

Distance Plan for Learning at St. Francis de Sales Catholic Academy

Remote and Digital Learning in the PK-8 Environment



Mission: The St. Francis de Sales Catholic Academy family is committed to academic excellence, Christian service to others, and providing a Christ-centered, safe, and engaging environment where students can grow spiritually and academically towards a faith-filled future.

Introduction to St. Francis de Sales Catholic Academy Distance Plan for Learning

Should Saint Francis de Sales Catholic Academy need to physically close due to COVID or should a cohort (class) of students need to quarantine, students will move to a distance plan for learning.

From March to June of 2020, each teacher had a schedule for live class sessions, with all of them meeting at least two to four times per week. Should we return to virtual learning this school year, a more rigorous approach will have to be taken. Virtual learning must more fully represent an actual school day. For example, middle school would follow their daily schedule, including special content areas which would be done asynchronously(not-live).

We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. We must acknowledge that our approach to distance learning **cannot replicate the magic that happens when school is in regular session!** The invaluable social interactions and mediation, real-time, in-person feedback, community and extracurricular events, and more are what make St. Francis de Sales Catholic

Academy a special place. However, we do contend that quality learning can continue, even from a distance.

The purpose of this document is to describe the actions St. Francis de Sales Catholic Academy will take to continue instruction in the event of an extended school closure. We endeavor in our Distance Plan for Learning (DPL) to accomplish three goals PK – 8 grade within a flexible framework:

- Live Student-Teacher Contact Time
- Offline & Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

It is our intention with the DPL that we continue to live our mission, vision, and strategic plan, which together assert that we will consider the well-being and growth of the whole child. The act of creating this DPL provides us with a unique opportunity to reinforce what we assert through our founding documents.

If St. Francis de Sales Catholic Academy is closed and this DPL is implemented, the Principal will send email communications to both parents and faculty/staff announcing a timeline for implementation. An exact date will be designated when distance learning will begin for St. Francis de Sales Catholic Academy students.

The Principal will periodically send email updates to parents and faculty/staff apprising them of any pertinent information about when St. Francis de Sales Catholic Academy might reopen for regular classes. As with the decision to close campus, the decision to reopen school for regular classes will be made with close consultation with the Diocese of Brooklyn, School and the Department of Health.

We hope that implementation of this DPL will never be necessary. However, in the event of school closure, it is important that this DPL describes St. Francis de Sales' approach to distance learning, the channels we will use for communication, the online platforms we will employ by grade, the roles, responsibilities, and expectations St. Francis de Sales has for faculty, parents, and students, guidelines for how parents/guardians can support their children's learning, and a host of other priorities and considerations tailored to make the best of challenging circumstances.

We hope to create a DPL that ensures equity. This includes doing our best to provide students with devices if they do not have access to a computer at home. While we will not be able to help families troubleshoot all problems, we will do our best to make sure all students have equitable access where we have control.

Technology Systems to Support Distance Learning at St. Francis de Sales Catholic Academy

With regard to the school's core technological and communications systems, St. Francis de Sales Catholic Academy offers the following FAQs to describe how we will communicate and manage learning in the event this DPL is implemented.

How will St. Francis de Sales communicate with parents, students, and faculty/staff in the event of an extended campus closure?

St. Francis de Sales will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will function in an emergency situation. The table below describes these systems:

Channel	Description and Access
Email	Email will be used for all major communications and announcements, including those from the Principal and teachers. Faculty will also use email to communicate, although they

	will use other platforms to interact with their students as well. Please make sure all parent emails are up to date and correct.
Google GSuite	Students in grades 3-8 use Google's G-Suite for all their G-mail and Google-related needs. This includes: Google Drive, Google Docs, Google Calendar, Google Slides and Google Classroom.
SeeSaw for Class	Pre-K-2 assignments will mostly be assigned through Seesaw for Class. This is the Seesaw app that is on student iPads. Students log into Seesaw for Class through Google using their SFDS gmail addresses and passwords. They should check the "activities" icon in SeeSaw for work assigned by their teacher.
Zoom	Zoom is a video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.
RAZ Kids	Students in grades K-3 will regularly use RAZ Kids through the Reading A to Z app on school iPads. Students will use their teacher's username and then find their specific icon to login to their unique account. The Teachers have the ability to assign texts that correspond to students' lexile levels but students may also choose their own texts from the "Reading Room" by topic or genre.
I-Ready	I-Ready is an site/app that all students K-8 use to complete lessons catered to their instructional needs. The program delivers instruction in both ELA and math.

