



SAINT ROSE
CATHOLIC SCHOOL

2020-2021 Distance Learning Plan (School Community Version)

Updated August 20, 2020

Diocese of Monterey



Table Of Contents

Introduction	4
Purpose	4
Guiding Principles	4
Catholic Identity	5
St. Rose Catholic School Parameters and Guidelines	5
Facility and Work Procedures	6
Parental Support and Technology Expectations	6
Student Attendance	7
Schoolwide Educational Parameters and Guidelines	7
Technology Usage	7
Office Hours	8
Faculty and Family Communication Expectations	9
Student/Teacher Virtual In-Person Instruction Expectations	9
Zoom Etiquette and Online Expectations	10
Required Instructional Minutes	10
Required Subject Matter	11
Grading and Assessment	11
Distance Learning Preparation Day	12
Grade Level Specific Parameters and Guidelines	12
Middle School Grade Level Parameters and Guidelines (Grades 6 - 8)	12
Technology Usage	12
Office Hours	13
Faculty and Family Communication Expectations	13
Student/Teacher Virtual In-Person Instruction Expectations	14
Zoom Etiquette and Online Expectations	14
Required Instructional Minutes	15
Required Subject Matter	15
Daily Schedule	16
Grading and Assessment	17
Distance Learning Preparation Day	17
Upper Elementary Grade Level Parameters and Guidelines (Grades 4 - 5)	18
Technology Usage	18
Office Hours	18
Faculty and Family Communication Expectations	19
Student/Teacher Virtual In-Person Instruction Expectations	20
Zoom Etiquette and Online Expectations	20
Required Instructional Minutes	21
Required Subject Matter	21
Daily Schedule	22
Grading and Assessment	22
Distance Learning Preparation Day	23
Lower Elementary Grade Level Parameters and Guidelines (Grades K - 3)	23

Technology Usage	23
Office Hours	24
Faculty and Family Communication Expectations	24
Student/Teacher Virtual In-Person Instruction Expectations	25
Zoom Etiquette and Online Expectations	25
Required Instructional Minutes	26
Required Subject Matter	27
Daily Schedule	27
Grading and Assessment	27
Distance Learning Preparation Day	28
St. Rose Catholic School Principal's Commentary	29

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 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 prepare for the potential of St. Rose Catholic School to have to shift to a full or partial distance learning model during the COVID-19 pandemic. As all students' and staff's health and safety is a priority, this plan is devised to provide continuity of instruction for all students. This plan will go into effect if:

- A state of California, Diocese of Monterey, or County of San Luis Obispo mandate is put in place requiring all schools to function via distance learning rather than in-person instruction.
- A case of COVID - 19 is suspected or confirmed in a single classroom at St. Rose Catholic School.
- Multiple instances of COVID - 19 are suspected or confirmed in various classes or cohorts at St. Rose Catholic School.
 - Note: On July 17, 2020, Governor Gavin Newsom ordered all in-person instruction schools who reside in counties who are on the Governor's Monitoring List to begin the school year on a distance learning model until the county that the school resides in has been off of the Governor's Monitoring List for 14 days. For St. Rose Catholic School to resume in-person instruction on the previously targeted start date of August 25, 2020, San Luis Obispo County would have to be removed from the Governor's Monitoring List by August 11, 2020.

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.

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. These principles will be evident in the form of school administration facilitating a daily morning message, teachers will begin their virtual sessions with a prayer, religious instruction will be required in distance learning curriculum, schoolwide Mass will be celebrated at least one time per month, and Holy Days of Obligation will be observed and celebrated.

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. 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. The plan was put in place so that minimal transition and planning time will be required during the school year and that children and families would have a quick and smooth transition from in-person to distance learning.

