**School Distance Learning Plan**

Below are the general expectations for students as we implement a distance learning plan as recommended by the CDC, County/City Health Department, and the Archdiocese due to COVID-19.

**Communication with Parents:**

We will continue to communicate with parents in the same fashion as always: FastDirect emails...

**Work Expectations of Students:**

* **Attendance:** In order to track attendance, your homeroom teachers will send an FDmail each morning. Please reply to confirm attendance. If the reply is not sent by 6pm, the student will be considered absent for the day.
* **Assignments:**
  + Assignments will be assigned each week, to be completed and returned on Mondays between 6:30am-7pm.
  + The week’s curriculum will be posted on each child's Assignments Calendar in FastDirect on Tuesday. Any assignment with printable material can be downloaded from the links posted in Assignments Calendar. If you do not have the ability to print material please contact the school office.
  + To return completed work, photograph the paperwork using the app CamScanner on your phone. Submit the forms as attachments using FDmail. If you encounter technical difficulty please contact the school office.

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| Grade Level | Expectations |
| Primary: KG - 2nd Grades | 1-2 hours of engagement per day |
| Intermediate: 3rd - 5th Grades | 2-3 hours of engagement per day |
| Middle School: 6th - 8th Grades | 3-4 hours of engagement per day |

**Questions for Faculty:**

Even though students and teachers will not attend class, the faculty and staff are still working during this time. We will be available to help students and parents as needed via email with designated "Office Hours" for messaging between \_ -\_ and \_-\_, Monday through Friday.

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| **Questions/Concerns** | **Contact** |
| Questions about instruction, content, or assessment | Send an FDmail to your child's teacher |
| Technology issues | Tech support staff contact info goes here |
| General issues, concerns, or questions | Admin contact info goes here |

**Remote Learning**

*Please be aware that your home computers may not contain the same content filtering that we have on our campus. This means parents need to watch student computer activity.*

**8 Guidelines for Parents**

1. **Establish routines and expectations**
   * From the first day we implement our DLP (Distance Learning Plan), 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 8:30am. Keep normal bedtime routines for younger children and expect the same from your middle school-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 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.

1. **Define the physical space for your child’s study**
   * 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. Above all, it should be a space where parents are present and monitoring their children’s learning.
2. **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.
3. **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.
4. **Monitor communications from your children’s teachers** 
   * Teachers will communicate with 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. We encourage parents to contact their children’s teachers. Teachers will be checking email regularly, but in addition, will have office hours from 8-10am and 1-3pm each day. Parents can send FastDirect email (FDmail) as teachers will not be contacting parents via their personal phones.
5. **Take an active role in helping your children process and own their learning** 
   * In the course of a regular school day at school, your son or daughter engages with other students or adults dozens if not hundreds of times. 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 might be wise to regularly circle back and engage with their children about what they’re learning. However, it’s important that your child does his/her own work; don’t complete assignments for them, even when they are struggling.
6. **Encourage physical activity and/or exercise** 
   * Make sure your children remember to move and exercise. This is vitally important to their health, well-being, and to their learning. We will recommend activities or exercises, but 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.
7. **Monitor your child online (how much time and exposure to content)** 
   * We do not want our students staring at computer screens for 7-8 hours a day. They need to complete their assignments, but they also need to spend time outside and enjoy spending time with family. The teachers and staff will continue to provide quality learning experiences for our students. The platform will look different than the traditional classroom setting, but we are committed to ensuring a foundation built on faith, academics, and service. Thank you for partnering with us as we journey through these new avenues of learning.