



Distance Learning Plan, a guide for parents
Fall 2020

Dear parents,

Holy Family Bilingual Catholic School is committed to providing diverse families a faith-filled dual-language education rooted in academic excellence, where students are productive global citizens. Even in a remote learning environment, we will continue to believe that all children are capable of learning and growth and it is up to us as educators to provide the support needed. We believe in a community approach to education where each student feels respected, welcomed and recognized as a contributing member of their classroom community. We will continue to uphold our SLEs as we encourage students to become Christian disciples, active learners and global citizens.

This plan outlines the way in which we will continue to provide daily high-quality teaching to our diverse student population. We intend to lead with equity, recognizing that many of our students will need additional support and access to educational opportunities. We understand that there will need to be differentiation and oftentimes individualized learning plans for exceptional learners. This plan also recognizes that social emotional learning is paramount to the success of each student.

We recognize the need for increased student-teacher interaction and a more robust learning environment. At the same time, we want to focus on how less can be more. We heard from parents that there is an interest in higher quality instruction and feedback rather than increased worksheets and packets. We thank you for your patience and perseverance. We understand the challenges of having to balance work and remote learning from home and have experienced them firsthand. Our hope is to provide increased structure, routine and predictability so you can best support learning. We understand that all family situations are different and are happy to alter this plan for individual families to best meet their needs.



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ROLES AND RESPONSIBILITIES:

STUDENT RESPONSIBILITIES: Be Safe, Be Respectful, Be Responsible

- Establish daily routines for engaging in learning, follow your grade's established schedule
- Identify a comfortable, quiet space in your home where you can work effectively and successfully (desk, table, etc. NOT a bed or a couch if possible).
- Regularly monitor Google classroom for assigned work
- Be on time to class
- Turn in work by the required due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require more support
- Collaborate and support your peers in their learning
- Comply with online etiquette including behavior and dress

PARENT RESPONSIBILITIES

Here are ways to help support your student during remote learning:

- Define the physical space for your child's study. We recommend that you create a dedicated workspace for your student. This will be where textbooks, supplies, technology are located
- Establish routines and expectations.
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet and reflection
- Encourage daily physical activity and/or exercise
- Remain mindful of your student's stress or worry
- Monitor how much time your child is spending online outside of the school day
- Keep your children social, but set rules around their social media interactions

STAFF RESPONSIBILITIES

- Establish daily routines and schedule for instruction
- Post assigned work to Google Classroom according to the established schedule



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- Provide high quality remote instruction, differentiated for individual student needs using asynchronous and synchronous formats
- Utilize formative and summative assessments to monitor student progress and adjust instruction accordingly
- Provide feedback to both parents and students on a regular basis
- Work collaboratively with parents and students
- Provide opportunities for whole group, small group, and individualized instruction as necessary
- Be flexible to support families with varying needs.

DAILY SCHEDULE

All grade levels should make an effort to engage students synchronously for appropriately sustained periods of time (with breaks) according to a schedule similar to the example below. Teachers in grades K-4 will use a schedule framework created by the teacher leaders which will be modified as appropriate for student ages. These schedules will be approved by the principal before our September 8 start date. This is to ensure there is continuity across the instructional program.

We know that developmentally the attention span for students in a remote environment will vary. Synchronous instruction does not have to equate to continuous live teaching on Google Meet. Brain breaks will be an essential part of the synchronous learning time and could include integration of student work time, read-alouds, art, movement time, online simulations, or time for students to foster connections as a classroom community. We understand that a consistent and predictable schedule will help students and working parents create routines and facilitate learning.

Monday, Tuesday, Thursday, Friday:

7:30: Faculty daily prayer and check in with Ms. Temme



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8:00: Attendance, prayer, and community building time with homeroom teacher. (Watch Mass together on Friday as a homeroom and reflect afterwards)

8:30-11:30: Active mostly synchronous engagement with teachers including breaks between classes. Mostly Spanish instruction for K-4 dual language classrooms.

11:30-12:30: All school lunch/Student Recess--social channels for student connection

12:30-1:30: Active engagement with teachers. Mostly English instruction for K-4 dual language classrooms. 5-8 Afternoon classes.

1:30 -3:00:

K-4	5-8
<ul style="list-style-type: none"> -Asynchronous/synchronous specialist work time -Student monitored work time -Individual and small group instruction (online and/or in person) -Monitored student work time -Tutoring -Student “connection” time with social channels 	<ul style="list-style-type: none"> -Asynchronous work time -Meeting time for student groups (homework help, student council) -Student monitored work time -Individual and small group instruction (online and/or in person) -Monitored student work time -Homeroom check out -Student “connection” time with social channels



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Wednesday: In order for teachers to have time to provide meaningful feedback while preparing remote lessons and asynchronous activities, teachers and specialists will provide a list of activities to complete on Wednesday including the following:

- 8:00:** Attendance, prayer and homeroom check in
- 8:45-12:00:** Asynchronous learning activities
Synchronous and asynchronous specialist learning time
Creative project work time
Small group and individual work time with teachers/tutors.
- 12:30:** Teacher collaborative planning time

START OF SCHOOL:

All grade levels/departments (or individual classes where appropriate) will craft an individual remote learning plan. This plan will include the schedule, materials, resources, passwords, specific grade level expectations, and anything else necessary to ensure a successful start to remote learning.