- **Facility and Work Procedures:** Throughout the duration of distance learning, the St. Rose Catholic School campus will be open to faculty to facilitate distance learning. All schools are required to follow the [California Department of Public Health Industry Guidance for Office Spaces](#). Once in-person instruction resumes, St. Rose Catholic School will follow the [2020 - 2021 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. When on school campus for these events, please follow health and safety protocols as found in our [2020 - 2021 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, however, we must embrace the situation and maintain certain expectations. 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, or their scheduled Teacher/Parent office hours.
 - 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 asked to monitor or assist their children to ensure they attend live sessions.
 - 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 (Session where students are actively engaged in educational activities with classmates and teachers. Students remain visible in the virtual classroom with cameras always set to “on”.) on a 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.
 - Students are expected to abide by St. Rose Catholic School’s policy for missed assignments as found 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. (For specific "grade level" information, please scroll down to appropriate pages of this document.) 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 distance learning will be able to sign for and pick up the device at school before the start of the 2020 - 2021 school year. These iPads are due back on the first day that school resumes in-person instruction.
 - 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 on a limited basis to ensure continuity of instruction for students who are unable to attend live.
 - Families will receive a permission slip for video conferencing.
- **Office Hours:** All St. Rose Catholic School Teachers are required to maintain weekly office hours.
 - Teacher/Student Office Hours: Office hours that are for tutoring or for helping students with school work. All St. Rose Catholic School teachers will be required to hold weekly office hours that will not have any new curriculum taught during this time. These office hours are for help or tutoring on a previously taught curriculum. (More information on office hour requirements for each grade level will be provided under their specific pages in this document.) If no students have shown up or are present after 10 minutes of the beginning of the scheduled office hour, the teacher may close down the office hour section until the next scheduled section.
 - Note: Prior to the teacher admitting students to the virtual office hours and for the duration of the office hours there must be a minimum of two people (not including the teacher) in attendance.
 - Note: Teacher/Student office hours are for the children; please see below for information on Teacher/Parent office hours which are for the parents.
 - Teacher/Parent Office Hours: At a minimum teachers will offer 30 minutes of “parent/teacher” office hours during each school week. This is a time for parents to touch base with their children’s teacher(s) not for student

tutoring or help. These office hours will be available via appointment and parents may also request an appointment outside of this scheduled block.

- Note: Teacher office hours will be posted on the classroom teacher's FACTS web page.
- Note: It is requested that students and parents sign up for office hours.

- **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 newsletter/update on a weekly basis. Feedback surveys will be utilized to gather information to inform instruction and policy amendments (if needed).
 - 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 teachers will maintain Teacher/Parent Office Hours one time per week (30 minute session) virtually for parents and teachers to touch base.
 - St. Rose Catholic School teachers will provide grade or class specific updates to families on a weekly basis.
 - Teachers will provide students and families with a digital version of expected work and assignments. These will be located on Google or Seesaw depending on the grade level selected platform.

- **Student/Teacher Virtual In-Person Instruction Expectations:** All teachers and students are required to meet as a class, session, or in some cases, as a "group" in a real-time virtual classroom at a minimum number of times per week (based upon grade level grouping) for curricular instruction. All teachers in the Diocese of Monterey will provide a hybrid of real-time (synchronous) and classroom work time (asynchronous) instruction during distance learning.
 - **Real-time virtual classroom or Synchronous instruction (live, interactive instruction):** *Session where students are actively engaged in educational activities with classmates and teachers. Students remain visible in the virtual classroom with cameras always set to "on".*
 - It is required that there will be synchronous time each scheduled school day.
 - Teachers will follow their classroom rules and procedures for classroom management. These management systems may be identical to the management systems used for in person instruction.
 - **Classroom work time or Asynchronous instruction (independent work):** *Students receive, post, or turn in assignments. Students are not actively engaged with teachers. This instruction provides a learning environment that does not require teachers and students to be online at*

the same time. As teachers, students, and families are all working on various childcare and work schedules, this is an essential part of the distance learning program.

- Note: According to feedback gathered from parent communication, including emails and our May 2020 "Post COVID - 19 School Start-Up Survey", families overwhelmingly requested set virtual meeting times that mirror times and activities that would generally occur in the classroom.
- Note: All real time classroom sessions will begin with a prayer.
- **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 schedule a meeting with teachers during Teacher/Parent Office Hours.
 - 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.
- **Instructional Minutes:** The state of California has a specified minimum number of minutes that students in each grade level are required to be engaged in the educational process. Additionally, Governor Newsom's [Pandemic Plan for Learning and Safe Schools](#) require "rigorous distance learning" to take place while students are not in the classroom.

- Instructional minutes are based upon synchronous and asynchronous instruction and learning for all content areas.
- The minimum number of minutes in each range is the minimum amount of minutes as required by the State of California.

Grade Level	Daily Instructional Minutes	Maximum Daily Synchronous Screen Time
Kindergarten	180 - 240 minutes	1.5 hours
Grades 1 - 2	230 - 290 minutes	2.0 hours
Grades 3 - 5	230 - 290 minutes	2.5 hours
Grades 6 - 8	240 - 300 minutes	3.0 hours

