



Distance Learning Plan for Students

2020-2021

Resurrection Lutheran School is dedicated to providing the best possible education no matter what learning environment students may be in. If some, or all of our students, are off campus we will continue to fulfill our mission of preparing all children for this life and eternal life through Christ-centered education. We will strive to carry out this mission at the highest possible level.

Distance Learning

Distance Learning could take various forms throughout the school year. Some possible scenarios are:

- Whole school – If school is closed due to illness or an order to close. Distance learning would be implemented if the closure is longer than 2 days but not less than 5 days.
- Small groups – If schools need to operate at half capacity there will be some students who may need to distance learn on a rotating schedule.
- Individual – If a family chooses not to send their child due to health concerns or if a child is quarantined at home due to possible exposure.

Staffing and Communication

Teacher's office hours will be from 8:00-11:30am and 12:30-2:45pm each school day. You can expect a response from a teacher within about an hour based on how busy they are with other students. Outside of these office hours teachers will respond as quickly as possible within 24 hours.

If these office hours do not work for your family, please communicate with your child's teacher to find a time that will work best for your family and the teacher.

No matter the type of distance learning teachers will check in with each student/family via an online meeting or a phone call on a weekly basis. Teachers will work with families to find a convenient time and format for that check in.

During small group or individual distance learning, students will be able to access all classes happening at school using Google Meet. Students are expected to attend classes via those meets to receive instruction and be able to ask teachers questions about work. Students may

also have Google Meet times with Mr. Winter or Mrs. Worstman. Students are expected to attend those meets as well.

During whole school distance learning, students are expected to attend any classes that are offered via Google Meet, along with any scheduled meet times with Mr. Winter or Mrs. Worstman. Students are also expected to watch any videos that teachers make for instruction.

During whole school distance learning, our teachers will host a forty-five minute Google Meet time each school day to help students and answer parent questions that are better handled via conversation rather than by email, text or chat. Students and parents may enter and exit the meet at their convenience. Attendance at this meet is not required unless a student has fallen behind on work. A schedule for those meets will be shared at the start of a whole school distance learning period.

Teachers may offer a Google Meet to allow the students the opportunity to interact with each other and the teacher.

Attendance

Virtual learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present in the school building. Instead, attendance will be tracked as follows:

- For each small group or individual distance learning day attendance is tracked via students participating in Google Meets. Students participating in Google Meets will be marked as present if they attend all Google Meets for that day. Partial day attendance will be considered on these types of distance learning days. These absences will count toward the yearly total of absences for the school year and policies regarding absences will remain in place. If your child is ill, you need to inform the school office and your child's teacher. If you do not have internet access, the school will accommodate you with printed materials that will be as closely aligned to the content and information delivered in the classroom setting.
- For each whole school distance learning day, the classroom teacher will assign work for the students to complete in various subject areas. In order to be counted as "present" on a distance learning day, all work assigned must be completed on time. Students not completing the work on time for that day will be marked "absent" for the school day. Partial day attendance will not be considered on whole school distance learning days. These absences will count toward the yearly total of absences for the school year and policies regarding absences will remain in place. If your child is ill, you need to inform the school office and your child's teacher. Attendance will be marked as we are able to verify that the work is completed. For those able to complete work electronically, attendance will be marked as soon as teachers are able to verify that the work has been

completed. For those completing paper versions of the work, we will mark attendance as soon as we are able to get the work back and verify completion.

Expectations

We understand that each of our students will have different circumstances in which to learn and complete homework. We do expect students to complete work and turn it in on time. If for some reason the student cannot complete the work on time, parents must communicate with the teacher. Teachers will be as flexible as possible about assignment deadlines.

Students will:

- Check their email every morning, mid-day and afternoon (Grades 3-8)
- Check their Google Classes each morning for their daily assignments (Grades 3-8)
- Attend all live classes or meets with teachers or aides unless excused by a parent (All grades)
- Contact their teacher with any questions as soon as possible (All grades)
- Take ownership of their learning and complete all work on time and without cheating (All grades)

Parents Will:

- Provide their child an appropriate place to complete work (All grades)
- Support their student in learning tasks as appropriate (All grades)
- Communicate with teachers when a problem occurs (All grades)
- Use email as the primary mode of communication with teachers (All grades)

Teachers will:

- Use email as the primary mode of communication with parents and students (All grades)
- Answer all student and parent emails as soon as possible within 24 hours (All grades)
- Take attendance each day based on student work completion (All grades)
- Provide printed materials for families who do not have internet access and as appropriate for the grade level or subject. (All

Missing or Incomplete Work:

- Teachers will contact students about missing or incomplete work within 24 hours after it is not turned in (All grades)
- Teachers will contact parents about missing or incomplete work within 48 hours after it is not turned in (All grades)
- The principal will contact parents about missing or incomplete work within 72 hours after it is not turned in (All grades)

- If after 96 hours work is still missing or incomplete, the student will need to meet virtually with a teacher, a teacher's aide, or the principal to complete the work (All grades)
- If missing or incomplete work continues to be a problem, the student will need to meet face-to-face with a teacher or the principal to complete work at the school (All grades)
- Our ultimate goal is to ensure our students are successful and continue to learn.

Instruction/Learning

Printed materials will be available for students who do not have internet access.

Individual and Small Group Overview

- All classes will be offered as they are on the regular schedule.
- All students in grades kindergarten through eight will participate in Google meets which will allow them to receive classroom instruction and ask questions unless internet access is not available.

Whole School Overview

- All religion/catechism, math, ELA classes, and 7 and 8 Spanish and will be offered as they are on the regular schedule.
- Science and/or Social Studies will be offered twice per week
- Music, Art, Handwriting, Read Aloud and PE may be offered.
- Independent Reading (STEPS) may be altered.
- Grades 3-8 instruction will be delivered via Google Classroom and Google Meets unless internet access is not available. Some packet materials may be used as well. Core classes (Religion, Math and some English Language Arts classes) will be offered each day via meets and recorded for later viewing, or offered via video.
- Grades K-2 instruction will be delivered mainly via packets. Religion, Math and some Language Arts classes may be offered via video when appropriate to aid in instruction.

Distribution of Materials

Textbooks – Necessary textbooks for completing work will be sent home with students. All textbooks must be returned at the end of any distance learning period.

Chromebooks – Students in grades three through eight will be given their chromebook to use at home during distance learning. There are some chromebooks available for students in grades kindergarten through two if a student would need them. Chromebooks and google accounts are meant to be used for learning purposes only and not for playing games, watching movies, etc. All Chromebooks and student accounts will be monitored like they are at school. Students/Families are also responsible to pay for any damage to a Chromebook. All Chromebooks and chargers must be returned at the end of distance learning.

Paper Packets

During Individual and Small Group – Any paper materials will be available for pickup each week on Sunday afternoon. Completed materials will be returned on a daily basis.

During Whole School - Any paper materials will be available for pickup each week on Sunday afternoon. Completed paper materials will be returned during that time as well.

Grading and Assessment

Students will continue to receive grades during any distance learning time. Grades will count towards eligibility and other academic policies will apply.

Teachers will assess work and provide feedback to students as quickly as possible to aid with the learning process. Grades will be updated on a weekly basis in powerschool and assignments completed in Google Classroom will be returned to students. Missing work can be tracked in powerschool and also in Google Classroom. Graded paper materials will be available for pickup on Sunday afternoons during pickup and return times.