



St. Charles Catholic School  
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 5, 2020.**

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## Section One: Overview

Distance learning is a necessary opportunity for students to continue their education safely from the homes while the world continues to struggle controlling COVID-19. It is implemented by government order to protect students, teachers, staff, and family member's 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). Lastly, you will find an acknowledgement statement, which is required to be signed by all members of the SCCS community (parents, students, teachers and staff) before school begins on August 17th.

As a reminder, **synchronous learning** is live, in person instruction at a set time. **Asynchronous learning** is instruction that can be done independently at any time. SCCS will be incorporating a mix of both.

There are several things to take into account during distance learning, but the subheadings below focus on teamwork, flexibility, commitment and grace. All of these skills will assist the SCCS community in providing an optimal experience for our students.

### Teamwork

Parents, teachers and staff are all in the same team. Our shared goal is to provide a faith-based education to our students safely. Right now, safety measures require us to do that remotely. In order for this experience to be successful, all parties must come with a teamwork mentality. We all learned a lot about ourselves, our children and each other during our first round of distance learning in Spring of 2020. Now with more time to plan and with the experience we have gained, we know that parents, teachers and staff **MUST** work together to communicate, collaborate and problem solve as a team. We are all committed to doing what is best for each

and every child at SCCS and we value our partnership immensely. Without you, there is no school.

### **Flexibility**

Anyone who has endured this pandemic knows flexibility is key. We are not in control of the mandates, public health orders, or how other people respond. We all can agree that this is not ideal. This experience requires an inordinate amount of flexibility from 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 approach to distance learning has to stem on what is best for the children, but this only works if all parties are flexible. We are not striving for perfection- we are approaching this with a growth mindset. If something isn't working for any particular family, we ask that you please share that with us so we can work together to solve it. If a student is struggling, we will reach out and share that with the family. We must all be flexible and know that things will change as the situation evolves, but consistent communication is not just appreciated- it's required.

### **Commitment**

By agreeing to either send your child to SCCS or work at SCCS, we are all agreeing to a certain level of commitment. The sections that follow will lay out very clear expectations for students, parents and teachers. At the end, you will find an acknowledgement statement. This acknowledgment statement will need to be signed by all families (students and parents) prior to the start of the year. This way, we are all aware of what is being asked of us and are promising to uphold that to the best of our ability. We know this is not easy and there will inevitably be bumps along the way, but we must not abandon our children and their needs in the process.

### **Grace**

The most important skill is left for last. All of us: parents, teachers, staff, and students, need to be prepared to give ourselves and each other grace during these unprecedented times. We must approach every situation with grace, whether it is an email to a teacher, feedback to a student or a phone call. SCCS promises to create a culture of grace, where we can ask for help, share resources and hold ourselves to realistic expectations during a challenging time.

## **Section Two: Student Expectations**

1. All students are expected to attend school every day, in uniform, (unless ill or otherwise unable) through distance learning. Attendance will be taken every morning and reported to the office for the student's official record. Grade level and individual schedules will be provided.
2. Each student is expected to have their own device in order to successfully implement distance learning.

3. Per California standards, students in grades K-2 are expected to engage in approximately 3 hours a day of virtual instruction (synchronous and asynchronous). Students in grades 3-5 are expected to engage in 4 hours a day of virtual instruction (synchronous and asynchronous). Students in grades 6-8 are expected to engage in 5 hours a 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, whether it be whole class or small group
  - b. Asking questions to their teacher or classmates, whether it be through Google Meet/Zoom, Google Classroom, Seesaw or through email
  - c. Utilize Classroom Office Hours, when needed, to clarify expectations and ask questions
  - d. Participating in class discussions, whether it be through Google Meet/Zoom, Google Classroom, or Seesaw
  - e. Engaging the work provided by the teacher in an asynchronous setting
  - f. Turning in school work (practice, assessments, projects, discussions, reflections, etc.) on time.
  - g. Communicating any difficulties or resources to share with their teacher
  - h. Engaging in opportunities to deepen their faith with respect
5. Students are expected to utilize the digital learning platforms set up by each teacher. All students in grades 3-8 will have a Google account. All students will actively use Google Meet or Zoom for synchronous learning. All teachers will share their digital platforms with students and parents.
  - a. Grades 3-8 will have access to email
  - b. Grades 3-8 will use Google Classroom for curricular materials
  - c. Grades K-2 will use Seesaw for curricular materials

### **Section Three: Parent/Guardian Expectations**

1. Parents must provide a supportive home environment for students to engage in distance learning to the best of their ability.
2. Parents must engage in active communication with the school (front office, teacher and/or principal) around 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
    - i. Student has a device
    - ii. Bandwidth at home will support student attending class synchronously

