



ST. JOHN'S
LUTHERAN SCHOOL

NAPA, CALIFORNIA

**DISTANCE LEARNING
PLAN & GUIDELINES**

UPDATED APRIL 24, 2020

Please note that the policies and procedures will be continually reviewed and revised as needed

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Introduction

St. John's Lutheran School is committed to ensuring that students continue to experience the routine of daily academic learning even in the event the campus is closed to students. As we prepare for alternative ways to deliver class content, we acknowledge that we cannot fully replicate the invaluable social interactions and in-person support that is delivered through the regular school day. However, we do believe that quality and essential learning can still be accomplished through a distance learning format. With regard to the COVID-19 Pandemic, we also understand that there has been a traumatic affect on families, and we want to work with parents to adjust our expectations to make distance learning manageable for as many students and families as we can.

The purpose of our policy and procedures is to describe the actions that St. John's Lutheran School will implement in the event of an extended campus closure. Our hope is to accomplish several goals through this plan which provides a combination of online learning through video communication, interactive software and opportunities for students to step away from the computer to read, write, and engage in projects. Our goals are to provide:

- Regular and authentic communication with students and parents
- Real-time student(s) to teacher interaction (synchronously and asynchronously)
- Online and offline content delivery
- Online and offline academic student monitoring and assessment

As teachers prepare lessons for distance learning, they'll explore the following questions:

- What are the understandings/skills I can help my students develop at this time and in this context?
- How can I leverage new and existing digital platforms to provide learning experiences rich in engagement, social interaction, and feedback?
- Which of the learning experiences are best experienced asynchronously and which are best experienced synchronously?
- In what ways can distance learning support all students with varying learning needs?
- How can I help my students manage the worry, fear, or isolation they may be experiencing as a result of this emergency or crisis?
- How will I assess student learning in meaningful ways?

Attendance & Participation - As a school, we need to assure student participation and attendance in school, even when we are practicing distance learning. We are also required by the state of California to keep student attendance. Teachers will be tracking class activities and will keep a record of student participation and attendance. We realize that there may be times when

students do not have online access to a class activity , and when that is the case, we ask that you communicate that with the homeroom teacher. Excessive absence or lack of participation may jeopardize student success and student progression to the next grade.

Grading - We believe it is important to recognize the progress and effort of our students, so we will continue to use our present grading system at all grade levels. Grading students allows students and their teachers to have an important measurement of their progress in class, and it gives our teachers an added way to communicate progress to students and parents.

We will continue to send updates to parents through email, text messaging, and the St. John's website.

As St. John's Lutheran School implements its Distance Learning Plan, we will remain dedicated to our school mission and our unwavering devotion to our students and their families during these challenging circumstances.

Technology Support Systems

St. John's Lutheran School will implement the following (remotely accessible) communication and online learning platforms should school closure occur. Our hope is that all students in grades PS to 8 will have access to a phone, tablet, laptop, or desktop computer (with webcam) as well as internet/wifi access. Our technology tools are not device-specific so students should be able to access them easily. Should you need support in this area, please contact the school office at 707-226-7970 or email Dawn Wahlers at dwahlers@stjohnsnapa.org.

Tools	Audience	Description
Fast Direct	Faculty & Staff, students, parents	On-line grades and contact information
Google Apps for Education (Google Docs, Google Classroom)	Teachers and students in Grades 3-8	Primary platform for teacher communication to students, assignments, submitting student work
Seesaw	Teachers and students in Grades K-2	Primary platform for teacher instruction, assignments, and submitting student work
Zoom	Faculty & Staff, students (PS-8), parents	Live video conferencing hosted by teachers for meetings and instruction
Screencastify, educreations, Prodigy, flipgrid, etc.	Teachers and students	Various apps and programs to format instructional videos and student work
FaceTime	Preschool Teachers and Students	Preschool Teachers in Blue & Yellow Groups do a personal FaceTime with each child on a weekly basis for 15 minutes to check in with them and their parents.

HiMama App	Preschool Teachers, Students and Parents	Preschool Teachers are making videos to provide directions for instruction to their students.
Non-Technical Instruction	Preschool Teacher & Students	Preschool Teachers are preparing “Packets” with games, activities, worksheets etc which are then delivered to porches for children to complete at home.

Zoom Video Conferencing

Zoom is the primary video communication tool that teachers and students will utilize for distance learning. Zoom can be accessed on the web for those with a laptop, phone, ipad or chromebook. The device needs to have a webcam.

