



ARCHDIOCESE OF  
SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS



# IMMACULATE HEART OF MARY SCHOOL

2020-2021

DISTANCE LEARNING PLAN  
DUE TO SCHOOL CLOSURE

*Handbook Addendum*

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*The IHM School Reopening Task Force and IHM School Teachers wishes to acknowledge the Archdiocese of San Francisco Department of Catholic Schools for their support and guidance in developing this Distance Learning Plan.*

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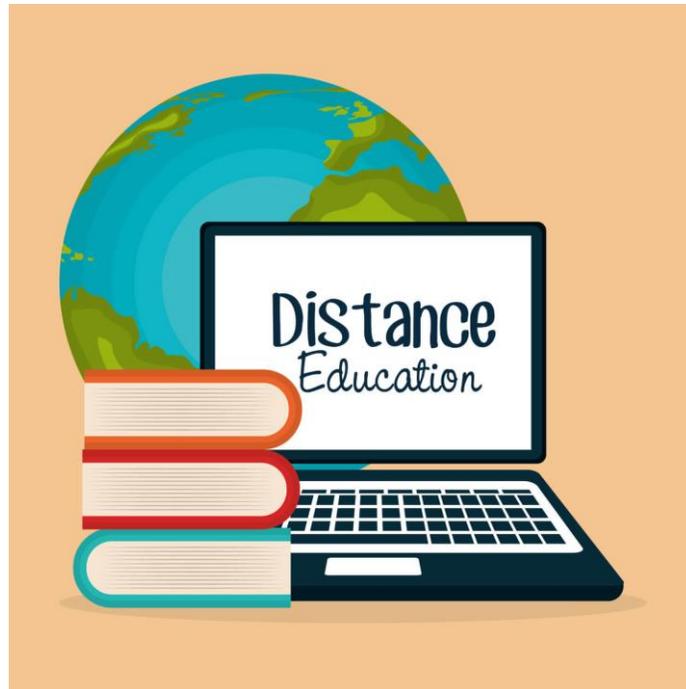
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## GENERAL EXPECTATIONS

It is the intentions of Immaculate Heart of Mary School to open our school and stay open to the extent that ensures the paramount safety for our students and staff. However, in the event that Immaculate Heart of Mary School or any of its classes needs to close for an extended period in a pandemic or any other disaster, our students will be able to receive a reasonable degree of teaching and learning. All of our students and teachers have access to several online tools to extend learning beyond the school day and to provide students with access to course materials at home. It is expected that our teachers will offer students a continuum of learning opportunities. The possibilities range from asynchronous access (anytime access) to content to the synchronous delivery (real time access) of a remote classroom experience. In a distance learning environment, all school policies remain in effect, including grading policies, acceptable use policies and academic integrity policies. Our goal for distance learning will be 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 teachers and students:

- Each course/class will be housed using Google Classroom as the “IHM Distance Learning School Base”.
- Each course/class will have a ‘live’ (synchronous) component using Zoom.
- Each course/class will have an “anytime access” (asynchronous) component such as videos/instructions that need to be completed by students as instructed by the teacher.
- Classes will begin on time and current policies around turning in work will be maintained.
- Students should give their best effort, exhibit their best online class behavior, and attend classes regularly, health permitting.
- Students should follow all Netiquette Guidelines (see Student Expectations below).

# TECHNOLOGY REQUIREMENTS & EXPECTATIONS FOR USE

- IHM students will use Google Classroom and Zoom for both synchronous and asynchronous learning.
- IHM students must be logged in with their school account (younger students may need assistance from an adult).
- IHM students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agree to when they sign the Technology Acceptable Use Policy.
- IHM students should refrain from experimenting with the Google Meet or Zoom options during class time, from muting other students' microphones, or removing anyone from Zoom.
- IHM students should have access to a computer, pc, or device that is capable of Google Classroom technology requirements as well as Zoom technology requirements. Any student who does not have access to a computer, pc, or device to adequately access the Google Classroom or Zoom features may borrow a school provided device given a Computer Technology Agreement Waiver has been signed by the parent.

