



SAINT ROSE
CATHOLIC SCHOOL

**2020-2021 “Optional” Distance Learning Plan
(School Community Version)**

September 1, 2020

Diocese of Monterey

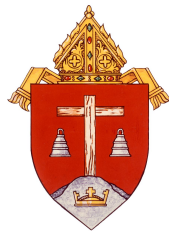


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Introduction

The California Department of Education describes distance learning as instruction in which the student and instructor are in different locations. This may include, but not be limited to, interactions through the use of a computer and communications technology, deliverance instruction and check in times with the teacher, and include the usage of print materials incorporating assignments that are the subject of written or oral feedback.

While school wide distance learning does not replicate onsite learning, educators can deliver powerful instruction based on a robust curriculum that allows students to meet expected standards in an online environment aligned with the mission of our Catholic Schools.

Purpose

The purpose of this plan is to give St. Rose Catholic School families an option to choose distance learning over in - person learning due to the COVID - 19 pandemic for health and safety concerns. This optional distance learning choice is available until either a vaccine is widely available, until COVID - 19 is no longer a "pandemic", or until we are at a point where COVID - 19 restrictions are no longer in place. As all students' and staff's health and safety is a priority, this plan is devised to provide a reasonable amount of continuity of instruction for all students and their families if they choose to have their children "distance learn". This optional plan will go into effect if:

- St. Rose Catholic School is granted a "Waiver to Resume In - Person Instruction" from the San Luis Obispo County Office of Public Health which was granted on 8/25/2020 (grades K - 6 only).
- San Luis Obispo County is removed from the Governor's Monitoring List and all grades K - 8 may resume in - person instruction.

Guiding Principles

The St. Rose Catholic School administration recognizes that in-person instruction is the most valuable and ideal setting for the students and families that make up the St. Rose Catholic School community. The in-person model has been by the administration of St. Rose Catholic School based on the school's educational framework since the school's foundation in 1958. During this time, student attendance has fluctuated between 100 students at the beginning, to a maximum of 323 in 2000. The current enrollment of St. Rose Catholic School is 195 students Pre - K through 8th grade. According to the 2019 - 2020 Parent Satisfaction Survey, 99% of all families recommend sending their children to St. Rose Catholic School to other families. Due to this, the administration sees a

strong desire to keep moving forward with a 100% brick and mortar in-class system, however, due to the current COVID - 19 pandemic the school, or potentially specific classrooms or cohorts, may be required to switch to a short or long term distance learning model.

- Note: According to the July 16, 2020 "Mid Summer School Start-Up Parent Survey, " most parents are eager to get their children back in school for in-person instruction on the first day of the 2020 - 2021 school year on August 25, 2020.
 - According to the July 16, 2020 "Mid Summer School Startup Check-In Survey" 84.7% of all families stated that they would be comfortable sending their children back to school in August if "policies and protocols are in place that are in alignment with the directives of the health department."
 - According to the July 16, 2020 "Mid Summer School Startup Check-In Survey," 10.59% of families would be hesitant in sending their children back to school in August if "6-foot social distancing policies have not been lifted by that time".
 - According to the July 16, 2020 "Mid Summer School Startup Check-In Survey," 4.71% of families are "currently uncomfortable and doubting if they will send their children to school" in August.
- Note: On a subsequent "Waiver to Resume In - Person Instruction" survey sent out to school families on August 3, 2020, 10.13% of families stated that if St. Rose Catholic School receives a waiver to resume in person instruction " I will most likely opt to have my child(ren) stay at home. My family will take advantage of the ability to have the teacher's lessons live-streamed home so that my child will get the same lessons as those in class, however, they will physically remain in our home environment".

St. Rose Catholic School administration believes that there is no equal substitute to in-person instruction. St. Rose Catholic School administration and faculty are committed to providing the best possible "distance" option while focusing primarily on the students in our classroom(s). As this plan is to give St. Rose Catholic School families an option to choose distance learning over in - person learning due to the COVID - 19 pandemic for health and safety concerns students and families will be required to commit to distance learning. Students will not be allowed to choose days that they will distance learn; they are choosing distance learning or in - person learning for their educational purposes.

- Note: If a family begins in - person learning and later has health or safety concerns, they may switch to the distance option.
- Note: If a family opts to choose the distance learning program and later feels comfortable having their children resume in - person instruction, they may do so.

Catholic Identity

As St. Rose Catholic School is first and foremost a Catholic school, maintenance of our Catholic identity is essential. Catholic principles will be evident in daily distance instruction as they are in in-person instruction.