For Grades 6-8, mandatory attendance will be taken for all whole group instruction classes. Students must dress appropriately and adhere to school rules regarding student behavior while participating in any video conferencing meetings. Only teachers and staff are allowed to set up and host Zoom meetings related to activities or events at St. John's Lutheran School. Students are expected to adhere to the following Zoom Meeting Etiquette standards set by the school.

SJLS Zoom Etiquette

- **Location** - Find an area in your home that is designated for learning and working. Please do not Zoom from bed!
- **Background** - Check to see who/what is in the background, make sure there is a presentable background and that it does not include other people or silly pictures that are distracting. Also, Virtual Backgrounds are not allowed during instruction time. Your face or name should appear on my screen.
- **Clothing** - Please dress appropriately for class Zoom meetings. Uniforms are not required, but something a little more presentable than PJs, please!
- **Distractions** - Pets, younger siblings, etc. should not be near when in a Zoom mtg.
- **When to mute** - You may leave the mic open, but be courteous. See **No Cross Chatter**.
- **No Cross Chatter** - Address the entire audience when speaking/asking a question, do not hold side conversations with others. Use the chat function for questions for the teacher only, not chit chat!
- **Use time wisely** - Have all materials out and ready to go before the meetings begin. Have paper and pencil ready so you can take notes when needed.

The amount and frequency of using Zoom will vary by grade level and teacher preferences. Please see the table below for a recommended minimum schedule for Zoom video conferencing.

Preschool	Teachers will schedule weekly virtual meetings with their classes through Zoom. Music with Mrs. D'Angelo is done individually one day a week with the Red, Green, Blue & Yellow Groups. Zoom meetings have also been scheduled with the parents to maintain
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	<p>communication. There may be other electives or activities that will utilize zoom with the preschool classes. Preschool Staff meets on a weekly basis through ZOOM. The Preschool Director does occasional ZOOM meetings with parents to maintain communication and contact.</p>
<p>Grade K-2</p>	<p>Teachers will schedule students to have weekly virtual meetings as a class and/or one-on-one instruction.</p> <p>Additional conferencing time can be scheduled as needed.</p>
<p>Grades 3-5</p>	<p>Teachers will schedule at least one daily virtual meeting for small or whole group instruction and individual conferences as needed.</p> <p>Additional conferencing time can be scheduled as needed.</p>
<p>Grades 6-8</p>	<p>Teachers will schedule at least one daily zoom meeting for whole group instruction and individual or small group conferences as needed.</p> <p>Students will also have the opportunity to schedule small group or one-on-one instruction during open sessions throughout each class block.</p>

Roles and Responsibilities

The roles and responsibilities of teachers, students and parents are defined below. Please contact the grade level or subject teacher for any questions or concerns regarding course scheduling, assignments and additional resources.

St. John's Faculty & Staff

Leadership/Administration Roles and Responsibilities

- Develop and communicate St. John's Distance Learning Plan and timeline
- Establish clear lines of communication between families, students, teachers and staff
- Support and train teachers and staff in planning for and implementing distance learning
- Monitor the efficacy of the Distance Learning Plan and modify as needed

Teacher Roles and Responsibilities

- Be available during the school day for instruction and conferencing
- Provide weekly assignment packets and activities as needed
- Grade assignments and provide feedback in a timely manner
- Communicate frequently with parents and students via email, newsletters, website, Zoom, etc.
- Comply with proper online etiquette when engaging students in video conferences
- Design asynchronous and when appropriate synchronous learning experiences
- Establish and maintain a routine for the students

Teacher Assistants/Aides Roles and Responsibilities

- Communicate regularly with classroom teachers to identify ways to support students and contribute to a continuation of learning - including communicating with students, assembling activity packets, and other activities as needed and agreed upon by the teacher
- Monitor student learning and provide feedback to students, as requested by the teachers

Office Staff Roles and Responsibilities

- Communicate regularly with the school community (teachers, current & prospective families, etc.)
- Assist the school community as needed to maintain an organized operation throughout the duration that the Distance Learning Plan is in effect

Roles and Responsibilities (cont.)