Quizlet	Quizlet allows teachers and students to use interactive flashcards, tests, and study games. With Quizlet, students can choose their own “Study Mode.” This allows activity content to be migrated from flashcards to matching games and other study games.
EdPuzzle	EdPuzzle is a tool that allows teachers to create interactive online videos by embedding either open-ended or multiple-choice questions.
Wit and Wisdom: InSync	In ELA, teachers may assign students instructional videos through Wit & Wisdom’s InSync portal. Students will go to: digital.greatminds.org and then log in through Google using their SFDS Gmail address and password. Assessments for Wit & Wisdom will typically be assigned through Seesaw not through InSync.
Sadlier-Christ In Us	Students in grades 5-8 will go to the site: christinus.com to access their digital religion textbook using the usernames and passwords SFDS provided to them.
Think Central	Teachers in all grades may reference Think Central materials, but only students in grades 5 & 6 will log into Think Central to complete work assigned by their teacher using their Think Central usernames and passwords.
My Catholic Faith Delivered	If we are under a long term closure, this will be a religion resource for K-8.
Savvas Realize	Students in grades 3rd, 4th, 5th, and 6th will use this site to enhance their

	science instruction. They may at times be asked to complete an assessment through Savvas Realize as well. Students will go to https://www.savvasrealize.com/ and use their unique usernames and passwords to gain access to their digital account.
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How will St. Francis de Sales ensure that students have access to these tools from off-campus?

Most of our technology tools are not device-specific, which means students will be able to access learning through nearly any electronic device. Students will be provided an Ipad in Grades PK-Grade 4 and a Chromebook in Grades 5-8.

Roles & Responsibilities During Distance Learning

Many stakeholders will contribute to the effective implementation of this DPL. The roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start) Make sure you listen to the morning announcements (posted on the school website and school Facebook page) and have your gym uniform on
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your St. Francis de Sales Catholic Academy peers in their learning
- Comply with St. Francis de Sales Catholic Academy's Student Technology Use Contract and Virtual Pledge (See Appendix C), including expectations for online etiquette
- Proactively seek out and communicate with other adults at St. Francis de Sales Catholic Academy as different needs arise

(see below)

For Questions About	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	[Passwords / software] = Mrs. Faughnan mfaughnan@stfrancisschoolbh.net [Hardware / access] Mr. Scharbach admin@stfrancisschoolbh.net
a personal, academic or social-emotional concern	the relevant teacher or the administration
Special Education concern	Mrs. Buckley mbuckley@stfrancisschoolbh.net

Attendance	Mrs. Endall or Mrs. Kenny hendall@stfrancisschoolbh.net or ckenny@stfrancisschoolbh.net
Sacraments	Your parish Director of Religious Instruction
If your child is sick	Mrs. Endall or Mrs. Kenny hendall@stfrancisschoolbh.net or ckenny@stfrancisschoolbh.net And follow up with your child's healthcare provider

St. Francis de Sales Catholic Academy Expectations for Student Conduct for Online Learning Google Classroom, Zoom or Google Meet Class Sessions

Consult/Adhere to the Class Schedule

❑ Be sure that you know when you are expected to attend class and ensure that you have the proper device (IPad for Grades PK-4 and Chromebook for Grades 5-8 for doing so. Your attendance will be expected and recorded at every Zoom or Google Meet Session.

Arrive on Time

❑ Join the Zoom or Google Meet space at the designated times. These will be posted on the class page for Grades PK-Grade 4 and the schedule stays the same each and every week for Grades 5-8. Please plan ahead so that you are not marked tardy. If any situation prevents you from attending class virtually, please let your teacher know immediately via email.

Mute and Unmute at Appropriate Times

❑ As soon as you log on, mute yourself. There will be a lot of feedback and background noise/distractions from everyone's homes. You may be muted automatically, but please do so yourself if you are not.

❑ In order to contribute to the conversation, you can unmute while you're speaking and then mute again once you're finished.

❑ Be conscious of how much and how often you speak. It is more important than ever that we adhere to classroom rules and that we are generous and kind to one another.

Remember: We Can See Each Other!

- Be in your gym uniform each and everyday.
- Your teacher will be able to see you and will expect that you remain attentive and engaged at all times, just as you are at school. Eye contact will be very important to the success of virtual learning.

Stay Engaged and Focused

- Work extra hard to remain focused on the lesson and follow your teacher's instructions carefully.
- Remove other distractions while class is in session. Close other tabs and keep your phone/other device in another location.
- If you have a question, use the "chat" feature so your teacher and classmates can all see your question.

