



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

**Fall 2020**

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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.**”*

St. BoSS is committed to providing a safe environment for in-person learning once we are allowed to open. We have created a phase-in plan that will gradually increase the number of hours of in-person learning while maintaining a distance learning option for our families who are not yet ready to send students to school physically. A phase-in re-opening allows St. BoSS to make changes to our procedures so that we can ensure the health and safety of our students. Our phased-in plan is as follows:

Phase 1	Phase 2	Phase 3
<b>Full Time Distance Learning</b>	<b>Hybrid Learning</b>	<b>Full Time Physical Learning</b>
8 AM Morning Assembly  Blocks of Live Learning on Google Meet (3 hours divided into chunks)  Time for Asynchronous Work In Between  Use Online Platform to Post and Turn In Work	8 AM Start <ul style="list-style-type: none"> <li>In Person: M, W, F</li> <li>Distance: T, Th</li> </ul> 8:05 AM Morning Assembly  <u>In Person:</u> 8 a.m.- 12:30 p.m. Live Stream Physical Lessons on Google Meet for students who continue Distance Learning <ul style="list-style-type: none"> <li>At 2 pm, small group check in on Google Meet for students who continue Distance Learning</li> </ul> <u>Distance Learning:</u> <ul style="list-style-type: none"> <li>Follow Phase 1 Blocks</li> </ul> Continued Use of Online Platform to Post and Turn In Work	8 AM Start End at 12:30 p.m. Monday through Friday  8:05 AM Morning Assembly  <u>Distance Learning Component:</u> <ul style="list-style-type: none"> <li>Live Stream Physical Lessons on Google Meet</li> <li>At 2 pm, small group check in on Google Meet for students who continue Distance Learning</li> </ul> Continued Use of Online Platform to Post and Turn In Work

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. We also strive to maximize student interaction with our teachers with the understanding that screen fatigue is real and the breaks between live virtual instructional blocks are essential to allow our students to reset and refocus.*

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 from 8 am to 1pm Monday - Thursdays. For the safety of our staff, no individual is allowed to enter the school building without an appointment. Every effort will be made to meet with parents virtually. Please call 818-785-4422 or email [dhernandez@stboss.org](mailto:dhernandez@stboss.org) for an appointment.

## Instructional Schedule

Distance learning instructional schedules have been developed 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). Blocks of live synchronous instructional time have been planned with teachers. To prevent screen fatigue, asynchronous off screen time will be built into the schedule in which students work on assignments that reinforce the lessons taught during the live Google Meet sessions.

Since we have multiage classrooms, we have also been intentional about the subjects in which it would be beneficial to work in smaller groups. While one group is on Google Meet with the teacher, the other group will be working asynchronously with software that targets the students' needs.

Class schedules for Monday to Thursdays:  
 (Please note that schedules are subject to change.)

	TK/K	1st Grade
8:00 am	LIVE GOOGLE MEET: School Morning Assembly	
8:15- 9:30 am	LIVE GOOGLE MEET: Morning Meeting & ELA	
9:30-10:00 am	BREAK/Asynchronous Work: ELA	
10:00-10:30 am	LIVE GOOGLE MEET: Math	Asynchronous Math Blended Learning
10:30-11:00 am	Asynchronous Math Blended Learning	LIVE GOOGLE MEET: Math
11:00-11:30 am	BREAK/Asynchronous Work: Math	
11:30-12:50 pm	LIVE GOOGLE MEET: Religion	
11:50-12:10 pm	LIVE GOOGLE MEET: ELA small group	Asynchronous Work: Religion
12:10-12:30 pm	Asynchronous Work: Religion	LIVE GOOGLE MEET: ELA small group
12:30-1:30 pm	Lunch	
1:30- 2:00 pm	LIVE GOOGLE MEET: Science/Social Studies (will begin later in trimester)	
2:00- 2:30 pm	Asynchronous Work: Science/Social Studies/Other (will begin later in trimester)	
2:30- 3:00 pm	Office Hours	

	2nd Grade	3rd Grade
8:00 am	LIVE GOOGLE MEET: School Morning Assembly	
8:15- 9:30 am	LIVE GOOGLE MEET: Morning Meeting & ELA	
9:30- 10:00 am	Break/Asynchronous Work: ELA	
10:00-10:30 am	LIVE GOOGLE MEET: Math	Asynchronous Math Blended Learning
10:30-11:00 am	Asynchronous Math Blended Learning	LIVE GOOGLE MEET: Math

11:00-11:30 am	Break//Asynchronous Work: Math
11:30-12:00 pm	LIVE GOOGLE MEET: Religion
12:00-12:15 pm	Asynchronous Work: Religion
12:15- 1:00 pm	Lunch
1:05-2:00 pm	LIVE GOOGLE MEET: Science/Social Studies (will start later in the trimester)
2:00- 2:30 pm	Asynchronous Work: Science/Social Studies/Other(will start later in the trimester)
2:30-3:00 pm	Office Hours

	4th	5th
8 am	LIVE GOOGLE MEET: School Morning Assembly	
8:15- 8:25 am	LIVE GOOGLE MEET: Morning Meeting w/ Mr. Hernandez	
8:25- 9:10 am	LIVE GOOGLE MEET: Math	Asynchronous Math Blended Learning
9:15-10:00 am	Asynchronous Math Blended Learning	LIVE GOOGLE MEET: Math
10:00-10:30 am	Break	
10:30-11:15 am	LIVE GOOGLE MEET: ELA	Asynchronous ELA Blended Learning
11:20-12:05 pm	Asynchronous ELA Blended Learning	LIVE GOOGLE MEET: ELA
12:05-1:05 pm	Lunch	
1:05- 1:50 pm*	Asynchronous Work: Science/Social Studies/Religion	LIVE GOOGLE MEET: Science/Social Studies/Religion
1:55-2:15 pm*	LIVE GOOGLE MEET: Science/Social Studies/Religion	Asynchronous Work: Science/Social Studies/Religion
2:15- 3:00 pm*	Asynchronous Work: Science/Social Studies/Religion	
2:30-3:00 pm	Office Hours	
	*Will begin later in trimester, with the exception of Religion	