## FAMILY ROLES & RESPONSIBILITIES

### ***ELEMENTARY SCHOOL***

- Calmly establish routines and expectations for your child.
- Take an active role in your child's learning. Assist them in logging into the device and various applications and walk them through instructions when needed.
- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Partner with your child's teachers and reach out should any challenges arise.
- Help your child to plan and turn in their work and keep them focused and on task.
- Provide opportunities for your child to play and move outside, while practicing responsible social distancing.
- Ensure your child abides by IHM's Technology Acceptable Use Policy.

### ***MIDDLE SCHOOL***

- Help your child manage their online learning by encouraging them to attend all classes and finish all assignments.
- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Do not join your child's online classes or be visible on your children's screens during classes.

- Encourage your child to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing.
- Ensure your child abides by IHM's Technology Acceptable Use Policy.

### Distance Learning Daily Routines

Having a schedule at home helps tremendously and most of our classroom teachers will be providing this to families. We all experience a loss of our usual routines during distance learning. Thus, if possible, it is ideal to set a routine that fits your day.

Examples of routines include:

- 1) Children rising and getting dressed at a set time each morning.
- 2) Beginning the day with a prayer.
- 3) Planting little moments of fun or relaxation in the midst of schoolwork throughout the day (walk outside, riding bike, music break, etc.).
- 4) Prioritizing School Work in increments (i.e. Math for 30 minutes in the afternoon, Reading/ELA for 30 minutes in the morning, etc.)

## STUDENT EXPECTATIONS

In the spirit of helping our students become young scholars while they are at home, we realize the importance of online learning classroom policies so that we can continue to fine-tune our lessons during distance learning.

In order to accomplish these goals, we would like to emphasize some basic, ground rules in a spirit of mutual cooperation and respect. In distance learning times, it can be easy to fall into lethargy and we want to look back as a school and say that we all rose to the challenge. With all this in mind, please go over the following contents with your children...

### Guidelines for Online Classroom Etiquette

#### **Attire**

- We encourage all students to come to the virtual **classroom dressed in school uniform from the top up** (i.e. not in pajamas) as appropriate attire is linked to learning, performance, and recollection.
- Please do not wear a hat or a hoodie during lessons.

#### **Place, Posture, & Preparedness**

- Students should be in a family room or other common place and not in a bedroom during virtual class meetings.
- Teachers wish to see their students' faces. This is a requirement if the device allows it.
- **Leave your computer in one place, even if you are mobile.** If you need to go to the restroom, please don't take your computer with you.
- **Please remember to mute yourself** while in the virtual classroom unless requested by the teacher to talk, so everyone can stay focused on the lesson.
- Come prepared to class as best you can. (*Do I have proper books? Did I read what I was supposed to read? Do I have something to write with if needed?, etc.*)

### ***During and After Zoom Classes***

- Give your best effort and best online class behavior.
- You are expected to attend your classes unless your parent or guardian notifies your teacher. Teachers will take attendance at the beginning of each class.
- Stay in contact (your teachers will be checking their email during the week daily during school days).

## **ELEMENTARY SCHOOL DISTANCE LEARNING**

The goal of the Elementary Distance Learning Plan is to keep your children engaged so they can learn and grow, while also affording them with meaningful opportunities for faith, connection and community. We will provide opportunities for students to read, write, share ideas, explore, create, play, and move. Perhaps most importantly, we will continue to provide them a sense of community and normalcy with a structured school day that continues the planned learning program.

Due to the developmental stages of our youngest learners, parents will need to assist their child with distance learning. For example, assist in logging into the device, Google Classroom, Zoom, and other various applications, in addition to walking through directions when needed.

For Kindergarten through Grade 5, teachers will provide suggested activities to allow students the opportunity to continue to grow cognitively, physically, socially and emotionally as best can be done in a virtual learning environment.

For Kindergarten through Grade 5, assignments should be completed by the due date. Please reach out to the teacher through email if your child is unable to participate in distance learning due to illness.