Be Respectful

- Remember that all of our Acceptable Use policies are in effect at during any Zoom or Google Meet sessions. All violations will be met with disciplinary consequences in some severe cases suspensions and expulsions could apply
- Do not take a screenshot/video of your screen while in session.
- Do not disrupt class! Please do all you can to support the learning process for yourself and others.

Submit Assignments on Time

- You are expected to turn in all of your assignments on time. Your teacher reserves the right to implement late submission penalties which includes a “0”.
- Please follow assignment instructions carefully.
- Let your teacher know if any circumstances interfere with your completion of assignments.

Parent Roles and Responsibilities

Provide support for your children by adhering to the 10 Guidelines for St. Francis de Sales Catholic Academy’s Parents (Appendix A) as well as you can:

- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or worry
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions

Special Education

Pending approval from the NYC Department of Education and the individual agencies we believe that the majority of Special Education services will start a few days after we move into our DLP.

All services will take place through an App called Zoom or Google Meet. Your individual provider will reach out to you about a schedule. Please note that it is goal not to pull students from live instruction during their Meet or Zoom session with their teachers. You can find your child's provider's classroom (Zoom Room or Google Meet) from our SFDS@HOME page.

Any questions please reach out to Mrs. Buckley at mbuckely@stfrancisschoolbh.net. Please note that Mrs. Buckley will also continue annual meetings as scheduled in the weeks of remote learning.

PK-Grade 4 School Priorities & Considerations

After receiving initial notice from the Principal about school closure and timelines, families will receive an email from their homeroom teacher with specific information.

- The primary tools for communication between teachers and families will be newsletters via email, video and assignments emailed to families via SeeSaw or Google Classroom
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Resources will vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources and reading materials including ebooks.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades PK–2 will need higher levels of support than students in grades 3–4.

Platforms for Daily Use:

Nursery-Grade 2

- Grades PK-Grade 2 will use Seesaw for their daily learning assignments and parent interactions.
- All core subject teachers for grades PK-2 will use Zoom to provide daily direct or small group instruction. (See Sample schedule below)
- Art, STEM, (Spanish-Grade 2) and Physical Education will post asynchronous videos and meet with additional asynchronous material posted on Seesaw.
- Email and Seesaw will be used to communicate formally with parents.

Grades 3-4

- Grades 3-4 will use Google Classroom for their daily learning assignments and enable the guardian access to Google Classroom. This platform is already familiar to students. Consider this platform to be the home base for students.
- Teachers in Grades 3-4 will use Zoom or Google Meet in their daily direct instruction.
- Art, STEM, Spanish, and Physical Education will post asynchronous videos and meet with additional asynchronous material posted on Google Classroom.
- Email will be used to communicate formally with parents.

****Mr. Scharbach and Mrs. Faughnan will use Email and Zoom for tech support during scheduled hours.****

Nursery Classes will meet each day for 30-40 minutes via Zoom at a scheduled time.

Pre-K Sample Schedule

Time	Lessons & Activities	Apps/Websites	Teacher or Ind.
8:30-8:40	Morning meeting	Zoom	Teacher
8:40-9:10	Class Instructional time	Zoom	Teacher
9:10-9:20	Snack break/Brain break		Independent
9:20-10:00	Religion	Seesaw	Independent
10:00-10:30	Science/SS	Scholastic	Independent
10:30-12:30	Lunch		
12:30-1:00	Class Instructional time	Zoom	Teacher
1:00-1:30	Specials: Art/Gym	Seesaw	Independent
1:30-2:30	Teacher Office Hours, M-Th (individual check-in)	Zoom	Teacher

K-2 Sample Schedule

Time	Lessons & Activities	Apps/Websites	Teacher or Ind.
8:30-8:40	Whole class announcements & morning meeting	Zoom	Teacher
8:45-9:15	Whole Class ELA: Foundations	Zoom FunHub	Teacher
9:20-9:50	Blue Pod SeeSaw activity followed by RazKids	Seesaw RazKids	Independent
9:20-9:50	Gold Pod Wit & Wisdom & Geodes with teacher	Zoom InSync	Teacher
9:55-10:15	Snack break/Brain break		Independent
10:15-10:45	Blue Pod Wit & Wisdom & Geodes with teacher	Zoom InSync	Teacher
10:15-10:45	Gold Pod SeeSaw activity followed by RazKids	RAZ Kids Seesaw	Independent