Junior High	Alpha	Beta
8 am	LIVE GOOGLE MEET: School Morning Assembly	
8:15- 8:25 am	LIVE GOOGLE MEET: Morning Meeting w/ Mrs. Carrillo	
8:25- 9:10 am	LIVE GOOGLE MEET: ELA	Asynchronous Work: ELA
9:15-10:00 am	Asynchronous Work: ELA	LIVE Google Meet: ELA
10:00-10:30 am	Break	
10:30-11:15 am	LIVE GOOGLE MEET: Math	Asynchronous Math Blended Learning
11:20-12:05 pm	Asynchronous Math Blended Learning	LIVE GOOGLE MEET: Math
12:05-1:05 pm	Lunch	
1:05- 1:50 pm*	Asynchronous Work: Science/Social Studies/Religion	LIVE GOOGLE MEET: Science/Social Studies/Religion
1:55-2:15 pm*	LIVE GOOGLE MEET: Science/Social Studies/Religion	Asynchronous Work: Science/Social Studies/Religion
2:15- 3:00 pm*	Asynchronous Work: Science/Social Studies/Religion	
2:30-3:00 pm	Office Hours	
	*Will begin later in trimester, with the exception of Religion	

Fridays we will not have live lessons. We will have school mass streamed online at 8:00 a.m. Students are expected to log on and view the stream.

The above schedules will begin after the first week of school. The first week of school will be used to orientate students and establish relationships and routines. The schedule for the first three days of school will be:

	All Grades
8:00 am	LIVE GOOGLE MEET: School Morning Assembly
8:15- 8:30 am	LIVE GOOGLE MEET w/ Teachers

8:30-9:30 am	LIVE GOOGLE MEET w/ Teachers
10:00-11:00 am	LIVE GOOGLE MEET w/ Teachers
11:30 am- 12:30 pm	LIVE GOOGLE MEET w/ Teachers

## Attendance

Student attendance will be taken daily. Teachers will take attendance at every Google Meet session. Students will need to attend every session to be counted as "present" for the whole day. There also needs to be some evidence of completed student work in order to be marked "present" for the day. Teachers will record attendance by 3:30 pm and record it in the school student information system.

If your child is unable to participate in the day's distance learning due to illness or other reasons, please email your student's teacher.

## 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.
- Google Classroom- Each classroom will be using a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through this platform and with parents through email. Assignment schedules will be posted on 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. Feedback will be given through Google Classroom. Grades can be checked through Gradelink.

Parents are asked to communicate with teachers via email. Please remember that the teachers' priority is time with the students. Teachers will respond as soon as possible, but within 24 hours.

- Ms. Villegas (Primary-TK/K/1st): [mvillegas@stboss.org](mailto:mvillegas@stboss.org)
- Ms. Robins (Elementary-2nd/3rd): [arobins@stboss.org](mailto:arobins@stboss.org)
- Mr. Hernandez (Intermediate-4th/5th Homeroom, Jr. High Math & Science): [jhernandez@stboss.org](mailto:jhernandez@stboss.org)
- Mrs. Carrillo (Jr. High-6th/7th/8th Homeroom, Jr. High ELA & S.S., 4th & 5th ELA): [acarrillo@stboss.org](mailto:acarrillo@stboss.org)

Teachers will also hold virtual office hours. The purpose of virtual office hours are for students or parents to ask questions/clarification about assignments or lessons. They are not mandatory meeting times. The virtual office hours are found in the schedule.

The school administration will provide Weekly email school updates and will send reminders as needed.

## Picking Up Resources

We have established two days for families to pick up books and other supplies on Wednesday, August 19 and August 20. Beginning of the School Year Forms will be sent via email and digitally signed by parents.

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.

## Technology Support

If you have any questions or need technology assistance, please contact Mrs. Nassar at [mnassar@stboss.org](mailto:mnassar@stboss.org)

## Norms for a Distance Learning Environment

To facilitate a successful distance learning environment, we have established these student and parent norms. Please remember that all school rules apply to distance learning.

## How to be a Distance Learning Student

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

- Students log onto Google Meet at least 5 minutes before start time.
- Students will keep cameras on.
- Students will not use chat unless to ask the teacher a question.
- Students will be an active participant and listener.
- Classroom and school rules apply on live Google Meet sessions including uniform.
- Student work is done with academic integrity.
- Students will have a quiet corner on a desk with supplies and materials ready to learn.

## How to be a Distance Learning Parent

To support the teacher, parents are asked to

- Parents will provide students a quiet physical space that students will work during live sessions.
- Parents will provide a consistent routine for students.
- Parents will teach students how to independently access apps to do work.
- Parents give students the time and space to learn (i.e. not tell students answers during Google Meet sessions).
- Parents will help students to maintain academic integrity when doing work or assessments.



- Parents will work with teachers to provide the appropriate supports to ensure students are successful.

Here are additional tips adapted from <https://www.acs-schools.com/parents-guide-distance-learning>

### **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 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's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has 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 a 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.