St. Rose Catholic School Parameters and Guidelines

St. Rose Catholic School administration has set schoolwide educational parameters that faculty and staff will be required to follow during the 2020 - 2021 school year if the school, or portions of the school, need to pivot from our in-person model and move to a distance model. These educational parameters have been amended to guide the protocols listed in this document for those families that choose to have their children distance learn. Information gathered from the Spring of 2020 "Long Term Dismissal," St. Rose Catholic School faculty and staff input, Diocese of Monterey and County of San Luis Obispo Principal's Meetings, and parent feedback via email and the May 21, 2020 "Post COVID - 19 School Startup Survey" have been considered and utilized to inform planning for a potential distance learning model.

- **Facility and Work Procedures:** All schools are required to follow the [California Department of Public Health Industry Guidance for Office Spaces](#). As in-person instruction will resume in early September, St. Rose Catholic School will follow the [2020 - 2021 St. Rose Catholic School Operations Plan](#)
 - St. Rose Catholic School Office will be open between the hours of 7:30 and 4:00 on a daily basis. Please call 805 - 238 - 0304 to speak with office staff.
 - If necessary, pick up and drop off times and procedures will be conveyed to families via your child(ren)'s teacher(s). When on school campus for these events, please follow health and safety protocols as found in our [2020 - 2021 St. Rose Catholic School Operations Plan](#).

- **Parental Support:** St. Rose Catholic School faculty recognizes that parents are the primary educators of their children. The school strives to partner with parents in our pursuit of excellence in faith, knowledge and virtue. By working together, faculty and parents will succeed in providing a continuum of education for all students during our times of distance learning. We recognize that distance learning is not ideal for many families, however, we must embrace the situation and maintain certain expectations if families choose the distance option. In order for the students to have a positive attitude and outlook towards distance learning it is imperative that parents and family members remain positive and reinforce school and classroom expectations at home.
 - Learning Environment: Each student should have a quiet environment and designated organized workspace with a desk or table and a chair.
 - Digital Device: Each student should have access to a working digital device to support synchronous virtual learning. School devices will be available for checkout should the need arise.

- Internet Access: Ideally, families have a reliable internet connection.
 - Monitoring Student Progress: Parents will check in with their children's teachers as well as the schools learning management system to follow their children's academic progress. Parents will work with teachers to ensure that their children are meeting expectations. School staff is available through email.
 - Support of Emergent Learners: Parents are encouraged to give extra support to our emergent learners in grades K - 2. These students may need extra support in accessing, and understanding instructional material and resources.
 - Note: please [click](#) for a great informational video on best practices for distance learning.
- **Student Attendance:** Attendance in real time virtual classroom meetings is vital to the success of a distance learning plan. Parents are required to monitor or assist their children to ensure they attend live sessions.
 - Students will be required to follow along with the same schedule as those students who are on the St. Rose Catholic School campus for in - person instruction. This schedule will differ from our 2020 - 2021 Distance Learning Guidelines. Your child(ren)'s teacher(s) will provide a schedule to families who opt to have their child(ren) distance learn.
 - Note: Schedules are subject to change.
 - Note: Subjects such as Physical Education may be difficult for students at home to hear or for teachers to maintain line of sight to streaming devices.
 - Parents are asked to communicate with their teacher and the school office in advance for planned absences, and on the day(s) of absence for unplanned absences.
 - Students who do not participate in real-time synchronous virtual classrooms for the duration of the St. Rose Catholic School school day will be marked as absent for that school day or period. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between teachers and pupils or between teachers and parents/guardians.
 - Parents must notify the school office and their child(ren)'s teacher(s) of any technology issues or absences within 24 Hours.
 - Students who join a class late, will be marked tardy and lose participation points.
 - Students are expected to abide by St. Rose Catholic School's policy for missed assignments as found in our [2020 - 2021 Parent Handbook](#).

- **Tuition and Fees:**
 - Tuition and fees will be charged and collected per St. Rose Catholic School's tuition and fee schedule listed in our 2020 - 2021 Parent Handbook.

Schoolwide Educational Parameters and Guidelines

The following are guidelines relevant to all children in grades K - 8. St. Rose Catholic School administration has set forth various parameters and guidelines for the entire student population of our school. Individual staff members and teachers may choose how to best run their class(es) based upon their styles and their student body in the event of a need to go to a distance-learning model as long as they meet these requirements.