10:50-11:20	Whole Class Math	Zoom	Teacher
11:25-11:55	Blue Pod Seesaw activity, followed iReady	SeeSaw iReady	Independent
11:25-11:55	Gold Pod Math enrichment with teacher	Zoom	Teacher
12:00-1:00	LUNCH		
1:00-1:30	Blue Pod Math enrichment with teacher	Zoom	Teacher
1:00-1:30	Gold Pod Seesaw activity, followed iReady	SeeSaw iReady	Independent
1:35-1:55	Religion	Zoom Christ In Us	Teacher
1:55-2:15	Special: Art, Gym, STEM, (Spanish-Gr. 2)	Seesaw	Independent
2:15-2:30	Teacher office hours, M-Th (individual check-in)	Zoom	Teacher

Grades 3 & 4 Sample Schedule

Time	Lessons & Activities	Apps/Websites	Teacher or Ind.
8:15-10:15	Whole class instruction ELA/SS	Zoom	Teacher
10:15-11:30	Asynchronous Work	Google Classroom iReady Other apps as needed	Independent
11:30-12:30	LUNCH		Independent
12:30-2:15	Whole class instruction math/science and Asynchronous Work	Zoom	Teacher
2:15-2:30	Teacher office hours, M-Th (individual check-in)	Zoom	Teacher

Middle School Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families and students will receive an email from their homeroom teacher as well as class teachers with class instructions on google classroom.
- The primary tool for communication between teachers and families is email and Google Classroom.
- The primary tools for communication between teachers and students is email, our SFDS@HOME website, Google Classroom and Google Meet. Students will receive an invitation to Zoom
- Learning experiences are designed to be completed independently or in collaboration with other students. Parents should not do the work for their children! Please consult with the teacher in challenge areas and for accommodations.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources.
- Students are encouraged to be proactive in reaching out to teachers via email when they have questions or assignments are unclear.
- Students are encouraged to be mindful of academic integrity when it comes to sharing ideas and working together. In order to avoid questions of plagiarism, whether it be intentional or accidental, please remind students that

submitted work needs to be original, not identical to one of their peers. This is especially important in writing-based subjects such as Language Arts.

- As a friendly reminder, here is a link to our [St. Francis de Sales Catholic Academy Acceptable Use Policy](#)

Grades 5-8 will follow their usual schedule each day. (All live teaching (synchronous) will take place through Google Meet, all assignments, classwork, homework, etc (asynchronous) will take place through the Google Classroom. The expectation is that synchronous activities would take up 60% of the week and asynchronous activities would take up 40% of the week. During asynchronous activities teachers would be available for office hours.

This can occur in two ways. Teachers may assign one - two days a week that are asynchronous, where students are working on a project or assignment and checking in with their teacher through Google Meet, or a teacher may teach live for a large portion of the lesson and then assign work for the last 20% of a lesson.