- **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.
- **Grading and Assessment:** Grading during distance learning will follow the Diocese of Monterey standard grading scale.
 - Technology will be used as the primary vehicle for pre-assessment and an alternative to standard testing during distance learning. Assessment types and strategies will be utilized that are suitable for distance learning.
 - STAR Testing: The fall STAR assessment will be administered remotely.
 - Grades will be assigned in all required subjects except for Safe Environment.
 - 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](#).
 - Grades will accurately reflect a student's progress on a standard rather than reflect their responsibility in completion of tasks.
- **Distance Learning "Preparation Day":** In place of a "Welcome Back Meet and Greet" or "Back to School Night," all St. Rose Catholic School homeroom and subject teachers will hold a "Distance Learning Preparation Day." Subjects and topics to be introduced and included in this Distance Learning Preparation Day include, but are not limited to, the following:
 - Teachers individual subject or classroom policies and protocols that were developed under the umbrella of this document.
 - Individualized classroom routines and procedures.
 - Virtual learning practice where all students and parents receive curriculum-related website information, login and password data, and check to make sure that at home digital resources can support what is necessary for their children during distance learning.
 - Class materials parents may anticipate needing, in addition to regular classroom supply lists, that will be needed to support their children for distance learning.
 - Note: Parental, and for some groupings students', attendance is essential and mandatory in order for students to begin distance learning. Students and parents will not have the tools and information necessary for children to begin instruction on August 25, 2020
 - Parents will need to attend a session *for each child* in grades K - 5 as these are grade level specific. Parents of multiple middle school students will need to attend only one middle school meeting.

Grade Level Specific Parameters and Guidelines

Middle School Grade Level Parameters and Guidelines: Guidelines relevant to all children in grades 6 - 8. Middle School grade level teachers will be required to adhere to the following guidelines. It is understood and expected that teachers will use these protocols to guide their instruction as all teachers have their styles, all classes have a unique culture, and learning and adapting to various methods of teaching is a life skill that will help them in their educational futures.

- **Technology Usage:** All middle school students will use a school owned and managed Chromebook for their usage in a 1:1 format. Middle school students will no longer have access to 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 middle school faculty and students will utilize the Google platform for their primary means of distance learning instruction, email and communications with staff, and posting of assignments.
 - All middle school faculty and students will utilize the Zoom platform for their primary means of distance learning “real - time” or “synchronous” instruction.
 - Students must leave their Google Classroom “notifications” set to “on”.
 - Parents must notify the school office and middle school teachers of any technology issues or absences within 24 Hours.
 - Students who join a class late, will be marked tardy and lose participation points.
- **Office Hours:** All St. Rose Catholic School Teachers are required to maintain weekly office hours.
 - Teacher/Student Office Hours: Office hours that are for tutoring or for helping students with school work. All St. Rose Catholic School teachers will be required to hold either one, one hour session, or two, thirty minute sessions weekly. Office hours that will not have any new curriculum taught during this time and be held between the hours of 1:30 - 3:00. These office hours are for help or tutoring on a previously taught curriculum. If no students have shown up or are present after 10 minutes of the beginning of the scheduled office hour, the teacher may close down the office hour section until the next scheduled section.
 - Note: Prior to the teacher admitting students to the virtual office hours and for the duration of the office hours there must be a minimum of two people (not including the teacher) in attendance.
 - Note: Teacher/Student office hours are for the children; please see below for information on Teacher/Parent office hours which are for the parents.
 - Teacher/Parent Office Hours: Middle School teachers will offer a 30 minute of “parent/teacher” office hours during each school week. This is a time for parents to touch base with their children’s teacher(s) not for student tutoring or help. These office hours will be available via appointment and parents may also request an appointment outside of this scheduled block.
 - Note: all office hours will be listed on teachers FACTS webpage.
 - Note: it is requested that students and parents sign up for office hours.
- **Faculty and Family Communication Expectations:** During a distance learning model, the primary method of communication 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 newsletter/update on a weekly basis. Feedback surveys will be utilized to gather information, to inform instruction, and policy amendments (if needed).
 - 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.
 - St. Rose Catholic School faculty is expected to respond to emails within 24 hours on workdays. Students and parents are asked and encouraged to be mindful of this time frame.
 - St. Rose Catholic School teachers will maintain Teacher/Parent Office Hours one time per week virtually for parents and teachers to touch base.
 - Teachers will provide students and families with a digital version of expected work and assignments. These will be located on Google.
- **Student/Teacher Virtual In-Person Instruction Expectations:** All teachers and students are required to meet as a class, session, or in some cases, as a "group" in a real-time virtual classroom at a minimum number of times per week (based upon grade level grouping) for curricular instruction. All teachers in the Diocese of Monterey will provide a hybrid of real-time (synchronous) and classroom work time (asynchronous) instruction during distance learning.
 - **Real-time virtual classroom or Synchronous instruction (live, interactive instruction):** *Session where students are actively engaged in educational activities with classmates and teachers. Students remain visible in the virtual classroom with cameras always set to "on".*
 - It is required that there will be synchronous time each scheduled day.
 - Teachers will follow their classroom rules and procedures for classroom management. These management systems may be identical to the management systems used for in person instruction.
 - **Classroom work time or Asynchronous instruction (independent work):** *Students receive, post, or turn in assignments. Students are not actively engaged with teachers. This instruction provides a learning environment that does not require teachers and students to be online at the same time. As teachers, students, and families are all working on various childcare and work schedules, this is an essential part of the distance learning program.*
- **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 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 schedule a meeting with teachers during Teacher/Parent Office Hours.
 - 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.
- **Instructional Minutes:** The state of California has a specified minimum number of minutes that students in each grade level are required to be engaged in the educational process. Additionally, Governor Newsom’s [Pandemic Plan for Learning and Safe Schools](#) require “rigorous distance learning” to take place while students are not in the classroom.
 - Instructional minutes are based upon synchronous and asynchronous instruction and learning for all content areas.
 - The minimum number of minutes in each range is the minimum amount of minutes as required by the State of California.

