

OUR LADY OF GUADALUPE SCHOOL

DISTANCE LEARNING HANDBOOK 2020-2021

Where faith and learning grow hand in hand.



INTRODUCTION

Governor Newsom has mandated that schools located in counties that are on the State's COVID-19 Monitoring List must not physically open for in-person instruction until their county is off the list for 14 consecutive days. The Diocese of Fresno has applied for a waiver, however until we receive that waiver, we will move forward online. While this was not what we were initially planning for the 2020-2021 school year kick off, we are ready to begin a new school year in a new way and are excited to return to on-campus instruction as soon as possible.

The distance learning our country experienced last spring is what is being referred to as "crisis learning" or "triage education." Over the course of one weekend Our Lady of Guadalupe School pivoted from on campus instruction to fully online instruction for what we thought was going to be a two-week period. This was a new and extraordinary experience for teachers, students, and parents.

In the months that followed, we learned from experience, feedback from students and parents, and reflection. We have identified and remedied our weaknesses, as well as pinpointed our strengths. Our strengths have become the backbone of our distance learning plan for the new 2020-2021 school year.

- ◆ Consistent organization of the learning management system by teachers so the parent/student experience for all grade-levels is similar
- ◆ Live lessons presented daily by the classroom teachers
- ◆ Small group meetings to allow for differentiated learning
- ◆ Project-based learning which can be done with classmates (virtually)
- ◆ Regular office hours for teachers to respond to email, call parents, etc. each school day
- ◆ Fridays will be used for any assessments that need to be completed, completion of work or projects, and individual check-ins with students

As we embark on a time of distance learning, for the start of the 2020-2021 school year, our aim is to create a framework that serves our students and supports parents as we as to adapt to a different daily routine. It is important to us that students' activities during this time be enjoyable, thoughtful, challenging, and rewarding.

Replicating exactly what happens in our classrooms is not something we can achieve at home, but the teachers are committed to provide the best education possible in this distance format. Therefore, our goal is to work in collaboration with families to keep alive the culture of learning that is so important for student success and provide families with support and activities that match the developmental needs and characteristics of the students using a variety of methods, materials, and resources.

LEARNING AT HOME

Learning is all about the process. While completion of work is important, it is the instruction, activities, and discussion that happens in education that makes all the difference. Learning is most effective when it is within a greater context versus simply completing assignments and getting a grade. Learning, together with a sense of exploration, curiosity and discovery, results in a deeper and more meaningful experience for children. This instills a great sense of ownership and responsibility in the child.

It is also important to us that we maintain a feeling of connectedness throughout this process. We will be in regular contact in a variety of ways. Continued communication between teachers and families throughout the period of closure is essential.

The guidelines throughout this Handbook will outline how OLG teachers and administration will support all families throughout this period of distance learning.

