



## **Our Lady of Refuge School Distance Learning Plan**

### **Starting the School Year Smart**

**Fall 2020**

**Please note that this plan is subject to change as needed during the distance learning process.**

**"Love begins at home,  
And it's not how much we do,  
But how much love do we put into each action "  
(Mother Teresa de Calcutta)**

*This guide is adapted and modified from the "Flexible Plan for Instructional Continuity" from Sacred Heart Preparatory, Atherton, \ in addition to St. Mary School's (Escondido) Initial Distance Learning Plan, in addition to St. Columbkille Distance Learning Plan.*

# Our Lady of Refuge School Distance Learning Plan

## INTRODUCTION

Last spring, we faced many challenges in adapting to distance learning, such as how to address our students' academic progress while maintaining a holistic approach in a teaching environment that is not ideal. Since then, our teaching staff has reflected, evaluated, and learned that there are many new approaches we will take to improve our process. For the past few months, we have been working diligently to solidify our online learning plan. We asked for parent and teacher feedback and included it in our decision making process. Our team will continue to collaborate to provide high quality instruction for all students. Please note that this plan is subject to change as needed during the distance learning process.

## Mission

Our Lady of Refuge Catholic School delivers an exceptional educational experience, grounded in our Catholic faith. In partnership with families, our curriculum focuses on developing every student's potential; ultimately creating model citizens who compete effectively in a challenging world, to make a difference in their lives and the lives of others.

## Vision

Our vision of a model Catholic education is built on an unwavering commitment to educate the whole child- spiritually, academically and physically; making OLR the school of choice for families seeking a Christ-centered foundation upon which future success is assured.

## Philosophy

At Our Lady of Refuge Catholic School, we recognize that parents are the primary educators of their children. We cooperate with them in the educational mission of the Church, which is outlined in the document, *To Teach as Jesus Did*. This document describes our threefold purpose:

- To teach the beliefs and doctrines of the Roman Catholic Church
- To do so within the experience of the Catholic community
- To prepare students for service to others

The administration and faculty strive to create an atmosphere that is conducive to the maximum development of the students' spiritual, intellectual, moral, aesthetic, and physical potential. This enables the students to integrate Christian principles, values, and attitudes that will help them to live and to influence others to live according to the Gospel of Jesus Christ.

## **Values**

When our students graduate from Our Lady of Refuge Catholic School, we expect them to have incorporated the following values into their lives: faith, excellence, servant leadership, model citizenship, and community.

We can express our Catholic values in a number of ways. Each member of our faith-filled school community called is to live out our mission, vision and values. It is the way in which these values are lived and woven throughout the fabric of our Catholic school community that help us express our unique identity.

We believe that, as Catholics, we are called to be Disciples of Christ. The distinct nature of Catholic education is rooted in the life, death, and resurrection of Jesus Christ. Everything we do in our Catholic school community is shaped by the Gospel of Jesus Christ, who is the way, the truth and the life (John 14:6).

As a Catholic community we value and promote: faith, excellence, servant leadership, model citizenship and community.

Faith- Learning and living the Gospel each and every day

Excellence- Actively pursuing spiritual, academic, physical, and social excellence in innovative ways

Servant Leadership- Empowering and encouraging each other to create change in the world by putting the needs of others first.

Model Citizenship- Developing moral and ethical citizens who will inspire others to make a difference in our school, our parish, our community, and our world.

Community- Building a peaceful, faith-filled community where all people are welcome

## PRAYER

*God, grant me the serenity to accept the things I cannot change,  
the courage to change the things I can, and the wisdom to know the difference.  
Living one day at a time, enjoying one moment at a time;  
accepting hardship as a pathway to peace; taking, as Jesus did,  
this sinful world as it is, not as I would have it; trusting that You will make all things right  
if I surrender to Your will; so that I may be reasonably happy in this life  
and supremely happy with You forever in the next.*

*Amen.* *Reinhold Niebuhr*

## Distance Learning

### **What is distance learning?**

This model is based on 100% online instruction from home. Students will have both synchronous (live) and asynchronous (recorded) lessons and independent work in all academic subjects.

### **How will distance learning work?**

A distance learning plan will be provided to meet the needs of students in each grade level. Instruction will include a combination of both asynchronous and synchronous lessons, teacher-led small group instruction, independent work and daily office hours for students to receive support, as needed.

