessing non-approved websites or apps.● Bookmark websites and apps to make them easily accessible for your child.● Support your child with logging in.● As much as possible, allow your child to independently complete the work so that the teacher has

- Only share your classroom content and account information with your parents.

an accurate representation of his/her understanding.

- Monitor your child's progress on Gradelink in order to verify that work is being completed.

When participating on Assumption's remote learning platforms...

Engaging in our remote learning platforms is similar to participating in a classroom environment. Students are expected to:

- Come dressed in the school uniform ready to learn
- Sit at a desk/table with minimal distractions around you.
- No cellphones or other devices are allowed other than the one being used for instruction.
- Personal toys or animals can only be shared on screen at appropriate times and only with a teacher's permission.

When your child is engaging on our remote learning platforms:

- Help your child find a quiet space with minimal distractions.
- Allow your child to independently participate.
- Monitor your child's online interactions.
- Notify the teacher if there are technical issues that have resulted in work being submitted late.
- In order to adhere to the child protection and privacy laws, parents can join a teacher scheduled Zoom meeting with their child, but may not open up their own Zoom window.

- Mute yourself and turn your video on when you join any meeting.
- Listen with your whole body, eyes on the speaker, ears listening, body calm.
- Share/respond in a strong, presenter voice level ONLY when invited to by the teacher.
- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or screenshotting images, voice or content.*

DISTANCE LEARNING DISCIPLINARY CONSEQUENCES

Any and all violations of Student Learning Expectations will result in consequences as determined by the classroom teacher and the principal. These consequences may include, but are not limited to extra classwork, removal of privileges, suspension and/or expulsion.

Consequences Resulting in Breach of Privacy Rules

First Offense:

- Parents notified
- Demerits issued to student
- Behavior Grade will be recorded as "NI"
- If incident occurs during a live lesson, student's work will not be given credit
- 5 days of suspension with no credit for any assignments during suspension
- Suspension will be documented in student's permanent file

Second Offense:

- Expulsion (documented in student's permanent file)
- The Catholic High school of acceptance for any 8th grader who commits this offense will be notified

****Consequences for Violations in Academic Honesty and Integrity****

First Offense:

- Parent contact by teacher
- Resubmit assignment for earned credit or complete alternative assessment for earned credit.
- Offense will be noted in the school's disciplinary system.

Second Offense:

- Parent contact by teacher and principal
- Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment.
- Write a 1-2-page essay on the topic of academic integrity.
- Offense will be noted in the school's disciplinary system.

Third Offense:

- Automatic zero on assignment
- Parent contact by Principal and Pastor
- Offense will be noted in the school's disciplinary system
- Voluntary withdrawal or expulsion.

How to be a Distance Learning Parent

Establish routines and expectations

It is important to develop good habits from the start. Create a routine and talk about how it's working over time. Chunk your days into predictable segments. Help students get up, get

dressed in school uniform and ready to learn by 8:00 am everyday. Students need to dress in formal uniform on Mass days. Keep normal bedtime routines, including normal rules for digital devices.

Choose a good place to learn

Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Ensure that all needed materials are nearby.

Stay in touch

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful.

Help students 'own' their learning

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

Begin and end the day by checking-in

In the morning, you might ask:

- What classes/subject do you have today?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?
- What can we do to organize you for tomorrow?

Encourage physical activity and exercise

Living and working at home, we will all need some room to let off steam. Moving (independently and together as a family) is vital to health, wellbeing, and readiness for learning.

Manage stress and make the most of an unusual situation

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well, and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. In these circumstances, it's often possible to reframe challenges as opportunities.

Monitor time on-screen and online

Distance learning does not mean staring at computer screens seven and half hours every day. Teachers will aim to build in variety of on-line and off-line tasks. Work together to find ways to prevent 'down time' from becoming just more 'screen time.' Podcasts and audiobooks (many free through library apps) are great options.

Connect safely with friends, and be kind

Help your children maintain contact with friends through safe online technologies. But monitor your child's online use. Remind your child to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems so that everyone maintains healthy relationships and positive interactions.