PREPARED ENVIRONMENT

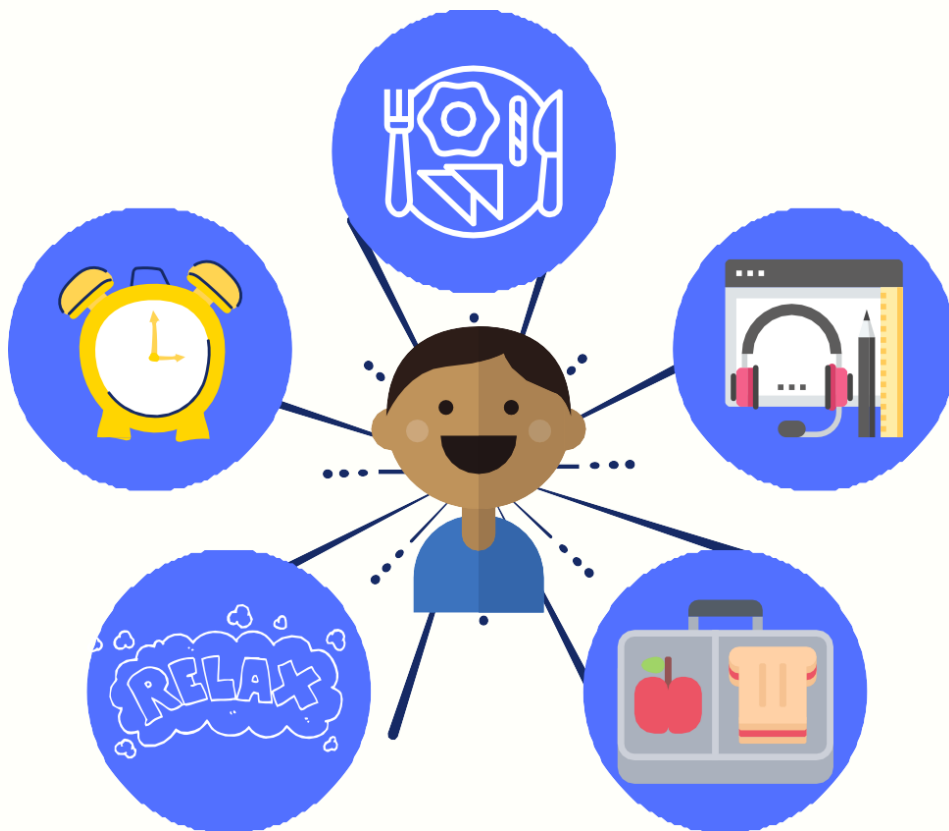
For our students, the learning environment is now your home and surroundings. Students need to establish a quiet workspace, with expectations and routines for handing in work and receiving feedback from their teachers. Where age-appropriate, you might like to discuss distance learning with your child and include them in some decision-making processes, such as how he/she would like to set up his/her learning space and organize materials. Overall, we can approach this as an opportunity to be creative and collaborative - we are here to support you through this process.

UNINTERRUPTED WORKCYCLE

Establishing a routine that works for your family is an essential first step to creating a successful learning environment at home. Children are very familiar with this framework from school. In the classroom, teachers establish a routine for the day, and many procedures for how students will successfully navigate the routine and the classroom.

During a regular school day, students have various periods of direct instruction followed by time to complete practice tasks to explore the concepts presented in the lesson. This contributes directly to the development of concentration and when appropriate, provides opportunities to collaborate and problem-solve.

In this age of distractibility and addiction to devices, many parents worry about the additional screen time distance learning involves. It is therefore more important than ever to teach children how to focus intently and peacefully for appropriate periods of time; and use their devices for learning first. With daily periods of live instruction provided to the students, followed by time to work on activities and/or to meet in smaller groups for more individualized instruction, students will have as much time off their devices as during the school day.



DISTANCE LEARNING SCHEDULE

Our Lady of Guadalupe's distance learning schedule has been coordinated so that students, grades K-4 and 5-8, are expected to log on at the same time each day. Direct instruction and independent work times are blocked for the entire school so that all of the students in one family are operating on roughly the same time schedule. Block scheduling is intended to simplify oversight for parents who have multiple children, as well as other scheduling conflicts.

The school day for ALL STUDENTS will include live lessons in the areas of English Language Arts (ELA), Mathematics, and Religion each day. There will also be a live instruction period each day for one of the other subject areas: Social Studies, Science, Art, Physical Education, or any other class they would like to teach. In addition, teachers will meet with small groups for differentiated instruction in ELA and Mathematics. The amount of time for each live session will depend on the subject, the concept being taught, and the age/development of the students.

Our resource teachers will be working with the classroom teachers daily to assist in planning extra support for our struggling students. Mrs. Orozco and Mrs. Aguirre will also schedule special sessions to work with small groups or individual students as needed.

With students logging on for class at the same time, each student will need his or her own device. OLG is providing a device to students who need one. We highly recommend buying a set of headphones with a microphone for students to participate in their lessons and be able to concentrate without distraction.