### **Key Terminology for Online Learning**

**Asynchronous:** Class interactions happen via Learning Management System (Google Classroom & SeeSaw) without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.

**Synchronous:** Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat. Most online courses are a blend of synchronous contact and asynchronous study/work.

**Video Conference:** A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We would use Zoom for this function.

**Formative Assessment:** The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. This may not always be a graded assignment

**Summative Assessment:** The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark. This will appear in the grade book.

## Parent Communication

### Administration:

- The principal will send updates on SchoolSpeak at least one time per week (or more as needed) updating the parents on any changes and sending out reminders regarding distance learning.
- The principal will meet the Third Thursday of each month for 45 minutes with the parents on Zoom to learn more about the details and questions they may have in this new education process. The school will send you a reminder message on SchoolSpeak the day before the video call so that as many parents as possible can connect.
- The school office will be open daily from 7:30 A.M. - 3:00 P.M. Monday – Friday or by appointment.
- The principal will be available to meet with parents at the school headquarters by appointment, to discuss issues of importance to them and their children. Please contact the school office to schedule the appointment.
- Any questions or suggestions can also be done through the principal's email at [principal@start.olrs.org](mailto:principal@start.olrs.org) Remember that the success of our children and school depends on all of us.
- Please allow for 24-48 hours response time on emails

### Teachers will:

- Share weekly lesson plans by Sunday at noon via SchoolSpeak
- Contact parents in a timely manner if students are not submitting their assignments to determine reasons why and help troubleshoot (within 24 hours and 48 hours on the weekend).
- Hold office hours for families at least one time a week and by appointment. Parents can make an appointment with the teacher for a Zoom meeting. Zoom meeting is optional and parents can request a meeting.
- Be available during office hours via email, Google Voice Calls, or Zoom (by appointment) Please do your best to communicate with our teachers within their designated times.
- Communicate student progress and update grades every 2 weeks and as needed.

## Attendance Policy

Attendance is very important to the academic success of our children. Parents must make sure that the child has access to the internet and a device in order to participate fully in distance learning.

### **Students must be present on all live lessons unless there is an illness or excused absence.**

- Teachers will take attendance at the start of each live lesson. If student does not login he/she will be marked absent for that class
- If students are not present, the parent must notify the teacher via SchoolSpeak or Email of the absence.
- Parents must provide the teacher with a doctor's note if the student will be out for morning or afternoon lessons.
- Students must be present to all live sessions.

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- Junior High students must attend all subject live sessions.
- Once the live session starts and after 10 minutes, those students who have not logged in will have a note that they logged in late, and that will affect their final evaluation.

## Distance Learning Procedures and Norms

### **Please show up on time ready to learn**

#### **Dress appropriately - School uniform Top**

- With exception to theme days communicated by teacher and principal

#### **We want to know who is in our room**

- Please do not change your name or background
- Your camera must be on with your whole face in screen
- We miss you and want to see you!

#### **Designate a space for learning**

- Quiet, sitting up, not in your bed

#### **Please do not eat, drink, or chew gum while on zoom**

- Snack and recess are built into your day

#### **Be responsible for technology**

- Make sure your device is charged each night
- Please keep your zoom IDs and passwords to yourself

#### **Speak with respect and be positive to each other**

Remember This is a class, so treat it as such. Teachers are still providing grades for your work and your behavior.

## Student Communication

Administration and Teachers will communicate with students regarding assignments and will be available between 8:00-3:00 Monday-Thursday.

#### **Administration:**

- Principal will host daily lunches from 12:00-12:30 for students to meet in a digital lunch room setting
- Principal will host daily student hang outs Monday - Thursday from 2:30 – 3:00 for another way to connect with classmates as well as administrator.

**Teachers:**

- Teachers will communicate with students through the following ways:
- Lesson plans will be sent home by Sunday at noon.
- Will host live zooms each day, and share links to recorded zoom lessons for later access
- Be available during office hours and schedule as needed with students and families

\*If your student is need of additional support, please reach out to the teacher during their assigned office hours for additional support.

**Attendance:**

Daily attendance to live Zoom or Google Hangouts lessons will be mandatory. Students will be marked absent if they don't log in. Attendance will be taken at the start of each live lesson.