Grade Level	Daily Instructional Minutes	Maximum Daily Synchronous Screen Time
Grades 6 - 8	240 - 300 minutes	3.0 hours

- **Required Subjects:** The following subjects are required to be taught by all grades 6 - 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: Google Training and Course Offerings training will be held during the first week of school and “due” August 28.
 - Google training
 - Organization of Google Drive
 - Zoom and online etiquette
 - Note: Enrichment advanced band will be available.

- **Daily Schedule**
 - Middle school grade level teachers and students will meet by the class subject on alternating school days. Students are required to be on Zoom at the beginning of the class period, remain visible to the teacher in the virtual classroom with camera set to “on”, and participating in class lessons, and discussions. Students will be required to stay on Zoom until the teacher dismisses them at the end of the synchronous teaching session. Teachers will stay online until the end of the scheduled class session to support students who have questions or need additional help.
 - School days will be designated white (periods 1 - 4) or blue (periods 5 - 7 or 8)
 - White Day:
 - Period 1: 8:00 - 9:15
 - Period 2: 9:20 - 10:30
 - Period 3: 10:50 - 12:00
 - Period 4: 12:05 - 1:15
 - 285 minutes total
 - Blue Day:
 - Period 5: 8:00 - 9:15
 - Period 6: 9:20 - 10:30
 - Period 7: 10:50 - 12:00
 - Period 8: 12:05 - 1:15 (Quarter 2 on)
 - Note: Classes meet less frequently but for a longer amount of time similar to a standard "block schedule."

- Note: Period 8 will not be run during quarter 1 (August 25 - October 23). Period 8 will begin on October 26 with elective rotations.
 - Note: All real time classroom sessions will begin with a prayer.
- **Grading and Assessment:** Middle School grade level faculty will resume utilizing the grading scale and weighting used before our Spring 2020 long term dismissal.
 - Grading scale 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
 - Note: Participation grade will be made up nearly exclusively by attendance, active participation in virtual class sessions, and by following appropriate Zoom etiquette.
 - Grades will be updated online weekly by 5:00 P.M. on the first school day of each week.
 - Note: For the 2020 - 2021 school year, St. Rose Catholic School will be transitioning from Beehively to FACTS Management Company for our webpage, grading program, financial management, and student information systems.
 - Note: All homework, unless otherwise specified, will be due at 8:00 A.M. the next school day morning regardless of whether or not the day is a “white” day or a “blue” day.
 - While not recommended, late work can be turned in one day after the scheduled due date, as stated in our 2020 - 2021 [Middle School Handbook](#).
 - St. Rose Catholic School's quarterly Honor Roll will resume again, as stated in our 2020 - 2021 [Middle School Handbook](#).

- **Distance Learning "Preparation Day":** In place of a "Welcome Back Meet and Greet" or "Back to School Night," all St. Rose Catholic School middle school teachers will hold a "Student and Parent Distance Learning Preparation Day." Subjects and topics to be introduced and included in this Distance Learning Preparation Day include, but are not limited to, the following:
 - Teachers individual subject or classroom policies and protocols that were developed under the umbrella of this document.
 - Individualized classroom routines and procedures.
 - Virtual learning practice where all students and parents receive curriculum-related website information, login and password data, and check to make sure that at home digital resources can support what is necessary for their children during distance learning.
 - Class materials parents may anticipate needing, in addition to regular classroom supply lists, that will be needed to support their children for distance learning.
 - Note: Parental and student attendance is essential and mandatory in order for students to begin distance learning. Students and parents will not have the tools and information necessary for children to begin instruction on August 25, 2020.
 - Students in grades 6 - 8 and their parents will need to attend one of two opportunities for the virtual Distance Learning Preparation Day.
 - Thursday, August 20 from 9:00 - 11:00 A.M.
 - Thursday, August 20 from 6:00 - 8:00 P.M.

