



2020-2021

OUR LADY OF ANGELS SCHOOL
DISTANCE LEARNING PLAN

Handbook Addendum

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GUIDING PRINCIPLES

Our Lady of Angels School is committed to providing a quality education to our students. During this era of COVID-19, we acknowledge that there may be times when the school needs to transition solely to a distance learning environment. Through the creation of this distance learning plan, we hope to establish a structured learning environment that is rich in educational standards, social interactions between and among students and teachers, and enables our students to continue to excel and grow academically, spiritually and emotionally.

Our goal for distance learning is to mirror a typical, in-person school day as closely as possible. To help accomplish this goal, we have set forth the following expectations for students and teachers.

- Each class will have a live (synchronous) component using the Zoom platform.
- Classes will begin on time and current policies surrounding turning in work will be maintained.
- Additionally, some classes will also have a recorded video or instructions (asynchronous) that students will need to complete before their next class.

Distance Learning Guidelines

Building a Routine and Schedule

To support distance learning, we encourage students to establish a routine and schedule. During the set hours of the teacher, students should treat this time just as

if they were attending classes at school. This will help structure their day and help them stay focused, organized, and current with their classes. Students should not be playing video games and getting on social media, etc., as that would not normally occur during a regular school day. If students work in the morning and early afternoon, they will also have the late afternoon and evenings free to do what they want.

Students should not forget to take breaks. It's good to get up and stretch. Get a bit of fresh air. However, breaks should be short and brief, and should not extend into work time.

Creating a "Work Area"

Students/Parents are encouraged to find a space that the student can call their "work area" - maybe a desk in a quiet room or the kitchen/dining room table. This then becomes their "work area" and when they sit there, they complete their school work.

It should be free from distractions such as TVs, video games, etc. and have all the school supplies that they needs (books, paper, pens, calculator, etc.)

Students should put away their cell phone and turn off the TV/other distractions. We may think we are great at multitasking, but really, it just means that we aren't doing anything really well.

Zoom/Video Etiquette

Setting

Students should be aware of their setting when joining a video meeting. Please check your camera-view before entering the meeting. Make sure you can see yourself clearly - full head view - in the camera and adjust lights, cameras, etc. before joining the meeting. Make sure that you are sitting in an appropriate room with an appropriate background behind you. That includes items on the desk around the computer as well as posters or other items that may be hanging on the walls. Please make sure that you are also wearing appropriate clothing. Clothing should not have any inappropriate words or pictures.

It is also important to be in a room that is quiet so that when you ask/answer questions the teacher and other students can hear you and not the noise in the room.

Finally, students should mute their audio when entering the meeting. It reduces feedback and overall noise for the group. Students can then click “unmute” to ask/answer questions.

Behavior and Language

OLA students are representatives of OLA 24-7, even in an online setting, so it is expected that they behave and use good language at all times

Please be patient and wait your turn as you ask/answer questions. If there are a lot of students in a meeting, please raise your hand so the teacher can call on you rather than having everyone talk over each other.

Zoom

Teachers will be posting links to their Zoom meetings on their teacher website/Google Classroom. These links are for OLA Students ONLY and are not to be shared with other students from other schools. Disciplinary action can/will be taken if students violate this important rule.

If your student is having technical issues, please go to the OLA help desk at olahelpdesk.freshdesk.com and submit a ticket to Mr. Mattei and your issue will be addressed.

Students should take advantage of their teacher’s office hours. This is an ideal time for students to ask questions and get direct help and support from their teacher. This would also be the time where teachers would answer questions, explain concepts, review problems, etc. As distance learning continues, this will also become a great opportunity for students to connect with teachers and other classmates.

Uniform Policy during Distance Learning

Students are asked to wear their formal uniform tops (polo, sweater) on specified days only (first day of school, Mass, Prayer Services, etc). During all other days, students are requested to wear an OLA shirt. This shirt can be the uniform polo, PE

shirt, We are OLA shirt, past Fun Faire shirts, etc.,. We are asking students to comply with this rule in order to create a sense of school spirit despite being physically separated.