Students and Parent/Guardian

Student Roles and Responsibilities

- Be consistent with your daily routines and schedules - including being logged on to meet teachers as scheduled
- Be sitting up in a proper learning posture/position when logged on to meet teachers
- Comply with proper online etiquette when engaging with teacher and peers in video conference settings, including complying with SJLS Zoom Etiquette and behavior requirements
- Find a comfortable, quiet place in your home where you can work effectively
- For older students, check and monitor online platforms regularly for assignments and feedback from teachers
- Complete assignments with quality, integrity and academic honesty
- Do your best to meet timelines, commitments and all due dates
- Collaborate and support your peers in their learning
- Communicate with your teachers for guidance and support

Parent/Guardian Roles and Responsibilities

- Establish and monitor routines and expectations
- Assure that your child(ren) has (have) a proper device for distance learning
- Assist and define the physical learning space for your child(ren) to study
- Monitor communication from your child/children's teacher
- Take an active role in helping your child(ren) with their learning. Make sure they are completing classwork and attending class zoom meetings.
- Take an active role in helping your child(ren) maintain open communication with teacher
- Encourage physical activity and/or exercises
- Remain mindful of your child(ren)'s stress and/or fears
- Monitor how much time your child(ren) is/are spending online and set rules about their online interactions

Preschool Content Goals

The primary tools for communication between Preschool teachers and families will be through email for general information.

Students will be assigned a take home packet weekly and will need support to complete it from home.

Preschool students have the option to participate in online learning. Teachers and parents will work together to schedule supervised regular video conferencing with the Preschool teachers to maintain social-emotional wellness and community.

Please read our section on Parent/Guardian Roles and Responsibilities on how to best support your child during this unprecedented journey. Below are the recommended minimum time frames for daily learning.

PS3 and PS4	
10-15 minutes	Integrated Math (numbers, counting, ordinal numbers, calendar time, etc)
10-15 minutes	Handwriting Without Tears (including Mat Man) instruction
At least 10 minutes	Teachers are reading books as they normally would do in a classroom setting. Reading Logs are kept at home.
At least 15-20 minutes	Following Directions: Singing, listening, clapping, stomping, marching, hopping, etc.
Special Classes - Science, PE, Social Studies	Teacher can assign as needed or integrate work with core subjects (STEAM projects being completed at home)
Flex Learning	Games, puzzles, and other activities are also encouraged as a family if possible. Communicate with your classroom teacher for a list of grade/age specific supplemental resources

Preschool Recommended Schedule

This schedule is intended as a recommended guideline for parents to follow. The hope is that following a schedule will help students and parents maintain a sense of school order in ways that help our youngest students maintain their school routines and differentiate between school days and non-school days.

Monday - Friday	
7:00 – 8:00am	Wake up and get ready for the day!
8:00 – 9:00am	Morning Routine and Breakfast
9:00 – 9:30am	Story Time and #1 Circle and Activity Time
9:30 – 11:00am	Caregiver time - Optional items/Outside Exploration Sensory Activities/Art and Snack
11:00 – 11:30am	Story Time and Activity Time
12:00 – 12:30pm	Lunch
12:30 – 2:30 pm	Nap Time
2:30 – 3:00pm	Outdoor Exploration and Movement

Grades K-2 Content Goals

The primary tools for communication between K-2 teachers and families will be through email and the SeeSaw app/website. Students will be assigned activities connected to our current curriculum and will be expected to complete work through a variety of both off and online activities. Online activities will vary from each grade and will be specific to the child's grade level.

Students in grades K-2 will need more support than other grades. Please read our section on Parent/Guardian Roles and Responsibilities on how to best support your child(ren) during this unprecedented journey. Below are approximate time frames for daily learning that are in addition to scheduled video conferencing times for grades K-2.

Kindergarten	
15-20 minutes	Mathematics
20-25 minutes	Language Arts High Frequency Word Practice (Daily)
At least 10-15 minutes	Silent reading/Reading aloud
10 minutes	Handwriting/ Writing
10-15 minutes (2-3 days)	History/ Science (2-3 days a week)
10 minutes (2 days)	Bible (Zoom meetings), daily devotions
30 minutes (Tue/ Th)	K Zoom Meeting
First Grade	
25-30 minutes	Mathematics
25-30 minutes	English/Language Arts Spelling/Phonics (Daily Activities)
At least 20 minutes	Silent Reading/Read Aloud
25-30 minutes	Science/Social Studies (weekly activity/project)
15-20 minutes	Bible, Devotions, weekly Memory Work
30 minutes	Zoom meetings (Whole class - Mon./Wed./Thurs.)

Second Grade

25-30 minutes	Mathematics
30 minutes	English/Language Arts Spelling/ Phonics (Daily Activity)
30 minutes	Reading (Basal Reader stories & Read Live) Silent Reading (Book of Choice)
25-30 minutes	Science/Social Studies (weekly activity/project)
15-20 minutes	Bible - Devotions (daily on SeeSaW, Weekly Memory Verse)
30 minutes	Zoom meetings (Whole class - Tues. & Thurs.) Small Group once a week

Grades 3-5 Content Goals

The primary tools for communication between grades 3-5 teachers and families will be through email Google Classroom. Students will be assigned activities connected to our current curriculum and will be expected to complete work through a variety of online activities. Online activities will vary from each grade and will be specific to the child's grade level.