Upper Elementary Grade Level Parameters and Guidelines: Guidelines that are relevant to all children in grades 4 - 5. Upper elementary grade level teachers will be required to adhere to the following guidelines. It is understood and expected that teachers will use these to guide their instruction as all teachers have their style, all classes have a unique culture, and learning and adapting to various methods of teaching is a life skill that will help them in their educational futures.

- **Technology Usage:** Upper elementary school families will be required to access a technological device during this distance learning mandate. Students and families who need and request a school owned and managed iPad during distance learning will be able to sign for and pick up the device at school before the start of the 2020 - 2021 school year. These iPads are and due back on the first day that school resumes in-person instruction.
 - 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 upper elementary grade level faculty and students will utilize the Google platform for their primary means of distance learning instruction and submission of homework. Students must set and leave their Google Classroom "notifications" set to "on".
 - Zoom will be used for all virtual classroom sessions.

- **Office Hours:** All St. Rose Catholic School teachers are required to hold weekly office hours.
 - Teacher/Student Office Hours: All upper elementary grade level faculty will be required to keep two thirty-minute office hours per week between the hours. Office hours that are for tutoring or for helping students with school work. All St. Rose Catholic School teachers will be required to hold weekly office hours that will not have any new curriculum taught during this time. These office hours are for help or tutoring on a previously taught curriculum. If no students have shown up or are present after 10 minutes of the beginning of the scheduled office hour, the teacher may close down the office hour section until the next scheduled section.
 - Tutoring will be broken up into two, thirty minute sessions.
 - One thirty minute session will be “open” tutoring time.
 - Sign-ups are required and will be made available on Google.
 - One thirty minute session will be “invitation only” tutoring time.
 - Note: Prior to the teacher admitting students to the virtual office hours and for the duration of the office hours there must be a minimum of two people (not including the teacher) in attendance.
 - Note: Teacher/Student office hours are for the children; please see below for information on Teacher/Parent office hours which are for the parents.
 - Teacher/Parent Office Hours: At a minimum teachers will offer 30 minutes of “parent/teacher” office hours during each school week. This is a time for parents to touch base with their children’s teacher(s) not for student tutoring or help.
 - Parents will sign up for Teacher/Parent office hours on Google.
 - Note: All office hours will be listed on teachers FACTS webpage.
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- **Faculty and Family Communication Expectations:** During a distance learning model, the primary method of communication 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 newsletter/update on a weekly basis. Feedback surveys will be utilized to gather information, to inform instruction, and policy amendments (if needed).
 - 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.

- St. Rose Catholic School faculty is expected to respond to emails within 24 hours on workdays. Students and parents are asked and encouraged to be mindful of this time frame.
 - St. Rose Catholic School teachers will maintain Teacher/Parent Office Hours one time per week virtually for parents and teachers to touch base.
 - Teachers will provide students and families with a digital version of expected work and assignments. These will be located on Google.
- **Student/Teacher Virtual In-Person Instruction Expectations:** All teachers and students are required to meet as a class, session, or in some cases, as a "group" in a real-time virtual classroom at a minimum number of times per week (based upon grade level grouping) for curricular instruction. All teachers in the Diocese of Monterey will provide a hybrid of real-time (synchronous) and classroom work time (asynchronous) instruction during distance learning.
 - **Real-time virtual classroom or Synchronous instruction (live, interactive instruction):** *Session where students are actively engaged in educational activities with classmates and teachers. Students remain visible in the virtual classroom with cameras always set to "on".*
 - It is required that there will be synchronous time each scheduled day.
 - Teachers will follow their classroom rules and procedures for classroom management. These management systems may be identical to the management systems used for in person instruction.
 - **Classroom work time or Asynchronous instruction (independent work):** *Students receive, post, or turn in assignments. Students are not actively engaged with teachers. This instruction provides a learning environment that does not require teachers and students to be online at the same time. As teachers, students, and families are all working on various childcare and work schedules, this is an essential part of the distance learning program.*
- **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 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 schedule a meeting with teachers during Teacher/Parent Office Hours.
 - 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.
- **Instructional Minutes:** The state of California has a specified minimum number of minutes that students in each grade level are required to be engaged in the educational process. Additionally, Governor Newsom’s [Pandemic Plan for Learning and Safe Schools](#) require “rigorous distance learning” to take place while students are not in the classroom.
 - Instructional minutes are based upon synchronous and asynchronous instruction and learning for all content areas.
 - The minimum number of minutes in each range is the minimum amount of minutes as required by the State of California.