Zoom Rules, Norms, and Expectations

The school has established Our Lady of Angels School Zoom accounts for its educators. Please be aware that students under 18 are not allowed to establish their own Zoom accounts, not even with their school Gmail accounts. *Students need only to click the “join Zoom” link sent by the teacher.* Students may then be asked to download the Zoom program onto a computer, and finally prompted to enter their first name for the session. Students may not enter Zoom sessions they haven’t been invited to join.

Students must conduct themselves according to the expectations set forth in our Parent/Student Handbook. The student’s face must be clearly visible throughout the entire Zoom session, unless otherwise directed by a teacher. Students should not eat during Zoom sessions. They must also be seated in a chair at a workstation or table. They are not permitted to be lounging on their beds or a couch.

Teachers will require students to first enter the password for all OLA school zoom meetings (this is shared by the teacher) and then to a waiting room before being granted access to the large group session. Students must be identifiable on Zoom with at least their first name. They may not change or alter their name to the name of another student, a teacher, or a fictional person. If this happens, they will be removed from the room and may not be permitted to re enter the Zoom session.

Students need to be on time for Zoom sessions, otherwise a teacher may lock the student out of the Zoom session. Students who are more than 5 minutes late to a session will be marked tardy for that class. Students who miss more than half of their Zoom class may not be permitted to enter the meeting room and may receive an absence for the day.

Zoom sessions are for students only, in an effort to mirror a classroom session. Students must be at their work station, with all necessary materials, before the Zoom session begins. Once connected to the session student mics may be disabled to help the teacher retain attention, whole group, during the lesson. Student mics will be opened as group dialogue or questions are necessary. Teachers may disable the “chat” feature to prevent side bar/off

topic chatting. Failure to follow these guidelines will result in the student being removed from future Zoom sessions for the class.

Attendance

In distance learning, it is the responsibility of the parents to register the students present for the school day. Each morning, an email will be sent with a link to register attendance using a google form. Students in Distance Learning must be marked present by 9am. Attendance is monitored each day by the school secretary.

Class Schedules

Students' instructional days will begin at 9am and last until 12:30pm. During that time, students will have zoom meetings to attend with their teacher and be provided with instruction on the subject level content for the day.

All students in the younger grades will share a recess time of 10:10-10:30. This will allow for families to have one break time with their children. Upper grade students will have some time between classes to take a quick break as needed.

From 12:30-1:30, the entire school will have a lunch break. Please use this time to have your students not only eat lunch but take a break from screen time as well. It's the perfect time to get outside and play.

From 1:30-3:00, students should be working on any assignments that need to be completed for that day. It is also time for students to check in individually with their teacher(s), as teachers will be conducting office hours from 1:30-3pm daily. During this time, students in resource will also have the opportunity to meet with their resource teacher (please see the schedule you will receive from your resource teacher) as needed. Our goal is that by 3pm, all students have completed their lessons and assignments for the day.

On Fridays, students will complete an "elective" day. They will begin at 9am with their homeroom teacher on Zoom. After watching the morning report video together and hearing any other announcements, they will complete elective courses independently throughout the day. Teachers will use this day to prepare for the next week's learning, email parents, and provide small group and one-on-one instruction as needed. All independent elective class instructions, or other asynchronous class videos will be posted

to Google classroom and students and parents will have an exact knowledge of what is to be completed that day.

Communication

Teachers in grades K-8 use Google Classroom to post and collect assignments. Homeroom teachers send out a weekly communication email by 6pm on Friday with an overview for the next week. These weekly updates are posted to the Our Lady of Angels School Distance Learning Website for access throughout the week.

Synchronous and Asynchronous Learning

In synchronous learning, like a regular classroom, teachers and students interact in real time, sharing the same digital space at the same time. In Our Lady of Angels School's distance learning plan, students participate in synchronous learning activities from 9am-12:30pm each school day, with a break for recess. Following lunch, students participate in asynchronous learning activities from 1:30-3pm each school day. In asynchronous learning, students participate in school work but do not interact with their teacher or classmates at the same time. Examples of asynchronous learning include recorded lessons or independent work. It is expected that students work from 9am-3pm each day while in distance learning.