OLG Distance Learning Daily Schedule

K-4th Schedule

5th-8th Schedule

min.	Time		min.	Time	
30	8:00-8:30	Assembly	30	8:00-8:30	Assembly
15	8:30-8:45	Prep	15	8:30-8:45	Prep
30	8:45-9:15	Class	40	8:45-9:25	Class
10	9:15-9:25	Transition	5	9:25-9:30	Transition
30	9:25-9:55	Class	40	9:30-10:10	Class
20	9:55-10:15	Break	20	10:10-10:30	Break
30	10:15-10:45	Class	40	10:30-11:10	Class
10	10:45-10:55	Transition	5	11:10-11:15	Transition
30	10:55-11:25	Class	40	11:15-11:55	Class
10	11:25-11:35	Transition	5	11:55-12:00	Transition
30	11:35-12:05	Class	40	12:00-12:40	Class
45	12:05-12:50pm	Lunch	50	12:40-1:30pm	Lunch
30	12:50-1:20	*PLTW (once a week)	90	1:30-3:00 pm	Teacher Office Hrs.
130	12:50-3:00 pm	Teacher Office Hrs.			Student Ind.Work
		Student Ind.Work	15	3:00-3:15 pm	Divine Mercy
15	3:00-3:15 pm	Divine Mercy			



INSTRUCTIONAL TIME

Guidelines provided for instructional time are as follows:

Students will receive daily instruction that includes a combination of teacher instruction and the "time value" of work assigned.

At a minimum, this will be:

- ◆ 3 hours and 30 minutes per day for kindergartners
- ◆ 4 hours per day for grades 1-3
- ◆ 5 hours per day for grades 4-8

The balance between teacher instruction and time for work assigned may fluctuate from day to day depending on the lesson being taught. The learning time of a distance learning school day is similar to that of an on campus day when you account for lunch, recess, passing time between subjects, etc.

ATTENDANCE & HOMEWORK

Teachers will be taking attendance at the start of each live instruction session each day. Students will be marked absent if they are not present when the teacher takes attendance. Absence at two or more of the live classes in a day will constitute a full day's absence.

Teachers will assign both practice work, and work that needs to be turned in to be assessed and graded. Teachers will determine the policy for late work. We encourage parents to support teachers to help students meet due dates and grow in the virtue of responsibility, accountability, and ownership of their studies.



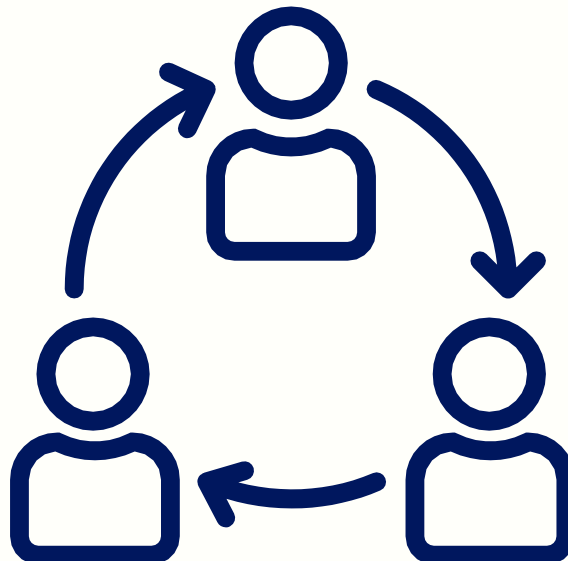
STUDENT OWNERSHIP OF TASKS

To foster a deep sense of personal ownership in students' learning, it is important that students complete the tasks assigned by the teachers, even if it is not an assignment that has to be turned in. Attending the live lessons, watching assigned videos, completing practice work, etc., are necessary to demonstrate learning to the teacher on work submitted to access progress. How each student accomplishes these tasks may differ, but all are essential to learning.

You will be receiving regular communications from your child's classroom teacher in the coming weeks. We encourage parents to follow the teachers' suggestions and guidance when completing work at home. The more children are involved in developing and detailing their activities, the more they can achieve.