It is our goal to have a balance of on-screen and off-screen tasks that help connect to previous learning and the content curriculum. *Each K-5 classroom teacher will develop and send out a schedule to the families and students in each class prior to distance learning dates.*

*The following is a sample schedule only:*

5.11-5.15	Monday			Tuesday			Wednesday			Thursday			5		
8:00-8:30	ST Math			ST Math			ST Math			ST Math			ST Math		
8:30-8:45	Whole Group- Morning Meeting			Whole Group- Morning Meeting			Whole Group- Morning Meeting			Whole Group- Morning Meeting			Whole Group- Morning Meeting		
8:45-9:00	Sum Dog- Spelling/Reading			Sum Dog- Spelling/Reading			Sum Dog- Spelling/Reading			Sum Dog- Spelling/Reading			Sum Dog- Spelling/Reading		
9:00-9:15	Whole Group- BFG Read aloud			Whole Group- BFG Read aloud			Whole Group- BFG Read aloud			Whole Group- BFG Read aloud			Whole Group- BFG Read aloud		
9:15-9:45	Ice- Spelling City A 38	del Rio- Spelling City B 27	Laursen- Spelling City C 1	Ice- Amira B	del Rio- Time for Kids C	Laursen- Social Studies Weekly A	Ice- Amira A	del Rio- Time for Kids B	Laursen- Social Studies Weekly C	Ice- Amira C	del Rio- Time for Kids A	Laursen- Social Studies Weekly B	Ice- Spelling City A 38	del Rio- Spelling City B 27	Laursen- Spelling City C 1
9:45-10:00	Snack			Snack			Snack			Snack			Snack		
10:00-10:15	Whole Group Math- Exit Slip 15, Problem Set HW 1			Whole Group Math- Exit Slip 1, Problem Set HW 2			Whole Group Math- Exit Slip 2, Problem Set HW 3			Whole Group Math- Exit Slip 3 Problem Set HW 4			Whole Group Math- Exit Slip 4 Problem Set HW 5		
10:15-10:45	Ice- RDW, Problem Set, HW	del Rio- RDW, Problem Set, HW	Laursen- RDW, Problem Set, HW	Ice- RDW, Problem Set, HW	del Rio- RDW, Problem Set, HW	Laursen- RDW, Problem Set, HW	Ice- RDW, Problem Set, HW	del Rio- RDW, Problem Set, HW	Laursen- RDW, Problem Set, HW	Ice- RDW, Problem Set, HW	del Rio- RDW, Problem Set, HW	Laursen- RDW, Problem Set, HW	Ice- RDW, Problem Set, HW	del Rio- RDW, Problem Set, HW	Laursen- RDW, Problem Set, HW
10:45-11:00	Recess			Recess			Recess			Recess			Recess		
11:00-11:15	Whole Group Writing			Whole Group- Science			Whole Group- Writing			Whole Group- Science			Whole Group- Religion		
11:15-11:45	Ice- Office Hours/ Individual Conferencing	del Rio Writing		Ice- Office Hours/ Individual Conferencing	del Rio- Science		Ice- Office Hours/ Individual Conferencing	del Rio- Writing		Ice- Office Hours/ Individual Conferencing	del Rio- Science		Ice- Office Hours/ Individual Conferencing	del Rio- Religion	
12:00-12:30	Whole Group- Closing Prayer			Whole Group- Closing Prayer			Whole Group- Closing Prayer			Whole Group- Closing Prayer			Whole Group- Closing Prayer		

### Teaching and Communication Guidelines

The teacher in each of following grades will assign weekly, the following daily work (Monday – Thursday) on Google Classroom (*Fridays are Flex Days for Specials Area Classes, Teacher Planning, and Teacher/Parent/Student Meetings*):

***Kindergarten, First Grade, and Second Grade:***

- Reading and Listening – 30 minutes daily
- Writing – 30 minutes daily
- English Language Arts – 30 minutes daily
- Math – 30 minutes daily
- Religion – 30 minutes daily
- Social Sciences – 30 minutes daily

***Third Grade, Fourth Grade, and Fifth Grade:***

- Reading and Listening – 60 minutes daily
- Writing – 30 minutes daily
- English Language Arts – 30 minutes daily
- Math – 60 minutes daily
- Religion – 30 minutes daily
- Social Sciences – 30 minutes daily

***K-5 Specials Area Classes (PE, Makerspace/Tech, Spanish, Art/Music):***

- Physical Education – 45 minutes once a week
- Makerspace/Tech – 30 minutes once a week
- Spanish – 30 minutes once a week
- Art/Music – 45 minutes once a week

