



Distance Learning Guidelines



LOS ANGELES ARCHDIOCESE
LA ARCHDIOCESE ACADEMIC EXCELLENCE

St. Rose of Lima School

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Distance Learning

In the event of a long-term closure where students do not report to school, the Los Angeles Archdiocese will engage in distance learning with students and staff.

St. Rose of Lima School will make every effort to ensure that instructional continuity is not disrupted by continuing to provide educational opportunities at home using all available district resources to engage in distance learning.

- Teacher-facilitated distance learning began **Monday, March 16, 2020**
- Teachers will communicate with their students and parents to share:
 - the location that distance learning content and lessons will be housed
 - how and when they can be contacted
 - information about offline options, as needed
- Parents and students should plan for 30-45 minutes of instruction per content area or class via ZOOM or any other digital conference software available.
- Teachers will communicate if the instruction will be self-paced or live

Distance Learning Expectations

When engaging with online resources and platforms

Student are expected to:

- Only access online educational websites and apps that are approved and provided by your teacher.
- Report something that is inappropriate by telling your teacher and/or parent about the situation.
- Be respectful when posting comments.
- Submit assignments/posts that reflect your personal best work.
- Only share your classroom content and account information with your parents.

Parents should:

- Be aware of the educational websites and apps that have been approved for use by your child.
- Bookmark websites and apps to make them easily accessible for your child.
- Support your child with logging in.
- As much as possible, allow your child to independently complete the work so that the teacher has an accurate representation of his/her understanding.
- Ensure that students are not accessing non-approved websites or apps.

When participating on a Zoom Meeting

Engaging on Zoom is similar to participating in a classroom environment. Students are expected to:

- Sit at a desk/table with minimal distractions around you.
- Mute yourself when you join the meeting.
- Listen with your whole body, eyes on the speaker, ears listening, body calm.
- Share/respond when invited to by the teacher in a strong, presenter voice level.
- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or screenshotting images or content.

When your child is engaging on Zoom:

- Help your child find a quiet space with minimal distractions.
- Allow your child to independently participate.
- Monitor your child's online interactions.

Recommended Minutes Live Sessions (Zoom) per grade are as follows:

Grade	Zoom Session	Independent Work	Session per day
TK	30 minutes maximum	Up to 2 hours per day	Up to 2 per day
Kindergarten	30 minutes maximum	Up to 2 hours per day	Up to 2 per day
1 st Grade	30 – 45 minutes maximum	Up to 3 hours per day	Up to 2 per day
2 nd Grade	45 mins – 1 hour maximum	Up to 3 hours per day	Up to 2 per day
3 rd Grade	1 – 2 hours maximum	Up to 3 hours per day	Up to 3 per day
4 th Grade	1 – 2 hours maximum	Up to 3 hours per day	Up to 3 per day
5 th Grade	1 – 2 hours maximum	Up to 3 hours per day	Up to 3 per day
6 th Grade	1 hour per subject	3 - 4 hours per day	Minimum 1 per subject per day
7 th Grade	1 hour per subject	3 - 4 hours per day	Minimum 1 per subject per day
8 th Grade	1 hour per subject	3 - 4 hours per day	Minimum 1 per subject per day

- For *Middle School*: Zoom meetings must be between 6-8 hours per week. Sessions may be split between 2-3 days & minimum 1 hour per day per subject.

For all other grades:

- Zoom sessions are done between 3-5 days per week.
- If your child needs extra support, it is up to the teacher's discrepancy to have extra 1 on 1 sessions with your child.
- Teachers must have virtual office hours to meet with parents or students to review lessons or answer any questions (10 minutes max per student)

Recommended Distance Learning Schedule Monday to Thursday:

Time	Activity
9:00 am – 10:00 am	Morning Routine
10:00 am – 10:30 am	Snack
10:30 am – 12:30 pm	Distance Learning
12:30 pm – 1:00 pm	Lunch
1:00 pm – 3:00 pm	Distance Learning
3:00 pm – 4:00 pm	Outdoor time

Recommended Distance Learning Schedule for Friday:

Time	Activity
8:00 am – 9:00 am	Mass online
9:00 am – 9:30 am	Outdoor time
9:30 am – 10:00	Snack
10:00 am – 12:30 pm	Distance Learning
12:30 pm – 1:00 pm	Lunch
1:00 pm – 2:00 pm	Music class
2:00 pm – 3:00 pm	Art class
3:00 pm – 4:00 pm	Distance Learning

Any questions or concerns you may have regarding your child’s progress, zoom sessions, lessons plan, assignments, schedules, grades, etc., please reach out to the teacher, they will be more than happy to answer any questions you may have. You can also schedule a 1 on 1 parent conference with the teacher via zoom.