- d. Challenges (related to school work, finances or personal situations)
  - e. Successes
  - f. Resources
3. Parents are welcome to request a virtual meeting with a teacher if any challenges or issues arise. To request a virtual meeting, we ask that the parents email the teacher directly and be flexible knowing that the meeting will have to occur around the school schedule and free time.
  4. Parents must attend (virtually) and support all regularly scheduled meetings to the best of their ability and events that are integral to our partnership, such as:
    - a. Back to School Night
    - b. conferences
    - c. Virtual PTG meetings
    - d. Fundraising events
  5. Parents should check Gradelink weekly to ensure that their child(ren) is turning in assignments.
  6. Parents must regularly check their email during distance learning, as it is our primary point of contact. We will do our best to provide consistent and relevant information. SCCS 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 unless a sick or personal day has been requested and approved.
2. Teachers will design a digital learning platform (either Seesaw & Zoom for grades K-2 or Google Suite & Zoom for grades 3-8) 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 alignment with California standards, teachers of students in grades K-2 will provide 3 hours a day of virtual instruction (synchronous and asynchronous). Teachers of students in grades 3-5 will provide 4 hours a day of virtual instruction (synchronous and asynchronous). Grades 6-8 will receive 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 keep parents and students informed on school events, class content, expectations and upcoming assignments, projects and tests.
5. Teachers will be available for Classroom Office Hours on Google Meet or Zoom daily.
6. Teachers will conduct whole class and small group synchronous lessons, as well as provide asynchronous learning opportunities for students to view and/or complete.

7. Teachers will provide timely feedback to students on their learning and provide opportunities for students to self-assess their goals and learning progress.
  - a. This includes feedback on practice, returning graded work, and publishing grades weekly
8. Teachers will facilitate co-curricular class opportunities for students, such as Art, Music, and Social Emotional Learning in a virtual setting. Teachers will also provide opportunities for faith engagement, such as live streamed Morning Prayer, opportunities for reflection and prayer services, 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, Monday-Friday.

### **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, School Messenger or Gradelink in a timely manner. For example:
  - a. Principal's Newsletter will be sent out weekly on Mondays with school updates and announcements unless more frequent is necessary.
  - b. Other major announcements, forms, or events will be communicated through email via School Messenger.
4. The Principal will be available through email or virtual meeting. Emails will be responded to within 24 hours, Monday-Friday and meetings will be made by request in accordance with her schedule.

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

Parents may come pick up textbooks and materials, through a drive thru process on Wednesday, August 12 from 8:00-10:00am. Please remain in your car, open your trunk and we will place the items in the back.

At Back to School Night, each grade level's distance learning schedule will be shared. This is the schedule that all parties (students, parents and teachers) are expected to maintain throughout distance learning. Teachers will email you the Zoom link for your Back to School Meeting the morning of the meeting. If you do not receive the emailed link please notify the office right away (619-423-3701).

The schedule is as follows:

Grades 6,7,8	Monday, August 10 at 6:00pm	Link emailed Monday morning
Grade 4	Tuesday, August 11 at 6:00pm	Link emailed Tuesday morning
Grade 5	Tuesday, August 11 at 7:00pm	Link emailed Tuesday morning
Grade 3	Wednesday, August 12 at 6:00pm	Link emailed Wednesday morning
Grade 2	Wednesday, August 12 at 7:00pm	Link emailed Wednesday morning
Grade 1	Thursday, August 13 at 6:00pm	Link emailed Thursday morning
Grade K	Thursday, August 13 at 6:00pm	Link emailed Thursday morning

Once in-person school resumes, we will transfer to our in-person schedule. If the distance learning schedules changes, all parties will be notified. Each student will receive a copy of their daily schedule with expected class times.

Individual grade level distance learning will start with Morning Prayer, pledge and announcements at 8:00. The afternoon is designated for small group instruction and individual check ins with students, as needed. Per diocesan policy, a parent or guardian must be present if a teacher is working one on one with an individual student. The day ends with Classroom Office Hours, where students can join any teacher's Google Meet or Zoom to ask clarifying questions or receive feedback..

We will begin our school year with a voluntary **Back to School Mass** on Monday, August 17 at 11:00am. This Mass will take place in the church parking lot, under the shade of the solar panels. Fr. Emilio will be on vacation. Fr. Ron has graciously agreed to preside. Parents and students are welcome, but are not required to attend. If you can join us, please bring lawn chairs for you to sit on. Additionally, students need to be in Mass uniform. You will need to sit 6 feet part, wear masks and maintain safe distance from other families at all times. We ask that you return to your cars immediately after Mass and exit the parking lot safely.

If you would prefer to attend Mass virtually, a YouTube link will be sent out on Monday morning.

Due to the fact that Mass is being celebrated at 11:00, Distance Learning classes will take place from 8:00 to 10:00am only on Monday, August 17.

**St. Charles Catholic School**  
**Distance Learning Playbook**  
**Acknowledgement Statement (One per family)**

By signing this document, I, \_\_\_\_\_, acknowledge that I have read the SCCS 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. Benning, the principal. I also acknowledge that I understand that SCCS 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

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Student Signature

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Student Signature

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Student Signature

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Student Signature