There will be an online back to school meeting on Wednesday, August 26 at 5:30PM. A link to the google meet will be sent the day of the meeting. This meeting will be to provide an overall picture of the distance learning plan and some protocols for remote learning, childcare and preschool. (Every student at Holy Family Bilingual will be given an @holyfamilybilingual.org email address. We recommend parents use this email to login to parent meetings and google classroom.)

Teachers will meet with students and their families on September 4 and 5 as scheduled through signup genius. This is an opportunity for homeroom teachers to get to know their students and families. These meetings will be socially distant and all students,



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parents and teachers will be required to wear masks. Parents will have an opportunity to learn about google classroom and other apps that will be used in the classroom.

Remote instruction will begin on Tuesday, September 8th at 8:00 am.

FIRST WEEK OF SCHOOL:

The first week of remote instruction school should be modeled similarly to the way it would be if students were in person at school. Teachers should plan for activities that:

- Introduce the grade
- Teach the [Holy Family SLEs](#), [RULER](#) and Remote Learning Expectations
- Include icebreaker activities - Get to know each other
- Introduce textbooks, and subject specific classroom routines
- Introduce Google Classroom to students - make sure students are all signed up for all the classes.

SCHOOL SUPPLIES/PRINTED WORK:

- School supplies/textbooks will be provided to students during the family/teacher meeting on September 4 or 5.
- Printed worksheets. In an effort to minimize the use of home printers, worksheets/work templates will be printed for your students and organized for pick-up during the designated pick-up time.

CATHOLIC IDENTITY:

Each day students will begin with. On Friday mornings, students will attend a whole school remote Mass at 8:30. Teachers will attend with their homeroom classes online



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and will have an opportunity to reflect on Mass afterward as a group. Students are to dress in Uniform during Mass to promote unity across the school as we attend Mass together. The Mass will be streamed via Facebook Live, however, homeroom teachers will share their screens. Parents are invited to join as well! The first all school Mass will be Friday, September 11th.

Holy Family Bilingual Catholic School has also invested in an online bilingual religion program for grades 1-8. This will ensure high quality instruction of religion and access for all families to share in this instruction using their home language.

We will continue to celebrate and understand Catholic virtues and every first monday of the month we will ask homeroom teachers to stream the Virtue of the Month assembly during their homeroom class. We will understand important virtues and how we can live these virtues in our “classrooms” and with our families.

COMMUNICATION:

While the schedule remains the same, teachers will be asked to communicate weekly announcements, objectives and broad content areas to parents by Monday morning at 7:30am. This will help parents prepare for the week and have an idea of how to manage learning while discussing content at home.

Assignments, links to live classes via Google Meet and activities will all be posted daily on Google classroom.

Teachers are expected to have individual or small group check ins (either in person or online) on a biweekly basis.

Teachers are expected to respond to all parent questions and concerns within 3 days of receipt of an email. Any major concerns should be directed to the principal.



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ATTENDANCE/ABSENCES:

Holy Family Bilingual Catholic School is required to provide 1,000 hours of instruction over 180 days according to the Office of the Superintendent of Public Instruction (OSPI). We will be required to take attendance. We ask that families do their best to have students check in at 8:00am, but understand this is not possible for all families and will be taking attendance differently for families who have extenuating circumstances. If a child is sick, please email schooloffice@holyfamilybilingual.org and the student's homeroom teacher. Teachers will work with students to modify work load due to extended absences and meet in person if necessary to help the student catch up should they have questions on a concept.

- *If a student is not able to follow the schedule, families must work out a reasonable alternative with their teacher(s).*
- *Live meetings may be recorded in compliance with Safe Environment protocols and Archdiocesan Policies and posted to the class for review later.*

STAFF HOURS & CAMPUS ACCESS:

All staff are encouraged to honor school work day hours and communicate with parents during this time frame. Additional meeting times may be set up as mutually agreed upon.

The Holy Family Bilingual Catholic School Staff is permitted and encouraged to conduct live lessons from their classrooms. We are encouraging teachers, faculty and staff to communicate with families, provide instruction and feedback during contracted hours. We are also encouraging teachers, families and students to *unplug* and limit screen time during evenings and weekends.

The school office will be open via phone from 7:30am-3:30pm M-F and families are able to come in person to the school office on Tuesday and Thursday during those times. We ask that if parents come to the office, that only one family be in the reception area at a



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time and that all other families wait with at least 6 feet of distance outside. If possible, we encourage email and phone communication with our office.

ASSESSMENT:

As students return remotely to school in the fall, many may be facing academic setbacks. Teachers at most grade levels and in most subject areas should plan collaboratively to assess students at the start of the year, and then work together to establish a plan to differentiate instruction as needed.