- **Technology Usage:** Based on feedback from school constituents and administrative oversight, St. Rose Catholic School faculty and administration concur that a broadening of our school-owned technology was necessary. Before and during the 2019 - 2020 school year, all elementary classrooms had a set of five school owned and managed iPads for student usage, and all middle school students had a school owned and managed iPad available for their use. Additionally, St. Rose Catholic School had a set of 36 school owned and managed Chromebooks that could be checked out and utilized by any class. Moving forward from August 2020 on, St. Rose Catholic School's technological usage will be revised:
 - All middle school students will use a school-owned and managed Chromebook in a 1:1 format. Middle school students will no longer utilize the school-owned iPads.
 - Middle school students will sign for and pick up their Chromebooks before the beginning of the 2020 - 2021 school year for 1:1 usage during distance learning and upon return to in-person instruction.
 - All elementary school students will have greater access to school owned and managed iPads. Roughly 95 iPads will be distributed and spread throughout classrooms K - 5.
 - Elementary school families who need and request a school owned and managed iPad during optional distance learning will be able to sign for and pick up the device at the school. These iPads are due back on the first day that the child school resumes in-person instruction, or on the last day of school for the current school year.
 - Note: iPads are borrowed on a need followed by a first-come, first-serve basis as the school has more elementary students than available iPads.
 - All faculty and students will be required to utilize either a Google platform or a Seesaw platform as their primary method of instruction.
 - Zoom will be used for all virtual classroom sessions.

- Sessions may be recorded.
 - Families will receive a permission slip for video conferencing.
- **Office Hours:** All St. Rose Catholic School Teachers are required to maintain weekly office hours for in - person instruction, however, teachers are not required to maintain office hours for students who are distance learning.
- **Faculty and Family Communication Expectations:** During a distance learning model, the primary communication method between families and teachers/staff will be via the faculty member's St. Rose Catholic School Gmail account and the family's email account as listed on registration information.
 - St. Rose Catholic School administration will provide a school wide newsletter/update on a monthly basis. A yearly parent satisfaction feedback survey will be utilized yearly to gather information to inform instruction and policy amendments (if needed). A distance learning feedback survey may be distributed to inform instruction and make adjustments to the optional distance learning protocol.
 - St. Rose Catholic School faculty is expected to respond to emails within 24 hours on workdays. Students and parents are expected to be mindful of this time frame.
 - St. Rose Catholic School 3rd - 8th grade teachers will provide grade or class specific updates to families on a weekly basis.
 - Teachers and students will continue to utilize the grade level specified digital platform for exchanging assignments and providing teacher feedback.
- **Student/Teacher Virtual In-Person Instruction Expectations:** All students who choose the distance learning option are required to meet on Zoom with their teacher based upon the in - person classroom schedule as laid forth by St. Rose Catholic School and your child(ren)s teacher(s).
 - Parents must notify the school office and their child(ren)'s teacher(s) of any technology issues or absences within 24 Hours.
 - Students who join a class late, will be marked tardy and lose participation points.
 - Synchronous and Asynchronous minutes (as defined in the [2020 - 2021 St. Rose Catholic School Distance Learning Plan](#)) will not be followed during optional distance learning.
- **Zoom Etiquette and Online Expectations:** In following our mission and teachings, all students are required to follow a code of conduct while engaged in classroom Zoom sessions.
 - All Zoom profiles must be identified with at a minimum the student's first name and ideally last name as well.

- For the safety of all students, students will not be admitted from the waiting room and into the virtual classroom without proper name identification.
 - Upon entering the virtual classroom, video must be turned on, the student must be visible, and no virtual backgrounds are present. Students are required to set audio to mute, and only “unmute” if called upon by the teacher.
 - Students should not exit the virtual classroom or leave their device until dismissed by a teacher.
 - Students must be dressed in appropriate attire and seated at a desk or a table.
 - Students who are not dressed appropriately or are walking around with the device will be removed from the classroom.
 - Pet animals, toys, food, siblings, etc. are not to be brought into the virtual classroom unless specified by the teacher.
 - Note: Virtual classrooms are for the students and teachers. Parents who have questions may email their child(ren)s teacher(s) based upon the family and faculty communication expectations as listed above.
 - Students are expected to be the initial contact with teachers. We expect our students to be well-rounded, lifelong learners and require children in 4th grade and above to reach out to our faculty for questions. If more information is needed after the initial contact with the student, parents are encouraged to reach out for additional information or clarification.
 - Students or parents may not take screenshots or otherwise record any part of the online class without the prior permission of the teacher or school in order to protect the privacy of all students.
 - Students who are disruptive will be warned once and then the 2nd time will be removed from class. Parents will be emailed about disruptive behavior.
- **Required Subjects:** The following subjects are required to be taught by all grades K - 8.
 - Religion
 - English Language Arts
 - Mathematics
 - Science
 - Social Studies/History
 - Physical Education
 - Safe Environment
 - Note: Lessons must be standards based.
 - [California State Board of Education Content Standards](#)
 - [Literacy and Math Focus Skills](#)
 - Note: Enrichment activities will be available in some grade levels.