GROUPWORK

An important part of the learning process is the ability to work with one's peers on project-based learning and to participate in classroom discussions. Between the live meeting sessions, small group sessions, and assignments to be done with classmates, virtually, teachers will maintain this crucial piece of learning. Students will also be given the opportunity to prepare projects and speeches to present to their teacher and classmates.



ACADEMIC INTEGRITY

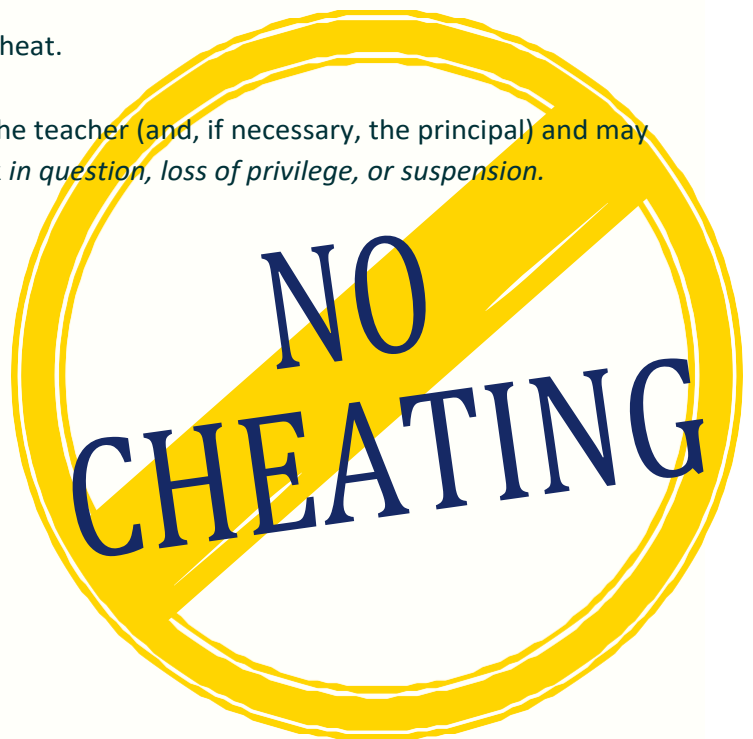
It is imperative that students independently complete the work to be submitted to the teachers. Reviewing concepts with your child as he/she works on assignments is fine, but the work turned in must be evidence of the student's mastery of the concepts. Do not allow others to complete the work just to get it done, meet a due date, or get a certain grade. To do so diminishes the teacher's ability to evaluate the learning and discounts the student's ability to learn on his/her own. If your child is struggling with an assignment, contact the teacher for additional support.

Academic Integrity

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- ◆ Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- ◆ Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- ◆ Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work *in question*, *loss of privilege*, or *suspension*.



RELATIONSHIPS AND COMMUNITY



Being at Our Lady of Guadalupe School is often described by parents and students as being part of a big family. All of the aspects detailed above result in a feeling of belonging to a community and with that, we learn that there is a responsibility to ourselves and others.

It is our commitment to each child at OLG that they reach their fullest potential and feel that they are a valued part of our community. While this may be more challenging during distance learning, it is not impossible. For this reason, teachers will organize small group or possible one-on-one virtual meetings to begin to form a bond with their teacher.

Parents may bring students to pick up their books and supplies. Parents will have the opportunity to get to know the teacher, the policies and procedures for distance learning, and the grade level focus at a virtual Back- to-School Night. Parents who wish to bring their children to meet the teacher personally may set an appointment with the teacher.

We will continue to focus on connection and the students' social emotional well-being as we move into the school year. There will be a focus on daily faith activities: morning assembly prayer, prayer before classes, prayer before meals, the Divine Mercy Chaplet at the end of the day, and Holy Mass every Friday. Our efforts to help students focus on being together even when we are apart will strengthen our faith and our relationships helping each other to accept God's will and adjust to the requirements of the environment we live in.

Community service to OLG in the form of parent hours and to the community at large in the form of service hours for the Jr. High students will be more challenging, but not impossible. Teachers will reach out with ideas for ways students and parents can still support OLG and the larger community.