- **Baseline Assessment:** Holy Family will be using the [NWEA MAP](#) Evaluation to assess current student levels in grades 2-8. This is an online platform and the evaluation may be conducted at home. Should parents or students require accommodations or prefer to test in the building we will be providing safe testing sessions for small groups in our computer lab.
- **Essential Skills and Feedback:** Teachers will be encouraged to identify essential skills, to create formative assessments to determine where students are at with these skills and to create plans to differentiate for all learners. Teachers are expected to communicate via written feedback on Google classroom. Students will be encouraged to resubmit assignments based on feedback from teachers.
- **Project Based Learning:** Teachers will be encouraged to create choice projects for science and social studies that integrate reading, writing, content problem solving and creativity. Students will complete these projects in stages and have an opportunity to present them virtually in both English and Spanish. Math, reading (in Spanish and English) and religion lessons will be daily and focus on essential skills and concepts.
- **Report Cards:** Report cards will be sent each trimester via ALMA, our student information system. Grades K-4 will be standards based and will provide extensive verbal feedback. Grades 5-8 will be traditional A, B, C with verb reflections on accomplishment of essential skills and standards.



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INTERACTIVE PLATFORMS:

At Holy Family, we believe that it is important to continue to foster connections with teachers, classmates and the overall classroom community, albeit virtually. It is essential that we see student faces, hear their voices, and interact with teachers in order to maintain engagement and connection. All families are asked to have (or borrow) a device with a working camera or microphone so they can engage in synchronous learning.

- Each student will have the option to check out a tablet or Chromebook to access online materials. Devices will be checked on from the school portable on September 4 or 5 before or after your parent teacher meeting.
- Any borrowed equipment is the property of Holy Family Bilingual Catholic School and should only be used for the purpose of participating in school activities and completing school work. All families are required to sign an updated technology agreement at the start of the 2020-21 school year.
- Families will be asked to assess whether their home has sufficient access to wifi. The school will be able to provide hotpots to families on September 4 or 5 if they request these beforehand from the school office.

GOOGLE CLASSROOM, Gmail and Google Meet:

We will be using Google for our online platform. All grades will have assignments posted on Google Classroom per academic area. Students should use their @holyfamilybilingual.org email addresses to access Google classroom. Students and



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parents should also upload assignments to Google Classroom. Newsletters, schedules, assignments, and live instruction links will be posted to the Google Classroom.

Emails will be sent to parents as well as students on their holyfamilybilingual.org email address. Parents should also have access to their child's email address (even in middle school). Parents should access google classroom to monitor child work, written feedback and assignments. If parents or students need to reset a password, please email the school office or Ms. Temme for immediate assistance.

The school will utilize Google Meet for synchronous video conferencing and learning. With their @holyfamilybilingual.org email addresses, parents can assist students to connect with other classmates outside of class time to continue to foster connections. We ask that parents monitor google chat, meet and hangouts from their homes if they create additional opportunities for their children to connect with friends.

Students will be using Google drive including google sheets, docs and google forms for online quizzes. Students will have access to all of these tools including a google calendar with their @holyfamilybilingual.org email.

SPECIALIST CLASSES:

Specialist instruction will be provided in the following areas: Grades K-4: Music, PE, art. Grades 5-8: Spanish, PE, band. WE will also be encouraging programs such as hour of code and other tech support programs.

Specialist classes will be mostly prerecorded and assigned during afternoon time and on Wednesday according to the schedule. These classes will provide an opportunity for students to engage in physical activity and in the arts. Families will be encouraged to take advantage of these classes, but they will not be a part of the student graded report card during the 2020-2021 school year.



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IN-PERSON SMALL GROUP INSTRUCTION:

Provided that the county/state is not experiencing a “stay at home” order, staff may invite students in to work at the school in small groups. At this time these groups are to be restricted to students who have exceptional learning situations, academic support plans or are considered “high risk.” Individual and small group instruction may also take place online. This will be scheduled for afternoons and during the day on Wednesday. The following protocols will be followed:

- Follow the guidance, policies, and procedures regarding COVID screening of staff/students and establish an understanding with any in-person meetings all participants must meet wellness requirements
 - If answers to any wellness questions are adverse, or the family prefers not to have an in-person meeting, the meeting should be rescheduled for a later date or conducted virtually.
- **Request administrative approval for any in-person meetings**
- Per Safe Environment protocols, meetings with students while school is not in session will take place in small groups (2+ students or in the vicinity of another adult).
- While conducting the meeting:
 - Require all parties wear face masks
 - Do not shake hands or touch others when greeting or interacting
 - Wash hands frequently and use hand sanitizer when soap and water isn't available
 - Limit necessary contact with surfaces/items and avoid shared use of tablets, laptops, writing utensils, and cell phones. Regularly wipe down all items
 - Follow the current COVID-19 guidance to protect yourself and others including ensuring appropriate social distance measures are in place.



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CONFERENCES:

Conferences in November will be held during the usual scheduled times (November 23rd-25th) and may be held in person or remotely, depending on the status of COVID-19 at the time. Details will be provided at a later date.