Students in grades 3-5 will need less support at home than the lower grades. For the most part, they should be responsible for their own work. Please read our section on Parent/Guardian Roles and Responsibilities on how to best support your child(ren) during this unprecedented journey. Below are approximate time frames for daily learning that are in addition to scheduled video conferencing times for grades 3-5.

Grade 3	
20-25 minutes daily (Zoom M,W,F)	Mathematics
25 minutes(Zoom M,W,F)	English
At least 20-30 minutes daily. (Zoom W)	Language Arts
20-25 minutes Not necessarily daily	Science/Social Studies
15-20 minutes M,T,Th (Zoom M, F) Wednesdays	Religion Chapel
Grade 4	
30 Min a day/ (Zoom- T)	Mathematics
40 Min a day/ (Zoom-M,T)	Read aloud/Language Arts
30 Min (Zoom Th)	English
30 min (Zoom Th)	Social Studies
30 min (Not daily)	Science (Variety of assignments due Tuesdays)
15-20 minutes (Zoom-Devotions M,W,F)	Religion/Bible

Grade 5

15-20 minutes/every other day (Zoom time + HW)	History
20-30 minutes/every day (Zoom time + HW)	English/Spelling (alternate days)
At least 20 minutes/day	Reading chapters or Worksheets
10-20 minutes/day	Science (Various challenges will be given at the beginning of the week. Work on them through the week and share findings later in the week.)
20-25 minutes/M-W-F (Zoom time + HW)	Bible
30 minutes/day	Math

Middle School (Grades 6-8) Content Goals

The primary tools for communication between middle school teachers and families will be through email and Google Classroom. Students will be assigned activities connected to our current curriculum and will be expected to complete work through a variety of both online and offline activities. Students in middle school are expected to be able to complete the assignments independently without too much parental involvement.

Resources and learning experiences will vary in the middle school courses based on the subject and teacher preferences. Students are encouraged to be proactive and ask for support from their teachers.

The table below is the recommended amount of time students will spend per class to include whole class instruction online as well as classwork and homework.

Grades 6-8	
1 hour 3-5 times per week	Mathematics - Due Friday
45 minutes 3 times per week	Literature - Due Tuesday
45 minutes 3 times per week	Science - Due Wednesday
45 minutes 3 times per week	History - Due Thursday
30 minutes 3 times per week	Religion - Due dates vary
Flex Learning	Games, puzzles, STEM and other activities are also encouraged as a family if possible. Communicate with your classroom teacher for a list of grade/age specific supplemental resources

Middle School (Grades 6-8)

Weekly Class Schedule

Class meetings involve devotions, check-in time and other homeroom activities.

Open Room times are provided for small group and individual classwork assistance.

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00 7th grade class 9:30 6th Grade Class 9:30 Adaptive Math	9:00-10:00 7th grade literature	9:00-10:00 7th grade class 9:30 6th Grade Class 9:30 Adaptive Math	9:00-10:00	9:00-10:00 7th grade class 9:30 6th Grade Class 9:30 Adaptive Math
10:00-11:00 8th grade class 6th Math	10:00-11:00 6th grade literature	10:00-11:00 8th grade class	10:00-11:00 6-8th grade level meeting	10:00-11:00 8th grade class
11:00-12:00 8th Grade Science	11:00-12:00 7th Grade Science 8th History	11:00-12:00 8th grade Open Room	11:00-12:00 8th Grade Parent meeting/every other week 8th History	11:00-12:00 8th grade Open Room 6th History
12:00-1:00	12:00-1:00 6-8th grade level meeting	12:00-1:00	12:00-1:00	12:00-1:00
1:00-2:00 7th Grade Math	1:00-2:00 7th History	1:00-2:00 7th Grade Math	1:00-2:00 7th History	1:00-2:00 7th Grade Math
2:00-3:00 Faculty Mtg.	2:00-3:00 3:00 Reading Support	2:00-3:00	2:00-3:00 3:00 Reading Support	2:00-3:00

Student Support Program Goals

Our Student Support Director will coordinate support for students who are on learning plans or need additional support based on teacher and parent referral. This support will be provided via email, Google Classroom, and video conferencing. Materials needed for in-home multi-modality learning will be provided by the school if parents do not have access to them at home.

A schedule for video conferencing will be developed in coordination with classroom teachers to reduce the chance of overlap with other classes.