EXPECTATIONS BY GRADE

Primary Grades (K - 3)

Students are expected to:

- ◆ Plan and organize work with guidance from parents
- ◆ Follow teachers' guidelines and academic expectations
- ◆ Participate in live direct instruction at the scheduled time
- ◆ Work with integrity on assigned tasks - do your best!

Parents are invited to:

- ◆ Guide your child to set up a prepared environment at home
- ◆ Establish a consistent routine and work schedule together
- ◆ Follow along with the teachers' suggested activities to maintain skills and concepts
- ◆ Provide opportunities for your child to share/present work to you

Teachers will:

- ◆ Prepare a variety of appropriate tasks and activities for children to complete at home in order to maintain and move their learning forward
- ◆ Provide live, direct instruction to students according to the schedule approved by the school
- ◆ Communicate in a consistent way with parents, Monday through Friday
- ◆ Share a daily "Morning Greeting"
- ◆ Offer feedback to students
- ◆ Hold individual meets with students at least once a month

EXPECTATIONS BY GRADE

Intermediate Grades (4 - 5)

Students are expected to:

- ◆ Plan and organize work as independently as possible
- ◆ Follow teachers' guidelines and expectations
- ◆ Participate in live direct instruction at the scheduled time
- ◆ Be their own advocate when assistance or further clarification is required
- ◆ Communicate directly with teachers via email

Parents are invited to:

- ◆ Guide your child to set up a prepared environment at home
- ◆ Establish a routine and work schedule
- ◆ Follow along with the teachers' suggested activities to maintain skills and concepts
- ◆ Review your child's assignments; provide opportunities at home for work presentations

Teachers will:

- ◆ Prepare a variety of appropriate tasks and activities for children to complete at home in order to maintain and move their learning forward
- ◆ Provide live direct instruction to students according to the schedule provided by the school
- ◆ Communicate in a consistent way with parents, Monday through Friday
- ◆ Share a daily "Morning Greeting"
- ◆ Offer feedback to students
- ◆ Hold individual meets with students at least once a month

EXPECTATIONS BY GRADE

Junior High Grades (6 - 8)

Students are expected to:

- ◆ Schedule their own time
- ◆ Review both individual and group lesson expectations
- ◆ Review and submit assigned work according to guidelines

Parents are invited to:

- ◆ Check in with your child each morning about plans for schoolwork time and workspace
- ◆ Maintain daily conversations about work progress and set expectations that work will be done on time

Teachers will:

- ◆ Provide daily & weekly work plans
- ◆ Provide live direct instruction to students according to the schedule provided by the school
- ◆ Communicate in a consistent way with parents and students, Monday through Friday
- ◆ Share a daily “Morning Greeting”
- ◆ Review assignments and provide student feedback
- ◆ Hold individual meets with students at least once a month

SCHOOL POLICIES & PROCEDURES

The policies and procedures outlined in Our Lady of Guadalupe School Parent Student Handbook are still in effect even in our distance learning environment. Of special importance at this time are the following policies:

Information and Communications Technology Policies

- Online Social Media and Networking Policy for Parents and Students
- Ethics and Responsibility
- Photographs and Videos
- Acceptable Use of Technology for Students
- Social Media Use
- Use of Electronic Devices Owned or Issued by the School
- Acceptable Use Pledge Covering Electronic Devices
- Consequences for Violations of Technology Policies

Harassment and Bullying

VIRTUAL CLASSROOM RULES

The following is expected when you are attending a live session with your teacher and classmates:

- ◆ Mute yourself except when you are given the floor by the teacher
- ◆ Raise your hand virtually to be given permission to unmute and speak
- ◆ Keep your video on for attendance purposes
- ◆ Avoid distracting backgrounds or actions
- ◆ Encourage each other with positive messages in the chat or response emojis if allowed by teacher
- ◆ Dress appropriately for attending class; even though not in uniform, students are expected to dress and be groomed in a respectful and appropriate manner. The appropriateness of virtual classroom dress /grooming is always at the discretion of the principal

Disruptive or disrespectful behavior, including comments, and dress code violations may cause a teacher to remove a student from that day's virtual classroom. If this action occurs, faculty will notify the principal, who will notify the student's parents.