Grade Level	Daily Instructional Minutes	Maximum Daily Synchronous Screen Time
Grades 4 - 5	230 - 290 minutes	2.5 hours

- **Required Subjects:** The following subjects are required to be taught by all grades 4 - 5.
 - Religion
 - English Language Arts
 - Mathematics
 - Science
 - Social Studies/History
 - Note: 4th grade will be required to include St. Mary’s Press Native People’s Curriculum
 - Physical Education
 - Safe Environment
 - Note: Lessons must be standards based.

- [California State Board of Education Content Standards](#)
 - [Literacy and Math Focus Skills](#)
 - Note: Students will be taught the tech skills necessary to succeed in distance learning during the first week of class.
 - Note: Enrichment Art, Band, and Library will be available.
- **Daily Schedule**
 - Upper elementary grade level teachers and students will meet by the class subjects five days per week. Students are required to be on Google Meets at the beginning of the class session and be logged on and participating for class lecture/discussion/projects/etc. until their teacher dismisses them for independent practice and work.
 - Class "sessions" will roughly mirror "regular, in-person" class days.
 - Session 1: 8:00 - 9:30
 - Session 2: 10:00 - 11:30
 - Session 3: 12:15 - 1:45
 - 270 minutes total
 - Tutoring/Office Hour times on designated days 2:00 - 3:00 or multiple sessions from 2:00 - 2:30.
 - Note: All real time classroom sessions will begin with a prayer.
- **Grading and Assessment:** Upper elementary grade level faculty will resume utilizing the grading scale and weighting that was used before our Spring 2020 long term dismissal.
 - Grading scale 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%
 - Grades will be updated online weekly by 5:00 P.M. on the first school day of each week.
 - Note: For the 2020 - 2021 school year, St. Rose Catholic School will be transitioning from Beehively to FACTS Management Company for our webpage, grading program, financial management, and student information systems.

- Note: Participation grade will be made up nearly exclusively by attendance, active participation in virtual class sessions, and by following appropriate Zoom etiquette.
 - Homework will be due by 5:00 P.M. on Sunday.
 - While not recommended, late work can be turned in after the scheduled due date. Students will be deducted 10% for each day late up to two days late. Homework from the previous week will not be accepted after these two days.
- **Distance Learning "Preparation Day":** In place of a "Welcome Back Meet and Greet" or "Back to School Night," all St. Rose Catholic School subject and classroom teachers will hold a "Parent Distance Learning Preparation Day." Subjects and topics to be introduced and included in this Distance Learning Preparation Day include, but are not limited to, the following:
 - Teachers individual subject or classroom policies and protocols that were developed under the umbrella of this document.
 - Individualized classroom routines and procedures.
 - Virtual learning practice where all parents receive curriculum-related website information, login and password data, and check to make sure that at home digital resources can support what is necessary for their children during distance learning.
 - Class materials parents may anticipate needing, in addition to regular classroom supply lists, that will be needed to support their children for distance learning.
 - Note: Parental attendance is essential and mandatory in order for students to begin distance learning. Students and parents will not have the tools and information necessary for children to begin instruction on August 25, 2020.
 - Parents of students in grades 4 - 5 will need to attend one of two opportunities for the virtual Distance Learning Preparation Day.
 - 4th grade:
 - Wednesday, August 19, 2020 from 6:30 - 7:00 P.M.
 - Friday, August 21, 2020 from 10:30 - 11:00 A.M.
 - 5th Grade:
 - Wednesday, August 19, 2020 from 7:00 - 7:30 P.M.
 - Friday, August 21, 2020 from 11:00 - 11:30 A.M.

Lower Elementary Grade Level Parameters and Guidelines: Guidelines that are relevant to all children in grades K-3. Lower elementary grade level teachers will be required to adhere to the following guidelines. It is understood and expected that teachers will use these to guide their instruction as all teachers have their style, all classes have a unique culture, and learning and adapting to various methods of instruction is a life skill that will help them in their educational futures.