Please note that this schedule is subject to change

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:10- 8:55	8:10- 8:55	8:10- 8:55	8:10- 8:55	8:10- 8:55
5th & 6th Schedule 2020- 2021	5A Science				
	5B Soc. St	5B Soc. St.	5B Soc. St	5B Soc. St	5B Soc. St
	5C Religion				
	6A ELA				
	6B Math				
Period 2	8:55- 9:40	8:55- 9:40	8:55- 9:40	8:55- 9:40	8:55- 9:40
	5A Soc. St.	5A Religion	All Mass	5A Soc. St	5A ELA
	5B Religion	5B Science		5B Religion	5B Science
	5C Science	5C Soc. St.		5C Science	5C Soc. St.
	6A Math	6A Math		6A Math	6A Math
	6B ELA	6B ELA		6B ELA	6B Religion
Period 3	9:40-10:25	9:40-10:25	9:40-10:25	9:40-10:25	9:40-10:25
	5A ELA	5A Math	5A Religion	5A Math	5A Soc. St.
	5B Science	5B Religion	5B ELA	5B ELA	5B Math
	5C Math	5C ELA	5C Math	5C Soc. St.	5C Science
	6A Soc. St.	6A Science	6A Science	6A Religion	6A Religion
	6B Religion	6B Soc. St.	6B Soc. St.	6B Science	6B ELA
Period 4	10:25-11:10	10:25-11:10	10:25-11:10	10:25-11:10	10:25-11:10
	5A Religion	5A Soc. St.	5A Math	5A Religion	5A Religion
	5B Math	5B ELA	5B Religion	5B Math	5B ELA
	5C ELA	5C Math	5C ELA	5C ELA	5C Math
	6A Science	6A Religion	6A Soc. St.	6A Science	6A Science
	6B Soc. St.	6B Science	6B Science	6B Soc. St.	6B Soc. St.
Period 5	11:10-11:55	11:10-11:55	11:10-11:55	11:10-11:55	11:10-11:55
	5A Math	5A ELA	5A ELA	5A ELA	5A Math
	5B ELA	5B Math	5B Science	5B Science	5B Religion
	5C Soc. St.	5C Science	5C Soc. St.	5C Math	5C ELA
	6A Religion	6A Soc. St.	6A Math	6A Soc. St.	6A Soc. St.
	6B Science	6B Religion	6B Religion	6B Religion	6B Science
11:55-12:25	RECESS	RECESS	RECESS	RECESS	RECESS
12:30- 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
Period 8	1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45
	5A STEM	5A I-Ready	5A Soc. St.	5A I-Ready	5A I-Ready
	5B STEM	5B I-Ready	5B Math	5B I-Ready	5B I-Ready
	5C STEM	5C I-Ready	5C Science	5C I-Ready	5C I-Ready
	6A STEM	6A I-Ready	6A Religion	6A I-Ready	6A I-Ready
	6B STEM	6B I-Ready	6B ELA	6B I-Ready	6B I-Ready
Period 9	1:45-2:25	1:45-2:25	1:45-2:25	1:45-2:25	1:45-2:25
	5A Spanish	5A Art	5A I-Ready	5A Art	5A Phys Ed
	5B Spanish	5B Art	5B I-Ready	5B Art	5B Phys ed
	5C Spanish	5C Art	5C I-Ready	5C Art	5C Phys ed
	6A Phys Ed	6A Spanish	6A I-Ready	6A Art	6A STEM
	6B Phys Ed	6B Spanish	6B I-Ready	6B Art	6B STEM

Please note that this schedule is subject to change

7th & 8th Grade Remote Learning 2020-2021 Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:15- 9:20	8:15- 9:20	8:15- 8:50	8:15- 9:20	8:15-9:20
	7A ELA	7A Math	7A Math	7A Science	7A ELA
	7B Soc. St.	7B Science	7B Science	7B Math	7B Soc. St.
	8R Science	8R Soc. St.	8R Soc. St.	8R ELA	8R Math
	8S Math	8S ELA	8S ELA	8S Soc. St.	8S Science
Period 2	9:20-10:25	9:20-10:25	9:40-10:25	9:20-10:25	9:20-10:25
	7B ELA	7A Science	7A Science	7A Math	7A Soc. St.
	7A Soc. St.	7B Math	7B Math	7B Science	7B ELA
	8R Math	8R ELA	8R ELA	8R Soc. St.	8R Science
	8S Science	8S Soc. St.	8S Soc. St.	8S ELA	8S Math
Period 4	10:25-11:10	10:25-11:10	10:25-11:10	10:25-11:10	10:25-11:10
	7A Science	7A Soc. St.	7A Soc. St.	7A Soc. St.	7A Math
	7B Math	7B ELA	7B ELA	7B ELA	7B Science
	8R ELA	8R Math	8R Math	8R Science	8R Soc. St.
	8S Soc. St.	8S Science	8S Science	8S Math	8S ELA
Period 5	11:10-11:55	11:10-11:55	11:10-11:55	11:10-11:55	11:10-11:55
	7A Math	7A ELA	7A Soc. St.	7A ELA	7A Science
	7B Science	7B Soc. St.	7B ELA	7B Soc. St.	7B Math
	8R Soc. St.	8R Science	8R Science	8R Math	8R ELA
	8S ELA	8S Math	8S Math	8S Science	8S Soc. St.
11:55-12:25	RECESS	RECESS	RECESS	RECESS	RECESS
12:30- 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
Period 8	1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45
	7A Spanish	7A Religion	7A Religion	7A Religion	7A Religion
	7B Spanish	7B Religion	7B Religion	7B Religion	7B Religion
	8R Spanish	8R Religion	8R Religion	8R Religion	8R Religion
	8S Spanish	8S Religion	8S Religion	8S Religion	8S Religion
Period 9	1:45-2:25	1:45-2:25	1:45-2:25	1:45-2:25	1:45-2:25
	7A STEM	7A Spanish	7A Spanish	7A Phys. Ed	7A Art
	7B STEM	7B Spanish	7B Spanish	7B Phys Ed	7B Art
	8R Art	8R STEM	8R Spanish	8R STEM	8R Phs. Ed
	8S Art	8S STEM	8S Spanish	8S STEM	8S Phvs Ed

Final Note: As we enter this unimaginable time of challenge please know that we are aware that our students, families, and staff are experiencing an increased amount of stress and anxiety in their lives. We will continue to provide the best learning opportunities possible during this time away from our buildings. It is important that we are realistic in our expectations and flexible in our implementation. Some of these guidelines may change as we learn new and better ways of supporting our students' learning. Thank you for your patience and collaboration.