***School, Teacher, Parent, Student Communication:***

- The principal will have 1+ contacts weekly with parents via the school website, newsletter, email, Google Classroom, or Zoom.
- The principal will conduct daily school announcements via video and/or Google Classroom.
- The teacher will have 1+ contacts weekly with parents via newsletter, email, Google Classroom, or Zoom.
- The teacher will post weekly work by Friday at 3PM for the following week (Monday through Thursday).
- The student will turn in all work on time/the teacher will collect all work via Google Classroom as specified by teacher (*Missing work or Late Work will only be accepted by teacher if arranged ahead of time with teacher, extenuating circumstances, illness, etc.*).
- The teacher will return all corrected work or graded work to students by Monday of the following week.
- The teacher will be available and responsive to students and parents via email, Google Classroom, or Zoom each school day from 8AM to 3PM.
- The teacher will have daily (Monday – Thursday) office hours (2 hours minimum) to meet with students individually or in small groups as well as parents (*Fridays are Flex Days for Specials Area Classes, Teacher Planning, and Teacher/Parent/Student Meetings*).

## **MIDDLE SCHOOL DISTANCE LEARNING**

The goal of the Middle School Distance Learning Plan is to run school as close to a typical, in-person day as possible to provide the best academic experience as possible while staying connected in faith and as a community of learners. We will employ technology resources we use every day at school such as Google Classroom and various other educational technology applications to connect, extend, and deepen learning.

***Schedule***

Each course/class will have a ‘live’ (synchronous) component using Zoom and each course/class will have an “anytime access” (asynchronous) component such as videos/instructions that need to be completed by students as instructed by the teacher posted on Google Classroom.

Attendance will be taken and reported for each required Zoom class.

All classes will begin on time according to the Middle School Daily Schedule and all current policies - late work, deadlines, etc. - will be maintained. *Missing or late work will only be accepted by teacher if arranged ahead of time with teacher, extenuating*

*circumstances, illness, etc.* All missing or late work is subject to affect the student's class grade. Thus, it is advantageous for students to turn in their work in a timely manner.

It is our goal to have a balance of on-screen and off-screen tasks that help connect to previous learning and the content curriculum. The Middle School Teaching Team will adhere to following synchronous Zoom schedule for Distance Learning each week. All Zoom Meeting Links will be made available to students from the teacher in Google Classroom.

The following is the **IHM Middle School Schedule for Distance Learning:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 10AM	<b>Daily Classroom Assignments Posted</b>  <b>Asynchronous Learning Block &amp; Teacher Office Hours</b>  <b>Flexible Learning Time:</b> -View Pre-Recorded Videos of Instruction -Complete Daily Assignment or Classwork/Class Preparation				
9:30 – 10AM	8A Math	8A Math	8A Math	8A Math	
10 – 10:30AM	8 ELA 7 Math 6 History	8 ELA 7 Math 6 History	8 ELA 7 Math 6 History	8 ELA 7 Math 6 History	8 Spanish 7 MS/Tech 6 PE
10:30 – 11AM	8B Math 7 History 6 ELA	8B Math 7 History 6 ELA	8B Math 7 History 6 ELA	8B Math 7 History 6 ELA	8 MS/Tech 7 PE 6 Spanish
11 – 11:30AM	8 History 7 ELA 6 Math	8 History 7 ELA 6 Math	8 History 7 ELA 6 Math	8 History 7 ELA 6 Math	8 PE 7 Spanish 6 MS/Tech
11:30 – 12PM	Lunch	Lunch	Lunch	Lunch	Lunch
12 – 12:30PM	8 Religion 7 Science 6 Writing	8 Religion 7 Science 6 Writing	8 Religion 7 Science 6 Writing	8 Religion 7 Science 6 Writing	8 Art STUDY PERIOD
12:30 – 1PM	8 Science 7 Writing 6 Religion	8 Science 7 Writing 6 Religion	8 Science 7 Writing 6 Religion	8 Science 7 Writing 6 Religion	7 Art STUDY PERIOD
1 – 1:30PM	8 Writing 7 Religion 6 Science	8 Writing 7 Religion 6 Science	8 Writing 7 Religion 6 Science	8 Writing 7 Religion 6 Science	6 Art STUDY PERIOD
1:30 – 3PM	<b>Asynchronous Learning Block &amp; Teacher Office Hours</b>  <b>Flexible Learning Time:</b> -View Pre-Recorded Videos of Instruction -Complete Daily Assignment or Classwork			<b>Asynchronous Learning Block</b>	<b>Asynchronous Learning Block</b>