USE OF ELECTRONIC DEVICES OWNED OR ISSUED BY THE SCHOOL

- ◆ Electronic devices owned or issued by the school are to be used for academic purposes only.
- ◆ Students have no reasonable expectation of privacy in their use of the school's electronic equipment, network, or personal electronic device at school.
- ◆ The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules.
- ◆ Students must comply with all requests for access. All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- ◆ All users may never move, change, or disconnect any of the hardware or wires/cables.
- ◆ Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- ◆ All students must agree to abide by the following Acceptable Use Pledge.

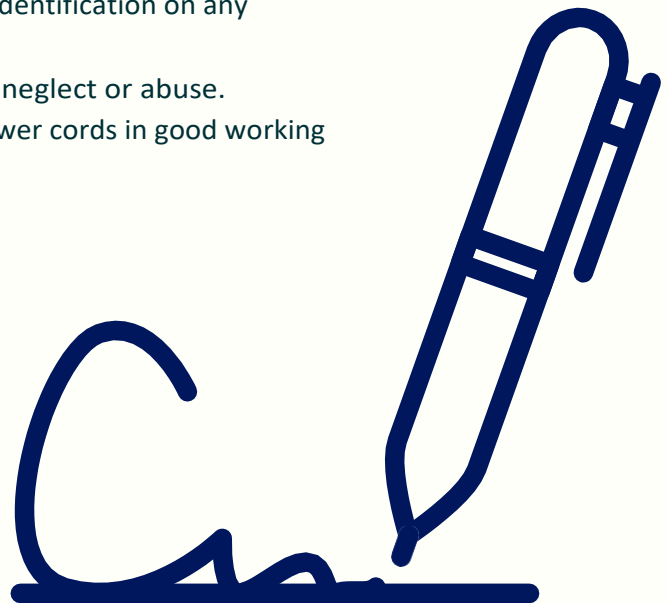
CONSEQUENCES FOR VIOLATIONS OF INFORMATION TECHNOLOGY

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- ◆ Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and OLG School administration
- ◆ Removal of the student from a course of instruction, suspension, and/or expulsion from OLG School

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- ◆ I will use my tablet/Chromebook and my other electronic devices in ways that are appropriate, educational, and meet OLG School expectations as outlined in the Parent/Student Handbook.
- ◆ I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- ◆ I will not create, or encourage others to create, discourteous, or abusive content.
- ◆ I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons. I understand that my Tablet/Chromebook and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- ◆ I will take proper care of my Tablet/Chromebook. I will never leave the Tablet/Chromebook unattended, and I will know where it is at all times.
- ◆ I will never loan out my Tablet/Chromebook or give my password to other individuals.
- ◆ I will not let anyone else use my Tablet/Chromebook other than my parents or guardians.
- ◆ I will keep food and beverages away from my Tablet/Chromebook since these may cause damage to the device.
- ◆ I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- ◆ I will not disassemble any part of my Tablet/Chromebook or attempt any repairs.
- ◆ I will not place decorations (such as stickers, markers, etc.) on the Tablet/Chromebook or its cover, or do anything to permanently alter the Tablet/Chromebook in any way.
- ◆ I will not remove or deface the serial number or other identification on any Tablet/Chromebook.
- ◆ I will be responsible for all damage or loss caused by neglect or abuse.
- ◆ I agree to return the Tablet/Chromebook, case, and power cords in good working condition.



TRANSITION TO ON-CAMPUS

The goal is to return to on campus learning as soon as possible. **Students enrolled in Our Lady of Guadalupe School during the distance learning period will be given priority to receive a space on campus when we are able to begin in person classes.** New students wishing to enroll or reenroll when on campus learning is available will be assigned to classes on a first- come first-served basis. Students may also opt to continue distance learning for the duration of the 2020-2021 school year. Those who opt to continue with distance learning when in person classes begin may only change their preference to be back on campus at the start of a new quarter.

