



**Fall 2020**

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

**St. Paul of the Cross School**

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\*This document outlines guidelines related to starting the school year in Distance Learning. St. Paul of the Cross School reserves the right to make additions, amendments, and deletions at any time.

\*St. Paul of the Cross School Parent-Student Handbook can be accessed at [stpaulofthecrosslamirada.org](http://stpaulofthecrosslamirada.org) (under the Parent Corner tab)

Dear St. Paul of the Cross School Families,

Welcome to the 2020-21 school year! It is a pleasure to welcome both our returning families and those who are new to the St. Paul of the Cross School community. Governor Newsom has called for all schools, both public and private, to start the school year via Remote Learning. 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.”* The health and safety of our students, families and staff remains our top priority.

In the spring of 2020, St. Paul of the Cross rapidly transitioned 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 can build on what we learned during the spring and make adjustments and refinements for our school’s distance learning plan.

It is with every intention that once LA county is off the monitoring list for 14 consecutive days, St. Paul of the Cross will begin in-person instructions. This handbook will guide you and answer questions about our school’s distance learning program.

### **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 with 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.

### **Mission Statement**

At St. Paul of the Cross elementary school, we are committed to our education and Christian community in which we are challenged to achieve academically, develop spiritually, and serve selflessly.

Whether in-person or remotely, St. Paul of the Cross aims to continue to support students’ academic progress and spiritual development by making distance learning days engaging and supportive.

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 Learning:** 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, St. Paul of the Cross 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

All visitors must check-in to the office

The office hours are:

- Monday-Thursday (8:00am-4pm)
- Friday (8:00am-1pm)

On-campus Visit:

- Practice social distancing
- Wear a mask

### Distance Instructional Schedule

St. Paul of the Cross has developed a distance learning instructional schedule that takes into consideration the traditional school schedule, developmental age, and instructional minutes guidance (synchronous and asynchronous work).

Our time parameters are listed below for each grade level.

<u>Grades:</u>	<u>Class Schedule:</u>	<u>Tutoring/Enrichment (Monday - Thursday):</u>
TK-K	8:00am-12:00pm	TBD
1-2	8:00am-12:00pm	TBD
3-4-5	8:00am-12:15pm	TBD
6-7-8	8:00am-12:15pm	TBD

  

M – Th	8:00am Morning Schoolwide Prayer
F	8:30am Mass

Synchronous lessons may include:

- Face to face online instruction by teachers
- Guided, interactive video lessons, with teacher remaining present
- Small group instruction
- Peer/collaborative tasks with teacher facilitating
- Progress monitoring tasks or assessments to provide feedback
- Whole group lessons: shared reading, choral reading, chants, affirmations, poems, songs, etc.
- Core and all other content areas: Religion, mathematics, English, history/social studies, science, physical education, etc.

Asynchronous lessons may include:

- print materials incorporating assignments that are subject to oral and written feedback
- pre-recorded lessons
- web-based instructional tools
- social/emotional activities

The first week of school will be used to orientate students and establish relationships. Class-specific schedules (with recess, lunch, electives, etc.) will be shared at a later date by our teachers. In addition, our SPOC teachers will be available for tutoring/enrichment/support once a week.

### **Attendance**

Student online attendance will be taken daily.

Each day that a student is absent, parents must call the school office (562-445-4542) or email Ms. H/teacher before 8:00am to report the specific reason/s for the absence. Upon the child's return to school, please email the office a note, even if a phone call has been made. The note should contain the student's name, date/s of absence, reason/s for the absence, parent's signature, and the current date. If the absence is due to medical or dental appointment, a doctor's statement is required for the absence to be considered "Excused."

### **Uniform**

Whether in-person or distance learning, St. Paul of the Cross school Polo/T-Shirt uniform will be in effect starting the school year. Thus, SPOC students must wear their school uniforms in all instructional platforms.

We will continue to celebrate mass as a school on Fridays (8:30am) via live stream.