All school closures are an ever-changing situation... this plan is subject to change and will for sure be adapted and used in ever changing ways as we journey together in our mission to “foster Gospel values, inspire academic excellence, and develop service and leadership. We face this as a sacramental community united and empowered by the Holy Spirit”

Appendix A:

Ten Guidelines for Parent Support of Distance Learning

The transition to distance learning can be challenging for families. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1. **Establish routines and expectations:** From the first day St. Francis de Sales implements its DPL, parents need to establish routines and expectations. We encourage parents to set regular hours for their children's school-work. We suggest students begin their studies at 8:00 a.m. Keep normal bedtime routines for younger children and expect the same from your older-aged students, too. (Don't let them stay up late and sleep in!) Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.
2. **Define the physical space for your child's study:** Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be

suitable for an extended period of time, as will be the case if this DPL is implemented. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

3. **Monitor communications from your children's teachers:** Teachers will communicate with students/parents through email, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their 5th-8th aged children explain the online platforms their teachers are using.
4. **Begin and end each day with a check-in:** Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a

distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

5. **Take an active role in helping your children process and own their learning:** In the course of a regular school day at St. Francis de Sales, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child own their work; don't complete assignments for them, even when they are struggling.
6. **Establish times for quiet and reflection:** A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

- 7. Encourage physical activity and/or exercise:** Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. It is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!
- 8. Remain mindful of your child's stress or worry:** One thing is for certain: St. Francis de Sales will only implement this DPL if a serious emergency has occurred. Should this happen, it is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide.
- 9. Monitor how much time your child is spending online:** St. Francis de Sales does not want its students staring at computer screens for 7–8 hours a day. We ask that parents remember most teachers are not experts in distance learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Administrators or teachers will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!
- 10. Keep your children social, but set rules around their social media interactions:** There's always excitement and uncertainty when there is a significant change to a routine,

like school. If St. Francis de Sales e implements this DPL, the initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official, school-sanctioned channels of communication. St. Francis de Sales Catholic Academy asks parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others. Our Student Technology Use Contract applies even in home use!

Appendix B:

Eight Distance Learning Guidelines for Teachers

The transition to distance learning will not be simple or easy. Teachers will need to think differently about how to communicate, give instruction, and provide feedback, how to design lessons and assignments that are authentic and meaningful, and how to ensure students continue to collaborate and communicate with others. The eight guidelines provided below are intended to help teachers across all grade levels reflect on challenges they'll confront in shifting to distance learning.

- 1. At St. Francis de Sales, we know our students and they know we care:** Our commitment is to nurture relationships and demonstrate deep care for our students and one another. In the event of a crisis that leads to implementation of this DPL, your students may be stressed or worried. Before diving into curriculum, take the time to assess your students' mental, physical, and emotional wellbeing. How are they doing? How are their families?
- 2. Evaluate your students' conditions for distance learning:** While most students will have reliable online access at home and the necessary devices to shift to distance learning, others will not. Teachers should remember that each family's circumstances will vary and they should avoid assumptions about limitations or restrictions students are facing. Open a dialogue with students and families and avoid assumptions that all students' circumstances are the same.

- 3. Stick with the familiar:** Especially in the first weeks after moving to this DPL, teachers should continue using existing communication channels and learning management systems. In other words, stick with what's familiar to your students. Teachers should remember that while many students will thrive with distance learning, others will struggle. In the event that the school remains closed for a longer period of time, it may become necessary to explore new or different learning platforms that provide different experiences.
- 4. Less is more:** Should St. Francis de Sales Catholic Academy implement this DPL, one challenge confronting teachers will be how to best streamline content and elevate the most essential learning for students. In other words, teachers need to take a less-is-more perspective, including the pacing of lessons and volume of assignments and assessments. It can also be hard to know exactly how long school closure might last, which makes longer-term planning difficult.
- 5. Seize the moment; embrace new opportunities and possibilities for your students:** Years or decades from now, how will your students remember the emergency that resulted in school closure? While distance learning should attempt to bring some normalcy and routine to students' lives, teachers shouldn't ignore the opportunities resulting from school closure either. Teachers might require students to keep a daily journal or diary for the duration of the crisis. Personal journaling and/or other creative writing assignments can help students process their thoughts, worries, and emotions, particularly in times of crisis. Students might use other media as well, including video, drawing, painting, and music.