## Teaching and Communication Guidelines

Each Middle School teacher will assign weekly, the following daily work (Monday – Thursday) on Google Classroom (*Fridays are Flex Days for Specials Area Classes, Teacher Planning, and Teacher/Parent/Student Meetings*):

### ***Sixth Grade, Seventh Grade, and Eighth Grade:***

- Reading – 60 minutes daily
- Writing – 45 minutes daily
- English Language Arts – 30 minutes daily
- Math – 60 minutes daily
- Religion – 30 minutes daily
- Science – 30 minutes daily
- History – 30 minutes daily

### ***6-8 Specials Area/Enrichment Classes (PE, Makerspace/Tech, Spanish, Art/Music):***

- Physical Education – 45 minutes once a week
- Makerspace/Tech – 45 minutes once a week
- Spanish – 60 minutes once a week
- Art/Music – 45 minutes once a week

### ***Teacher, Parent, Student Communication:***

- The principal will have 1+ contacts weekly with parents via the school website, newsletter, email, Google Classroom, or Zoom.
- The principal will conduct daily school announcements via video and/or Google Classroom.
- Each Middle School teacher will have 1+ contacts weekly with parents via newsletter, email, Google Classroom, or Zoom.
- Each Middle School teacher will post weekly work by Friday at 3PM for the following week (Monday through Thursday).
- The student will turn in all work on time/the teacher will collect all work via Google Classroom as specified by teacher (*Missing work or Late Work will only be accepted by teacher if arranged ahead of time with teacher, extenuating circumstances, illness, etc.*).
- The teacher will return all corrected work or graded work to students by Monday of the following week.
- The teacher will be available and responsive to students and parents via email, Google Classroom, or Zoom each school day from 8AM to 3PM.
- The teacher will have daily (Monday – Thursday) office hours (2 hours minimum) to meet with students individually or in small groups as well as parents (*Fridays are Flex Days for Specials Area Classes, Teacher Planning, and Teacher/Parent/Student Meetings*).

# APPENDIX A: RESEARCH-INFORMED STRATEGIES FOR DISTANCE LEARNING

Distance learning is not a new method of teaching. As a result, there are plenty of research-informed strategies that the Center for Transformative Teaching and Learning has compiled to help support parents and students.

## **Monotask, not multitask**

Help your child monotask. This means, no cell phone, Netflix, or video games during class time. Your child should not have non-academic applications, windows or browser tabs open on their laptop on during online class sessions. Encourage your child to set their phone to “do not disturb” and put it in another room while working — they can check it during breaks in the school day.

## **A good study environment aids good studying**

Set up a good study environment. Your child should not do online classes in bed, lying down, or in a bedroom. A public space at home is recommended (i.e. dining room, living, room, etc.) Try to avoid spaces where there are distractions or where there is clutter because many students find this distracting. Your child should not listen to music while “attending” an online class.

## **Strong self-advocacy is always crucial**

Encourage your child to be a strong self-advocate and communicate with teachers when they have questions or concerns, or even when they just feel they need to check in. This can be done via email or by requesting a one-on-one virtual meeting on Google Classroom.

## **Everyone benefits from help with scheduling**

During the distance learning experience, your child may be assigned more projects and longer tasks that require more independent work. Balancing the demands of several projects at once is something that many students of all ages find challenging. Help your child break down and schedule tasks for asynchronous projects. If necessary, help them monitor their progress and help them decide if switching strategies might aid their progress, or help them determine whether a satisfactory end point has been reached.

## **Support your child’s metacognition**

Metacognition aids learning. You can help by asking questions, such as:

- What are your big learnings or takeaways from the day?
- What’s challenging? / What do you have questions about? /

What don’t you understand yet? (and suggest they reach out to the appropriate teacher by email, one-on-one check in, or writing down their question(s) to ask in the chat of their next Zoom meeting).