### **Communication**

- Weekly/Daily assignment schedules will be posted on **Class Dojo, SeeSaw or Google Classroom.**
- Each classroom will be using a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through these platforms. SPOC implements the use of ClassDojo, Seesaw, and Google Classroom.

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.

Parents are asked to communicate with teachers via email and/or phone (562-445-4542). Please remember that the teachers' priority is time with the students. Teachers will respond as soon as possible.

The school administration will provide weekly updates via our Spartan Newsletter on Wednesdays. In addition, please follow us on the following social media apps as we have a regularly active community in the digital world.

- [Instagram:spoc.spartans](#)
- [www.facebook.com/spoc.la.mirada](http://www.facebook.com/spoc.la.mirada)
- [www.stpaulofthecrosslamirada.org](http://www.stpaulofthecrosslamirada.org)

**This section will address how SPOC will ensure a successful start to the school year.**

**Picking Up Resources: Trunk-n- Meet on Tuesday, September 1<sup>st</sup>, 2020 @ 11am-1pm**

We have established a schedule for families to pick up textbooks/workbooks and other supplies to ensure that students have access to needed materials. iPads will be available for those families that need them for the duration of distance learning in October. Just as long as you take proper care of the iPad, it is free of charge. A contract will need to be signed upon exchange.

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

**Orientation and Back-2-School Night**

Ms.H will hold a Mandatory Parent Meeting via Zoom @ 6:00-6:30pm

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. We will have 3 session meetings: S1 @ 6:35-6:50pm; S2@ 6:55-7:10pm; S3@7:15-7:30pm

Date:

Monday, August 31<sup>st</sup>

Monday, September 1<sup>st</sup>

Tuesday, September 2<sup>nd</sup>

Grade:

Back-2-School Zooms

Trunk-n-Meet

First Day of Distance Learning TK-8<sup>th</sup> Grades

In addition, we have scheduled some community building events. A calendar will be sent out.

**Norms for St. Paul of the Cross Distance Learning Environment**

To facilitate a successful distance learning environment, SPOC has established these student and parent norms. Please review the following.

# Norms for a Distance Learning Environment

## Student Expectations in a Distance Learning Environment

## Parent Supports in a Distance Learning Environment

### When engaging with online resources and platforms ...

Students are expected to:

- 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 posting comments.
- Submit assignments/posts that reflect your personal best work.
- Only share your classroom content and account information with your parents.

Parents should:

- Be aware of the educational websites and apps that have been approved for use by your child.
- 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 an accurate representation of his/her understanding.
- Ensure that students are not accessing non-approved websites or apps.

### When participating on Zoom

Engaging on Zoom is similar to participating in a classroom environment. Students are expected to:

- Sit at a desk/table with minimal distractions around you.
- Mute yourself when you join the meeting.
- Listen with your whole body, eyes on the speaker, ears listening, body calm.
- Share/respond when invited to by the teacher in a strong, presenter voice level.
- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or screenshotting images or content.

When your child is engaging on Zoom:

- Help your child find a quiet space with minimal distractions.
- Allow your child to independently participate.
- Monitor your child's online interactions.

## **How to be a Distance Learning Student**

The teacher will be reviewing class specific guidelines, however, as a school, we have the following expectations:

- Be on time for classes and have the necessary materials ready
- Behave appropriately
- Dress accordingly
- Student's cameras must be ON and pointed towards them to ensure attendance/participation
- Student's names must be displayed on screen (no nicknames)
- Value academic integrity

If these expectations are not met, students will not be admitted into or will be removed from class otherwise.

## **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 overtime. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Keep normal bedtime routines, including normal rules for digital devices.

### **Choose a good place to learn**

Set up a physical location that is 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**

SPOC 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! Do not 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, well-being, and readiness for learning. We continue to have Special PE via Zoom times. Join your kids on the fun!

**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. Our SPOC teachers will aim to build a variety of on-line and off-line tasks. Work together to find ways to prevent 'down time' from becoming just more 'screen time.'

**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.