- **Technology Usage:** Lower elementary school families will be required to have access to a technological device during this distance learning mandate. Students and families who need and request a school owned and managed iPad during distance learning will be able to sign for and pick up the device at school before the start of the 2020 - 2021 school year. These iPads are due back on the first day that school resumes in-person instruction.
 - 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.
 - Most lower elementary grade level faculty and students will utilize the Seesaw platform for their primary means of distance learning instruction, online meetings, and submission of homework.
 - Note: Kindergarten will use a Google platform.
- **Office Hours:** All St. Rose Catholic School teachers are required to have weekly office hours.
 - Teacher/Student Office Hours: All lower elementary grade level faculty will be required to keep two thirty-minute office hours per week between the hours. Office hours that are for tutoring or for helping students with school work. All St. Rose Catholic School teachers will be required to hold weekly office hours that will not have any new curriculum taught during this time. These office hours are for help or tutoring on a previously taught curriculum. If no students have shown up or are present after 10 minutes of the beginning of the scheduled office hour, the teacher may close down the office hour section until the next scheduled section.
 - Tutoring will be broken up into two, thirty minute sessions.
 - One thirty minute session will be “open” tutoring time.
 - Sign-ups for kindergarten will be made available on Google.
 - Sign-ups for grades 1 - 3 will be made available on “Sign-Up Genius”.
 - One thirty minute session will be “invitation only” tutoring time.
 - Note: Prior to the teacher admitting students to the virtual office hours and for the duration of the office hours there must be a minimum of two people (not including the teacher) in attendance.
 - Note: Teacher/Student office hours are for the children; please see below for information on Teacher/Parent office hours which are for the parents.
 - Teacher/Parent Office Hours: At a minimum teachers will offer 30 minutes of “parent/teacher” office hours during each school week. This is a time for parents to touch base with their children’s teacher(s) not for student tutoring or help.
 - Parents of Kindergarten students will sign up on Google.
 - Parents of 1st - 3rd grade students will sign up on Sign-Up Genius.
 - Note: all office hours will be listed on teachers FACTS webpage.

- Note: it is requested that attendees at office hours sign up for the session.
- **Faculty and Family Communication Expectations:** During a distance learning model, the primary method of communication 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 newsletter/update on a weekly basis. Feedback surveys will be utilized to gather information, to inform instruction, and policy amendments (if needed).
 - Students are encouraged to be the initial contact with teachers. We expect our students to be well-rounded, lifelong learners and encourage students in kindergarten through third grade 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.
 - St. Rose Catholic School faculty is expected to respond to emails within 24 hours on workdays. Students and parents are asked and encouraged to be mindful of this time frame.
 - St. Rose Catholic School teachers will maintain Teacher/Parent Office Hours one time per week virtually for parents and teachers to touch base.
 - Teachers will provide students and families with a digital version of expected work and assignments. These will be located on Google (Kindergarten) and Seesaw (1st through 3rd).
- **Student/Teacher Virtual In-Person Instruction Expectations:** All teachers and students are required to meet as a class, session, or in some cases, as a "group" in a real-time virtual classroom at a minimum number of times per week (based upon grade level grouping) for curricular instruction. All teachers in the Diocese of Monterey will provide a hybrid of real-time (synchronous) and classroom work time (asynchronous) instruction during distance learning.
 - **Real-time virtual classroom or Synchronous instruction (live, interactive instruction):** *Session where students are actively engaged in educational activities with classmates and teachers. Students remain visible in the virtual classroom with cameras always set to "on".*
 - It is required that there will be synchronous time each scheduled day.
 - Teachers will follow their classroom rules and procedures for classroom management. These management systems may be identical to the management systems used for in person instruction.
 - **Classroom work time or Asynchronous instruction (independent work):** *Students receive, post, or turn in assignments. Students are not actively engaged with teachers. This instruction provides a learning environment that does not require teachers and students to be online at the same time. As teachers, students, and families are all working on*

various childcare and work schedules, this is an essential part of the distance learning program.

- **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 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 schedule a meeting with teachers during Teacher/Parent Office Hours.
 - 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.

- **Instructional Minutes:** The state of California has a specified minimum number of minutes that students in each grade level are required to be engaged in the educational process. Additionally, Governor Newsom’s [Pandemic Plan for Learning and Safe Schools](#) require “rigorous distance learning” to take place while students are not in the classroom.
 - Instructional minutes are based upon synchronous and asynchronous instruction and learning for all content areas.
 - The minimum number of minutes in each range is the minimum amount of minutes as required by the State of California.

Grade Level	Daily Instructional Minutes	Maximum Daily Synchronous Screen
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		Time
Kindergarten	180 - 240 minutes	1.5 hours
Grades 1 - 2	230 - 290 minutes	2.0 hours
Grades 3	230 - 290 minutes	2.5 hours

Required Subjects: The following subjects are required to be taught by all grades K-3.

- 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: Students will be taught the tech skills necessary to succeed in distance learning during the first week of class.
 - Note: Enrichment Art, Band, and Library will be available.

- **Daily Schedule**

- Lower elementary grade level teachers and students will meet by the class subjects five days per week. Students are required to be on Zoom (grades 1 - 3) or Google Meets (kindergarten) at the beginning of the class session and be logged on and participating for class lecture/discussion/projects/etc until their teacher dismisses them for independent practice and work.
 - Class "sessions" will roughly mirror "regular, in-person" class days.
 - 1st - 3rd grade:
 - Session 1: 8:00 - 9:30
 - Session 2: 10:00 - 11:30
 - Session 3: 12:15 - 1:45
 - 270 minutes total.
 - Kindergarten:
 - Session 1: 8:00 - 9:15
 - Session 2: 9:30 - 10:45
 - Session 3: 11:00 - 12:15
 - 225 minutes total.
 - Tutoring/Office Hour times on designated days 2:00 - 3:00 or multiple sessions from 2:00 - 2:30.