- Other Subjects (electives, specials, etc.): The following subjects are enrichment, elective, or special classes and will be taught during the week. Expectations and protocols for attendance in these subjects are the same as for those “required” subjects.
- **Grading and Assessment:** Grading during distance learning will follow the Diocese of Monterey standard grading scale and be the same as for those students who are participating in in - person instruction.
 - Grading scale for grades 3 - 8 as mandated by the Diocese of Monterey and located in our St. Rose Catholic School [Parent Handbook](#):
 - A: 96.5 - 100%
 - A-: 93.5 - 96.49%
 - B+: 89.5 - 93.49%
 - B: 85.5 - 89.49%
 - B-: 82.5 - 85.49%
 - C+: 78.5 - 82.49%
 - C: 73.5 - 78.49%
 - C-: 69.5 - 73.49%
 - D+: 67.5 - 69.49%
 - D: 64.5 -67.49%
 - D-: 62.01 - 64.49%
 - Grade weighting:
 - Test/Quizzes: 35% of overall grade/class
 - Homework: 25% of overall grade/class
 - Participation: 20% of overall grade/class
 - Projects 20% of overall grade/class
 - Grading scale for grades 3 - 8 as mandated by the Diocese of Monterey and located in our St. Rose Catholic School [Parent Handbook](#):
 - 3: Consistently Applies Skills
 - 2: Developing Skills
 - 1: Skills Not Yet Developed
 - Technology will be used as the primary vehicle for pre-assessment and a potential alternative to standard testing during distance learning. Assessment types and strategies will be utilized that are suitable for optional distance learning and school faculty.
 - STAR Testing: STAR assessment will be administered on campus and during the Diocese of Monterey STAR testing windows. Students will need to be on campus for this testing, however, they will be allowed to complete their assessments in the school office and away from other students.
 - Grades will be assigned in all required and “other” subjects as listed previously. All teachers will update their gradebooks weekly.
 - Parents in grade levels 3 - 8 will have the ability to track their students academic progress.

- Progress and Report Cards will be assigned as stated in our [2020 - 2021 Parent Handbook](#).
 - It will be noted on report cards that a student participated in “optional distance learning” due to the COVID - 19 pandemic.

St. Rose Catholic School Principal’s Commentary

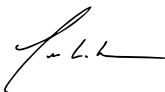
The COVID - 19 pandemic has affected every family differently and has been difficult on all of us. St. Rose Catholic School faculty and administration understand that there may be various factors as to why a family may not want their child(ren) to resume in - person instruction. As part of our desire to partner with parents and to offer all children a high quality Catholic education, school staff are able to accommodate those students and families who are not ready to resume in - person instruction.

This program is designed to help those families who are uncomfortable sending their children to in - person instruction at school due to health and safety concerns. It is expected and understood that families will use this optional distance plan for that reason only. Furthermore, a family is expected to commit to the plan until the family feels comfortable sending their children to school, a vaccine is widely available, COVID - 19 is no longer a "pandemic", or we are at a point where COVID - 19 restrictions are no longer in place.

St. Rose Catholic School administration and faculty believe that this distance learning option, while effective in that it allows for the same lessons to be viewed at home in real time as they are being taught in classrooms, is not a substitute for the in-person experience and engagement that children will receive in the classroom. It is anticipated that significant parental involvement at home will be required in order for students at home to maintain the identical schedule as at school. This will most likely be the most evident in the lower grades.

In formulating this plan, St. Rose Catholic School lead teachers and administration took into consideration balancing a reasonable workload for school faculty and staff, as well as offering a reasonable level of instruction to those at home. Given the additional parameters and guidelines placed upon the school and faculty in our Waiver to Resume In-Person Instruction, it is anticipated that staff will already be taking on a considerable amount of additional work for daily interactions.

As education and COVID - 19 conditions continue to change, St. Rose Catholic School administration reserves the right to make amendments to this document and the optional distance learning program.



Trevor Knable



**SAINT ROSE
CATHOLIC SCHOOL**

Pursuing excellence in faith, knowledge, and virtue.

“OPTIONAL” DISTANCE LEARNING PROGRAM AGREEMENT 2020 - 2021

We have read the Saint Rose Catholic School “Optional” Distance Learning program guidelines and discussed it as a family. We agree to abide by the rules, regulations, and the policies outlined in this handbook.

PLEASE PRINT STUDENT NAME (S):

SIGNATURES:

Parent / Guardian signature: _____

Student signature: _____

Date: _____

PLEASE RETURN THIS FORM IN PERSON OR ELECTRONICALLY TO THE SCHOOL OFFICE BY SEPTEMBER 8, 2020. REPORT CARDS WILL NOT BE DISTRIBUTED UNTIL SCHOOL HAS RECEIVED THIS DOCUMENT