Where possible, help your child bring in prior knowledge from experiences they have had in the past and help them make connections, again where possible, between their work and the things in the real world.

### **Emotion and cognition are interlinked**

Emotion and learning are intertwined, both in your child's brain and in their everyday experience of school. Having an emotional well-being check-in can help - if they are feeling stressed with school work, giving them space to offload those feelings can help them focus on learning. They can talk to you, talk to a friend, or even write and draw.

Relationships help buffer stress, so staying socially connected is an important part of being a successful student in distance learning.

Exercise, diet, and sleep help reduce stress as well as improve overall health. Going for a walk or run, while practicing responsible social distancing, can be tremendously beneficial for overall well-being and learning. Research suggests that mindfulness and meditation techniques can benefit students of all ages. Play is important for students of all ages. Make time for play. Do things that aren't on screens in leisure time.

*-Compiled by Stanford University's Denise Pope*

## **APPENDIX B: FAQ**

### **Who do I contact if I have a question?**

Please contact individual teachers if you have concerns about classwork. If you have a technology related issue, please email our technology director at [tech@ihmschoolbelmont.org](mailto:tech@ihmschoolbelmont.org). If you have a general question about distance learning, please contact the school principal.

### **How will the School ensure that my child has continuity of learning?**

IHM School teachers, the administration, and the school reopening task force have worked closely to finalize a distance learning plan that will ensure continuity of learning. Learning expectations will remain the same. Utilizing Google Classroom or School Speak (our Learning Management System), Zoom, and other technology platforms, like email, our teachers will remain in contact with every student with an open line of communication to students, parents, and families. While our physical campus may be closed, school remains open.

### **What resources are available if my child faces challenges with distance learning?**

While we may not be together physically, all of the school's resources remain available to our students. This includes our School Counselor and Resource Teacher. Please contact the school principal for a referral if needed.

### **If my child is sick on a distance learning day, what should my family do?**

Just like on a normal school day, a parent should notify the homeroom teacher and the school office with a phone call or via email.

**Will families receive a tuition break if we are in distance learning mode?**

No. IHM School is ensuring the continuation of learning and all expectations of students remain. IHM School will ensure that students meet all learning and graduation outcomes.

**Can a family choose Distance Learning as an option even if the school's physical campus reopens and students return to campus?**

Yes. IHM School will accommodate families who choose for their children to stay home even if the physical school campus reopens. These families may opt to stay home a trimester at a time. Please complete and sign the *Distance Learning Alongside Request Form* located on the School Website under Distance Learning and submit it to the principal for approval. *Please Note: Distance learning students must be committed to online learning. While distance learning is an option for students in unique situations, distance learning does not serve as an equitable alternative to the traditional classroom setting.*

**If IHM School reopens and a cohort/class has to quarantine due to an exposure, will Distance Learning be an option for just that cohort/class?**

Yes. IHM School will provide distance learning option to all students who may be quarantined if mandated by the Health Department of San Mateo County. IHM School is committed to ensuring the continuation of learning and all expectations of students remain.

**If IHM School reopens and the entire school has to quarantine due to an exposure, or if there is a natural disaster, or if there is a county-wide or state-wide shutdown or shelter-in-place, will Distance Learning continue?**

Yes. IHM School will continue to provide distance learning to all students in the event of a school-wide quarantine, natural disaster, or county-wide or state-wide shutdown or shelter-in-place. IHM School is committed to ensuring the continuation of learning and all expectations of students remain.

## APPENDIX C: PARENT RESOURCES

### Talking to Students about Coronavirus

[Brainpop](#) - an easily accessible popular video for children discussing the virus and how can you prevent it

[CDC: Share Facts not Fear](#) - busting some of the myths

[Helping Kids Who Are Worried About Coronavirus](#)

[Guided Meditation for Children](#)

[How to talk to an anxious child about coronavirus](#)

[Coping During COVID-19 Parent Resources](#)

[Relaxation Activities to Do at Home with Kids](#)

[The Coronavirus Explained & What You Should Do \(video\)](#)