- Note: All real time classroom sessions will begin with a prayer.
- **Grading and Assessment:** K - 2 lower elementary grade level faculty will resume utilizing the grading system 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
- Note: Third grade will utilize the grading system as noted for grades 4 - 8 and listed below:
 - 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%
- K - 2 grades will be available one time per month. Individual teachers will communicate this date with school families.
- 3rd-grade grades will be updated online weekly by 5:00 P.M. on the first school day of each week.
 - Note: For the 2020 - 2021 school year, St. Rose Catholic School will be transitioning from Beehively to FACTS Management Company for our webpage, grading program, financial management, and student information systems.
 - Note: Participation grade will be made up nearly exclusively by attendance, active participation in virtual class sessions, and by following appropriate Zoom etiquette.
- K - 3 homework will be due by 5:00 P.M. on Sunday of each week.
 - 3rd Grade: While not recommended, late work can be turned in after the scheduled due date. Students will be deducted 10% for each day late up to two days late. Homework from the previous week will not be accepted after these two days.
 - K - 2: "Late work" will be reflected in a student's "Work Habits" grades on a quarterly report card.
- **Distance Learning "Preparation Day":** In place of a "Welcome Back Meet and Greet" or "Back to School Night," all St. Rose Catholic School subject and

classroom teachers will hold a "Parent Distance Learning Preparation Day." Subjects and topics to be introduced and included in this Distance Learning Preparation Day include, but are not limited to, the following:

- Teachers individual subject or classroom policies and protocols that were developed under the umbrella of this document.
- Individualized classroom routines and procedures.
- Virtual learning practice where all parents receive curriculum-related website information, login and password data, and check to make sure that at home digital resources can support what is necessary for their children during distance learning.
- Class materials parents may anticipate needing, in addition to regular classroom supply lists, that will be needed to support their children for distance learning.
 - Note: Parental attendance is essential and mandatory in order for students to begin distance learning. Students and parents will not have the tools and information necessary for children to begin instruction on August 25, 2020.
 - Parents of students in grades K - 3 will need to attend one of two opportunities for the virtual Distance Learning Preparation Day.
 - Kindergarten:
 - Tuesday, August 18, 2020 from 6:00 - 6:30 P.M.
 - Friday, August 21, 2020 from 8:30 - 9:00 A.M.
 - 1st Grade:
 - Tuesday, August 18, 2020 from 6:30 - 7:00 P.M.
 - Friday, August 21, 2020 from 9:00 - 9:30 A.M.
 - 2nd Grade:
 - Tuesday, August 18, 2020 from 7:00 - 7:30 P.M.
 - Friday, August 21, 2020 from 9:30 - 10:00 A.M.
 - 3rd grade:
 - Wednesday, August 19, 2020 from 6:00 - 6:30 P.M.
 - Friday, August 21, 2020 from 10:00 - 10:30 A.M.

St. Rose Catholic School Principal's Commentary

On July 17, 2020, the Governor of California, Gavin Newsom, mandated that all schools, public and private, that reside in a county that is on the Governor's Monitoring List " must begin school in the Fall of 2020 in a distance-learning only model. As San Luis Obispo County landed on the monitoring list on July 13, 2020, St. Rose Catholic School is mandated to switch from our approved [2020 - 2021 School Operations Plan](#) and move to a distance learning model until our county is off of the monitoring list. According to the Governor's mandate, as stated in the California Department of Public Health's [COVID - 19 and Reopening In-Person Learning Framework For K - 12 Schools in California, 2020 - 2021 School Year](#) schools can "physically open when its county has

been off the Monitoring List for 14 consecutive days. Schools that don't meet this requirement must begin the year distance learning".

The goal and intent are for St. Rose Catholic School to resume as specified in the 2020 - 2021 School Operations Plan (edits and changes likely as new information about COVID - 19 and new guidelines are put forth) as soon as it can. Administration, faculty, and staff will offer a more robust, efficient, and cohesive version of distance learning education throughout the grade levels than was provided during the "long term dismissal" of March 16 - June 5, 2020. Once school begins on August 25, 2020, weekly communications will come forth from St. Rose Catholic School administration to keep the school community informed.

In the event of necessary distance learning, school administration will schedule and communicate to families a "pick up" day for necessary materials. Due to the ever changing directives and nature of the COVID - 19 pandemic, St. Rose Catholic School administration reserves the right to make amendments or changes to this document when deemed necessary.


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