



Easing the Transition to Distance Learning A Guide Sheet for Parents

In the event that the school needs to close for an extended period in a flu pandemic or other disaster, the Archdiocese of San Francisco has a Distance Learning Protocol. For parents and caregivers, the transition from traditional day school to distance learning can be challenging. This guide is designed to provide recommendations to ease the transition to distance learning.



Preparing the Learning Environment

- Dedicate a space in the house as a “learning space”. This can be any space with room to work and store materials that won’t be disrupted for the duration of the distance learning.
- Organize books and distance learning materials in the learning space. Because the school materials will be at home, there will be many items for students to keep track of. Having a shelf, bin, or other organizational system will help students stay organized.
- Students should still be monitored when online, even in distance learning. Consider having a dedicated time daily for online work where a parent or other adult can be present to supervise and ensure safe and on task decision making.

Managing Independent Learning

- Create a daily checklist for work that includes estimates for the amount of time for each assignment. This will help students monitor the completion of assignments and stay organized.
- Determine the order of assignments for the day and create a plan for working on assignments, breaks, snacks and meals. Assign amounts of time for each block.
- Have a timer available for students to set for each block of time to help manage daily learning. Discuss acceptable options if a student needs a break before the timer goes off such as getting a glass of water or completing 25 jumping jacks.
- Consider including in the daily plan time for exercise, social opportunities and brain breaks.
- Work will be submitted daily via email. Make sure student is clear on when you expect all daily work to be completed in order for a parent to scan and email to the teacher.



Seeking Help

Teachers in the Archdiocese of San Francisco are expected to offer daily office hours. Parents are invited to take advantage of this opportunity to connect with teachers, receive help and seek clarification. Parents should also expect to hear from classroom teachers weekly with updates and to offer additional support and guidance.