Moreover, the crisis might also provide other real-life opportunities to study scientific phenomena associated with the crisis, and media/government responses.

- 6. Design asynchronous learning experiences:** When school is closed and students are learning from various locations, teachers can still connect them asynchronously (not all students at the same time). For example, Middle School teachers can use familiar discussion forums/thread or tools to allow for student responses and dialogue during a set time period, knowing that students might not all be online at the same exact time.
- 7. Design synchronous learning experiences:** When it comes to student engagement and learning, relationships matter as much online as they do in person. If St. Francis de Sales Catholic Academy was closed, students will be able to gather for synchronous learning times via Zoom, an online video conferencing platform or Google Meet for students in 5th-8th grade. Collaboration remains important and there are many ways teachers can foster it through synchronous (all students at the same time) learning. This is a good time for discussion, class meetings, sharing, show and tell, and more.
- 8. Think differently about assessment:** Assessment is one of the most challenging adjustments for teachers new to online learning. Distance learning should be seen as an opportunity for students, individually or collaboratively, to complete writing assignments, design infographics, make video presentations, or complete oral assessments via video chat. Teachers are encouraged to think differently about the frequency and end goal of assessment instead of forcing a

traditional assessment method that doesn't fit distance learning. Thinking differently about assessment will positively influence the experience for students, leverage the strengths of distance learning, and prevent frustration on the teacher's part when traditional methods do not work.

Appendix C

VIRTUAL LEARNING PLEDGE

The following is a list of expectations that all students must adhere to when participating in virtual classes using the Zoom and Google Meet platforms.

I WILL:

- I will join my virtual classes at the times scheduled and be prepared with class materials.
- I will respect and follow all of the virtual classroom rules as described by my teacher.
- I will remain muted during all virtual classes until instructed to unmute by a teacher.
- I will only use the chat feature to ask the teacher a question, to let my teacher know that I have a question, or to participate in the lesson when directed to do so by my teacher.
- I will keep my questions and/or responses relevant to the topic being discussed.
- I will use respectful and school appropriate language in all of my virtual classes.

- I will participate in all virtual classes by sitting upright in a chair or at a table.
- I will make sure that any images seen in the background by my teachers and peers are appropriate for school.
- I will make sure that my general appearance and attire is appropriate for school and always have my school gym shirt on unless allowed otherwise
- I will complete daily tasks and homework assignments to the best of my ability.
- I will log out of a virtual class immediately when directed to do so by a teacher.

I WILL NOT:

- I will not override the teacher's presentation to display anything during my virtual classes unless I'm instructed to do so by my teacher.
- I will not navigate away from the teacher presentation to explore my own social media accounts or play video games (i.e., Facebook, Instagram, Twitter, Snapchat, Minecraft, etc.) while participating in virtual classes.

- I will not use the “chat” feature during virtual classes unless instructed to do so by my teacher.

- I will not engage in any form of cyberbullying or use profanity during virtual classes towards my teachers and/or peers.

- I will not record, photograph or screenshot any of the participants or content in my virtual classes.

- I will not participate in a virtual learning class while laying down, including in a bed or on a couch.

- I will not eat while participating in a virtual class.

- I will not use my Google account to engage in social interactions with my peers, including arranging my own “Meets”.

- I will not attempt to rejoin a virtual class if a teacher removes me from his/her class or if I have been instructed to log out of a virtual class.

I UNDERSTAND:

- I understand that my teachers are the sole presenters of the virtual learning classes.

- I understand that the classwork and homework that I submit will be graded.
- I understand that I should be the only person visible in my screen and participating during all virtual classes.
- I understand that when instructed to use the “chat” feature I should only be typing a question mark (?) when I have a question for my teacher, and/or an exclamation point (!) if I would like to respond/ comment on something.
- I understand that, should my behavior during virtual classes violate any of the expectations mentioned in this pledge, I can be removed from a class by my teacher, and will still need to complete and submit all assignments.
- I understand that, should repeated unexpected behavior occur, my teachers will inform the administration, and contact my family.
- I understand that the purpose of these virtual learning classes is for me to communicate with my teachers, complete the requirements of my class, receive support and guidance from my teachers, and expand my learning.