**Check In:**

Teacher will be checking in with students. Attending virtual classes, posting to discussion boards, email, submitting assignments, etc., all constitute check-ins. If a child is not completing work or has not logged onto Zoom, Google Classroom (3-8), or SeeSaw (TK-2), the teacher will reach out to their guardians individually.

**Both:**

Both administrators and teachers will follow all rules regarding the Archdiocese of Los Angeles guidelines for interacting with minors.

## Assignment Delivery

**Daily Schedule for TK-5th will**

- Be grade specific to meet the wide range of ages and learners
- Consist of Religion, Math, and English Language Arts
- Social Studies and Science will rotate based on Unit being taught
- Be consistent each week
- be shared each Sunday by noon
- Teacher will communicate pick up of additional materials as needed

**Daily Schedule for Junior High will**

- mirror the student in-person learning experience
- Consist of 3 sessions over the course of the day
- Be consistent each week
- Be shared each Sunday by noon
- Teacher will communicate pick up of additional materials as needed

## Teachers' Availability

How	How Often
Virtual Weekly Office Hours via Zoom or Google Voice	Teachers will be hosting Virtual Office Hours at least once a week or by appointment. Teachers will be available on Friday <i>*Parents/students or teachers can request additional time to meet virtually outside of standard office hours with advance notice.</i>

## Teacher Lesson Plans

### Lesson Plans:

- Will be sent via SchoolSpeak every Sunday by Noon
- Additional resources will be communicated on SeeSaw (TK-2), Google Sites & Google Classroom (3-8)
- Must include Standards and learning objectives
- Will include assignment due dates and times
- Will include submission instructions

## Grading Policy

**Communicating progress:** All parents in grades TK-8th will have access to SchoolSpeak to view and monitor their child's progress.

### Teachers:

- Grades will be posted on a bi-weekly basis
- \*Also, updated based on the number of summative assessments completed
- TK-4 will provide standard mastery update every 2 weeks
  - Will be available to meet with parents to discuss academic progress during office hours or by appointment.

### Parents:

- Must ensure they have access to SchoolSpeak and they know how to navigate it
- Must monitor their child's progress thru SchoolSpeak and teacher updates

### Students:

- Must turn in all assignments
- Communicate with parents and teachers of missing assignments
- Meet with teacher to discuss progress or assignments

**Administration:**

- Principal will review teacher lesson plans to ensure learning support for teachers and students
- Principal will check grades on a bi-weekly basis
- Principal will meet with teachers to discuss academic progress

### Missing or Late Assignments Policy

Our Lady of Refuge teachers expect all work to be original and turned in on time. If your student is late or missing assignments, please communicate to the teacher immediately. Please refer to each individual teacher for their missing or late assignment policy. It is at each teacher's discretion to accept missing or late work. Points may be deducted at the time of submission.

### Assessing Student Progress

Students will be assessed by their teacher using a variety of assessment tools at any time during the unit. Teachers will inform parents on SchoolSpeak, SeeSaw, and Google Classroom of assessments.

**Assessment Recommendations:**

- Multiple, short, low-stakes assessments
- Ask questions that are open-ended
- Use [performance tasks](#) as summative assessment
- Focus on formative assessments to inform the teaching process
- Shift thinking to reviewing evidence of student learning, rather than tests/quizzes
- Videos

### Teacher Support

**Administration:**

The principal will

- be available to meet with teachers via Zoom and phone to provide support as needed.
- host daily student check ins prior to Zoom teaching sessions
- conduct daily virtual walk-throughs to observe lessons and provide feedback.
- facilitate faculty meetings every 1st and 3rd Friday of the month from 1-3pm. During this time teachers will reflect on the current instructional practices, seek help and solutions from their peers, and will evaluate the school's distance learning program as a whole so that the school can refine the program as needed to meet the needs of their students.

## Technology

Our Lady of Refuge School will do their best to ensure all students will have the tools they will need to be successful with distance learning.

### **Students:**

During this time, students (with the help from their parents) will set up a workspace that will be conducive to learning and will make sure they can properly login to everything they need access to.

### **Devices:**

Students in grades TK-8 that will receive a school device that they can use at home. Students and parents must sign a Student and Parent / Guardian User Certification before taking the device home. Parents will be responsible for that device being used solely and exclusively for academic purposes by their son or daughter and in case of damage or destruction the device must be paid in full to the school.

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