If you have chosen on-campus learning and wish to return to distance learning, OLG requires a week's notice. The transition will take place on the Monday following notification being given to the school administration and teachers.

If there were a need for the entire school to return to distance learning again in the future, we are prepared to do so.



FAQ'S

**When and how can I reach my child's teacher?**

Email remains the best way to contact a teacher. If you wish to speak to a teacher, please use email to set up a time for a phone call. Contact the teacher responsible for teaching the subject you are inquiring about; this will not always be your child's homeroom teacher. You can expect a response to emails within 24 hours Monday through Friday. Teachers are not required to answer emails over the weekend.

How much communication can I expect from the school?

The school will continue to keep you inform via email. We are currently receiving training to use FACTS Student Information System (SIS) that will improve communication. which will be emailed to you and available on the FACTS Family Portal. Communication via email will occur should there be any updates on the Covid-19 situation that might have a direct impact on school operations. The frequency of communication from your child's teacher will vary depending on each grade.

How can I check my child's grades? We will no longer use Gradelink as our online grading system. The Office of Catholic Education has mandated all schools to unify in using the FACTS Student Information System (FACTS SIS) a new and more advanced management system to organize student data. Families will receive information the first week of school to create their Family Portal login to have access to school information and their children's grades.

If we encounter an issue with technology, who do we contact?

Contact Mr. Herrera, our technology coordinator, at mherrera@olgsjs.org. If it is something relating to a school issued device, digital textbooks, access to applications or programs used by the school, he will assist. If it is an issue relating to your home internet connection, he will provide suggestions, which may include contacting your internet service provider.

Are there content filters on school issued devices?

The firewall and content filtering protection provided by OLG School is on our school network, not on the individual devices. When students are working on these devices at home, your network content filtering is what is protecting your students from inappropriate content. You may want to work with your provider who can help you configure your network to increase/add more protection to your network.

Can teachers tutor students individually online?

No, OLG teachers cannot tutor students individually. Teachers will be connecting with families on a 'class level', and sharing suggestions, feedback, and expectations on an individualized or small group level where necessary. Video conferencing (one-on-one meets) may be utilized with students only with a parent or another OLG faculty member present.

FAQ'S

How much technology will be used?

This will vary greatly depending on the age of the students. Teachers will share information with families via email and children will use a variety of Google tools and other applications to complete and submit work assignments. Classroom teachers will share more information with you in due course.

If a student does not participate in the live direct instruction is it considered an absence?

Teachers will be taking attendance at the start of each live instruction session each day. Students will be marked absent if they are not present when the teacher takes attendance. Absence at two or more of the live meets in a day will constitute a full day's absence.

How will the school keep me informed on the closure?

We will update our school website page with new information about our facility and grounds closure as well as share updates with the community via email.

Will students have to wear their uniforms during distance learning?

No, students will not be required to wear their uniforms during the period of distance learning. Should we return to on campus instruction with live streaming to students still at home, the distance learners will be expected to wear uniforms when presenting or taking part in a live meet when they will be visible to other students.

Will we get a discount in tuition fees?

OLG cannot cover the expense of employees' salaries and benefits if tuition is not paid in full. We understand the financial challenges families are facing and invite families to take part in the scholarship plans available. Teachers and administrators continue to work both on-site and remotely to support families and offer the best education services we can under these challenging circumstances. Operation of our physical plant is only a tiny fraction of our monthly expenses.

What support will be provided to parents who both work full-time?

We are not able to provide any form of on campus childcare currently. We understand that this is an inconvenience for many families. Relying on immediate family is best during this time as it limits exposure to those outside your immediate household. In exceptional circumstances we encourage you to work with other OLG families who may be able to help share childcare arrangements.

TOGETHER WE CAN DO THIS!

Working together, we can make this a productive, fun, and enriching experience for our children.

GO SAINTS!



Our Lady of Guadalupe School
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