By participating the virtual learning program, I pledge to abide by the statements outlined above. Failure to follow these guidelines will result in disciplinary action.

Appendix D:

Frequently Asked Questions:

How will assignments be turned in?

Students in Pre-K-Grade 2 will have all assignments handed in through their SeeSaw App

Students in Grades 3-8 will have all assignments handed in through Google Classroom.

Younger students may need assistance.

What do I do if I have questions regarding this effort of SFDS@HOME or something else?

Please, as always, start with the classroom teacher by emailing him or her via his or her school email address between the hours of 8am-4pm. If you need more assistance, you may always email your question or concern to myself at admin@stfrancisschoolbh.net.

Will anyone be at the school for parents to pick up books or something my child forgot and needs?

The school being open to pick up a book or swap out a device will depend on the situation and if we have clearance for staff to be in the school building.

Assistance from Teachers

Teachers will have the ability to communicate with students and families and provide necessary guidance and instruction, and

answer questions via email and SeeSaw. Students may also email teachers questions and communicate directly either via SeeSaw or Google Classroom. Teachers will be monitoring the trends in students questioning and will adjust lessons and assignments accordingly.

Attendance

Remember we are taking daily attendance. In many cases teachers have specified a time for students to check in. Please do your best to adhere to the schedule provided by the teachers for work, attendance, etc. When students do not attend school daily it affects their progress and achievement level.

Difficulty with Work

Please reach out to your teacher if your child needs a longer amount of time to complete work, is struggling with concepts, needs clarification with instructions, or has any questions at all. Teachers will do their best to assist children during this time.

Effective Lessons

Teachers will be collecting student work, and holding children accountable for the content that is posted. Teachers will be reading student responses and adjusting subsequent assignments. This will allow teachers to monitor if students are grasping content and/or need assistance. Please understand, this is not busy work. Teachers have done a lot of work and will be doing even more in preparing and are doing their best to keep instruction going.

Internet is Down or Slow

If the internet in your area goes down there is nothing we can do about outages or slowed-down service. However, please note that all iPads and the majority of Chromebooks in Grades 5-8 can access the Sprint Data Plan and get the internet through that.

Issues with Internet Access, Child Care/Supervision, or Ability to Complete Work

Issues with internet access, child care/supervision, or ability to complete work may arise. We are providing the distance learning materials to you because we would like to be able to keep the instruction going as much as possible. However, we understand that difficulties may arise that make it hard for your child to complete their work.

Lunch

In my schedule, I have lunch. Do I need to log in?

No. Students need to log in for required live Google Meet/Zoom sessions only and work on assignments for classes during other times.

Parent Stress

We understand this is a highly stressful situation for everybody. We know you have concerns that go way beyond your child completing their school work. Our intention is not to have children completing hours of busy work, rather, to keep them engaged and focused on something other than worrying. We are hoping this helps you and does not cause you more stress. If you are having issues completing student work, please reach out to the teachers.

Password Issue

Who should I contact if I need a password?

Email Mrs. Faughnan (mfaughnan@stfrancisschoolbh.net) and explain which app or website you are trying to log into.

Quizzes, Tests, and Assessments

Teachers may assign quizzes and assessments based on the material. Teachers will grade and provide feedback on work. If your child is having difficulty with their work, they should be addressing it to the teacher, either during the office hours or via email, so the teacher can address it. If your child is having trouble, maybe others are too, and the teacher can make adjustments accordingly.

School Chromebook/iPad Issues

If school chromebook/iPad issues should arise, you can Email Mr. Scharbach (admin@stfrancisschoolbh.net) and cc your teacher. Describe the problem in detail. However, there is not much we can do for a device that breaks while we are closed. Do the best you can to complete work on other devices. Please make sure, if a chromebook/iPad issue arises, you should email the teachers so they are aware of the situation and can possibly make adjustments to help you.

Teacher-Parent Communication

During this time, teachers will be posting grades to OptionC as students complete major assignments and homework. This will help keep you informed of your child's progress. It is not possible

for teachers to email individual parents to inform you of assignments. Please SeeSaw Message or email teachers if you have any questions.

Technology Issue

Who should I contact if I have technology problems?

Email Mr. Scharbach (admin@stfrancisschoolbh.net) and cc your teacher. Describe the problem in detail.