Grades TK-2 Distance Learning					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:15	Prayer, Flag, Attendance, Morning Routine, Agenda for the day, etc...				
8:15-9:00	ELA	Mass	ELA		
9:00-9:45		ELA			
9:45-10:15	Recess Break				
10:15-11:00	Mathematics				
11:00-11:45	Religion Instruction with occasional Science and Social Studies				
11:45-12:15	Lunch Break				
12:15-2:00	Storytime, Science M & W, Social Studies T & Th, and enrichment				
2:00-2:30	Student Independent Work (Asynchronous) & Office Hours		Faculty Meeting 2pm	Student Independent Work (Asynchronous) & Office Hours	
2:30-3:30	Teacher Prep Period	Teacher Prep Period		Teacher Prep Period	Teacher Prep Period

Grades 3-4 Distance Learning					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:15	Prayer, Flag, Attendance, Morning Routine, Agenda for the day, etc...				
8:15-9:00	ELA & Math	Mass	ELA & Math		
9:00-9:45		Math			
9:45-10:15	Recess Break				
10:15-11:00	ELA / Math Synchronous and Asynchronous Work (small group, individual work with teacher and/or aide, independent practice)				
11:00-11:45	Religion / Science/ Social Studies Instruction				
11:45-12:15	Lunch Break				
12:15-2:00	Asynchronous work & Enrichment, Live instruction from enrichment teachers, individual check-ins, online assessments, resource help, etc..				
2:00-2:30	Student Independent Work (Asynchronous) & Office Hours		Faculty Meeting 2pm	Student Independent Work (Asynchronous) & Office Hours	
2:30-3:30	Teacher Prep Period	Teacher Prep Period		Teacher Prep Period	Teacher Prep Period

Grades 5-8 Distance Learning						
Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:15	All	Prayer, Flag, Attendance, Morning Routine, Agenda for the day, Journal, Bell Ringer, etc...				
8:15-9:00	5th	ELA	Mass	ELA	ELA	ELA
	6th	ELA		ELA	ELA	ELA
	7th	Science		Science	Science	Science
	8th	Math A & B		Math A & B	Math A & B	Math A & B
9:00-9:45	5th	Religion	Science	Religion	Science	Religion
	6th	Science	ELA	Science	PE	Science
	7th	Math A & B	Math A & B	Math A & B	Math A & B	Math A & B
	8th	Social Studies	Social Studies	Religion	Social Studies	Social Studies
9:45-10:15	All	Recess Break				
10:15-11:00	5th	ELA	Religion	ELA	ELA	Science
	6th	Math A & B	Math A & B	Math A & B	Math A & B	Math A & B
	7th	Religion	Grammar/Spanish	Grammar	Grammar/Spanish	ELA
	8th	ELA	ELA	ELA	ELA	ELA
11:00-11:45	5th	Math	Math	Math	Math	Math
	6th	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
	7th	ELA	ELA	ELA	ELA	ELA
	8th	ELA	ELA/Spanish	PE	ELA/Spanish	ELA
11:45-12:15	All	Lunch Break				

12:15-1:00	5th	Art	ELA/Spanish	ELA	ELA/Spanish	Social Studies
	6th	Religion	6th Grade Office Hours	Religion	Art	Religion
	7th	Social Studies	Social Studies	Social Studies	Social Studies	PE
	8th	Science	Math A & B	Science	Science	Science
1:00-1:45	5th	Social Studies	Social Studies	Early Dismissal 1pm - Student Independent Work	PE	5th Grade Office Hours
	6th	ELA	ELA/Spanish		ELA/Spanish	ELA
	7th	7th Grade Office Hours	Art		Religion	Religion
	8th	Religion	8th Grade Office Hours		Religion	Art
1:45-2:30	All	Student Independent Work (Asynchronous) & Office Hours		Faculty Meeting 2pm	Student Independent Work (Asynchronous) & Office Hours	
2:30-3:30		Teacher Prep Period	Teacher Prep Period		Teacher Prep Period	Teacher Prep Period

Family Name: _____

Beginning Distance Learning Parent and Student Handbook

Our family has read the Assumption of the Blessed Virgin Mary School Parent and Student Handbook for Distance Learning. We are aware of, understand, and agree to follow the policies and procedures stated therein. We understand that the school has the right to amend the Parent and Student Handbook for Distance Learning during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

Our signature below indicates that we have read this document (online) and will fulfill our obligations according to the requirements of the Assumption of the Blessed Virgin Mary School Distance Learning Parent and Student Handbook.

Father's Signature: _____

Date: _____

Mother's Signature: _____

Date: _____

Print Student Name	Grade	Student's Signature