Norms for a Distance Learning Environment

Student Expectations in a Distance Learning Environment

Parent Supports in a Distance Learning Environment

When engaging with online resources and platforms ...

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- Report something that is inappropriate by telling your teacher and/or parent about the situation.
- Be respectful when posting comments.
- Submit assignments/posts that reflect your personal best work.
- Only share your classroom content and account information with your parents.

Parents should:

- Be aware of the educational websites and apps that have been approved for use by your child.
- Bookmark websites and apps to make them easily accessible for your child.
- Support your child with logging in.
- As much as possible, allow your child to independently complete the work so that the teacher has an accurate representation of his/her understanding.
- Ensure that students are not accessing non-approved websites or apps.

When participating on a Zoom session...

Engaging on Zoom is similar to participating in a classroom environment. Students are expected to:

- Sit at a desk/table with minimal distractions around you.
- Mute yourself when you join the meeting.
- Listen with your whole body, eyes on the speaker, ears listening, body calm.

When your child is engaging on Zoom:

- Help your child find a quiet space with minimal distractions.
- Allow your child to independently participate.
- Monitor your child's online interactions. Make sure your child is not writing on the teacher's shared screen and or chatting with other students.

- Share/respond when invited to by the teacher in a strong, presenter voice level.
- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or screenshotting images or content.

- Parents may join zoom session, but they must be muted, and their face must show.
- When your child is zooming, please avoid background noise (Adult conversations, tv noise, phone, etc.)

Zoom Classroom Norms

- Be on time, attend all sessions and prepared with all materials
- Pay attention just like a classroom
- Camera must be ON when ZOOMMING
 - Must have name and last name on Zoom (no nicknames)
 - May not block face image (Full face must always be visible)
 - No covering of head (including hat, beanie, hoodie, etc.)
- No green screen backgrounds
- No writing on the screen
- May not be using the chat mode to engage in chats with other students
- May not be on other electronic devices, unless instructed by teacher
- As soon as you enter zoom, MUTE YOURSELF
- Be ready to listen and learn
- Focus on the lesson
- Eliminate distractions (BACKGROUND NOISES, TOYS, PHONES, etc.)
- Respect each other
- Eat before or after zoom (not during)
- Use restroom before zoom (you can miss something important)
- Ask questions if you do not understand something

Learning Space

- Chose a place where you can concentrate
 - Must not be on the bed
- Space to have all your materials on hand and ready
- Space where there is NO distractions
- Choose a place outside with fresh air
- Choose a place that inspires you to learn!

Distance Learning Communication Form

We suggest you use the following form to help you stay connected with your teacher.

Directions:

1. Fill-in the times the teacher will be able to help you and how you should contact them to get help.
2. Fill-in the location where your teacher will post lessons.
3. Complete all assignments your teacher gives you.
4. Turn-in assignments in by the due date.
5. Stay in touch with the teacher often so you know what to do.

Teacher Name	
Support Time	
Support Format	Email or Phone or Zoom
Teacher's Email	@sroflimaschool.org
Where will you post information?	
How will I get my assignments?	

Where will I turn my work in?	
Other information I would like to know	

Addition Digital Resources (links)

<https://www.pbssocal.org/education/at-home-learning/>

Digital Resources

	Math	Science	ELA	S
Britannica: K-12 (L)	X	X	X	
DBQ Online: 2-12 (L)			X	
DefinedSTEM : 6-12 (L/C)	X	X	X	
Discovery Ed : VPK-12 (L/C)	X	X	X	
Gizmos : 3-12 (L)	X	X		

i-Ready : VPK-8 (L)	X		X
Khan Academy : 6-12 (L)	X		
Learning A-Z: VPK-5 (L)			X
Math Nation: 6-12 (L)	X		
NearPod: K-12 (L/C)	X	X	X
Newsela: K-12 (C)	X	X	X
PBS Learning Media: K-12 (L)	X	X	X
Reading Plus 6-12 (L)			X
Reflex Math: 1-5 (L)	X		
Study Island: 3-5 (L)	X	X	X
Typing Club: VPK-12 (L)			X

Technology Maintenance

How to clean your Apple products

Get recommendations and guidelines for cleaning your Mac, iPad, iPhone, iPod, display, or peripheral device.

Apple products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

Is it OK to use a disinfectant on my Apple product?

- Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple products, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents. Don't use on fabric or leather surfaces.

iPad care

Handle your iPad with care to maintain its appearance. To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button, and then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad. iPad has an

oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage and rubbing the screen with an abrasive material will further diminish its effect and might scratch your screen.