

**ST. PHILIP NERI SCHOOL DISTANCE LEARNING PLAN**  
**2020-2021 School Year**  
**Mrs. Venegas**  
**GRADE 3**

**WAYS TO CONTACT TEACHER:**

- ❖ OFFICE: (310) 638-0341
- ❖ DIRECT LINE: (562) 380-0976
- ❖ EMAIL: [jvenegas@stphilipneri.net](mailto:jvenegas@stphilipneri.net)

**TEACHER OFFICE HOURS:**

- ❖ MONDAY - FRIDAY 8AM- 3PM

**TYPE OF DISTANCE LEARNING:**

We will be using:

- Synchronous - corresponds to a normal school day; live online sessions
- Asynchronous - students have limited or no direct teacher contact; recorded sessions
- **\*Hybrid - SPN students will have opportunities for both synchronous schooling and some asynchronous**

**EXPECTATIONS:**

- ❖ **PARENT EXPECTATIONS** - Parents can support their child(ren)'s learning by doing the following as best as they can:
  - Parents will provide internet access for their students (if possible); If not, please communicate with the teacher so that paper packets can be given.
  - Provide an environment conducive to learning (**access to technology, quiet, and safe environment**).
  - Review and ensure that students read carefully the daily and weekly expectations for each subject area.
  - Observe and remain updated on communication with teacher and school.
  - Login to SchoolSpeak frequently for announcements, messages, and to view missing assignments, and grades.
  - Monitor the time spent engaging in online and offline learning.
  - Engage in conversations with child(ren) on posted materials and assignments.
  - Support emotional balance by providing adequate room and time for reflection, physical activity, conversation, and play.
  - Encouraging attendance, as much as possible, to the regular synchronous engagements offered by each of their child's teacher/s.

### ❖ **STUDENT EXPECTATIONS -**

- Students will check teacher communications daily to keep track of learning activities, assignments, and assessments through Seesaw and Zoom.
- Dedicate appropriate time to learning with minimal distractions.
- Identify a comfortable and quiet space to study/learn.
- Students will try their best to complete all assigned tasks.
- Engage in all learning posted with academic honesty.
- Submit all assignments in the provided timeline and/or due dates.
- Ensure their own social and emotional balance by keeping healthy habits.
- Students are expected to check in once a week.
- Ask questions and seek help when needed from teacher.
- Attend daily Zoom meetings.
- Work collaboratively in whole group and small group instruction.
- Follow all online rules.

### ❖ **TEACHER EXPECTATIONS -**

- Gradebook will be updated bi-weekly.
- Available for one on one tutoring.
- Available any time during office hours to answer students or parents questions.
- Regular contact with students and parents to help assure they are well-supported.
- Provide feedback on students' work.
- Collaborate with colleagues to design and improve effective *At Home Learning* experiences for students in accordance with divisional plans.
- Develop high-quality student learning experiences.

## **DISTANCE LEARNING POLICIES AND PROCEDURES:**

### ❖ CLASS SCHEDULE:

- Monday mornings: Daily schedule will be posted on Schoolspeak and Seesaw 8 am.
- Daily Meetings
  - Morning meetings will begin promptly at 8:30 am.
  - **Purpose:** morning prayer, review daily assignments and student check in.
- Live Session-Mini lessons, answer questions, /check for understanding and collaborative groups.
  
- ASSESSMENTS-Teachers will announce small quizzes in a variety of formats at the end of a lesson or end of the week (friday's).

DISTANCE LEARNING SCHEDULE – 3rd Grade									
TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
8:30-8:50 am 20 min. (Zoom)	Morning Meeting ( Social Emotional Learning)								All School Mass
9:00-9:50 am 50 min. (Zoom)	<b>MATH</b>		<b>MATH</b>		<b>MATH</b>		<b>MATH</b>		Elective and/or Assessment Day
	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	
9:50-10:00 am 10 min.	Break								
10:00-10:50 am 50 min. (Zoom)	<b>ELA</b>		<b>ELA</b>		<b>ELA</b>		<b>ELA</b>		
	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	
10:50-11am 10 min	Break								
11:00 am-11:30 pm 30 min (Zoom)	<b>SCIENCE</b>		<b>SOCIAL STUDIES</b>		<b>SCIENCE</b>		<b>SOCIAL STUDIES</b>		
	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work )	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	Teacher led Instruction • Whole and/or Small Group	Individual/or small group work	
11:30-12:00 30 min	Religion /Tech								
12:00 -1:00 60 min.	LUNCH								
12:00-12:30 pm 30 min. (Zoom)	STEP Intervention/Individual Counseling								
	Group A		Group B		Group C		Group D		
12:30-2:00 pm	Office Hours (Available on Zoom, email, or phone call)								

### ❖ ATTENDANCE:

- Attendance will be taken for each zoom meeting to track participation.
- Parents must notify teachers if a student will not be participating at all.
- Parents of students with no participation will be contacted by the teacher and office to check and follow up.

### ❖ WEEKLY WORK SCHEDULE AND ASSIGNMENTS:

- Daily Assignments: Religion, Math and Language Arts (Reading, Writing)
- Science, Social Studies (2 days a week)
- Specials (biweekly): Art, Genius Hour
- Morning Meeting/Check in:
  - Daily check in.
  - End of the week reflections on seesaw.
  - Social emotional Learning - Theme of the Week
  - Digital Citizenship

### ❖ GRADING:

- SchoolSpeak gradebook will be posted and published every 2 weeks.
- Students will receive feedback on assignments and will have the option to revise work if needed.
- **GRADING CRITERIA:** Overall grades will be determined by
  - 40% Assignments/Practice Quizzes - Credit/No Credit
  - 40% Assessments (Quizzes/Tests/Performance Task/Projects/Product)
  - 20% Zoom Participation

**THE FOLLOWING RUBRIC WILL BE USED WHEN GRADING ASSIGNMENTS (See Below)**

Score	Criteria
10	<ul style="list-style-type: none"> <li>• The assignment is completed correctly and contains additional and outstanding features.</li> <li>• Students understanding of concept is clearly evident.</li> <li>• Student uses effective strategies and logical thinking to get accurate result.</li> </ul>
9-8	<ul style="list-style-type: none"> <li>• Students understanding of the concept is evident.</li> <li>• Student uses appropriate strategies and uses logical thinking to arrive at a conclusion.</li> <li>• The assignment is correctly with zero mistakes.</li> </ul>
7-5	<ul style="list-style-type: none"> <li>• Student has limited understanding of a concept.</li> <li>• Student uses strategies that are ineffective.</li> <li>• Student attempts to show thinking skills.</li> <li>• The assignment is partially correct with mistakes.</li> </ul>
4-0	<ul style="list-style-type: none"> <li>• Student shows no understanding of the concept.</li> <li>• Student makes no attempt to use a strategy.</li> <li>• Assignment is not completed correctly and contains several mistakes.</li> </ul>

**❖ WHO TO CONTACT FOR ISSUES**

- Class tech apps, software and platforms - contact teacher
- SchoolSpeak - contact office
- School devices- contact teacher

**❖ RESOURCES AND TEXTS TO BE USED:**

- **LEARNING PLATFORMS AND TECHNOLOGY USED TO POST AND SUBMIT WORK**  
Submit assignments on either of the following platforms:
  - SEESAW

- Tk-3 will use Seesaw as a platform for students to post and submit work.
- SCHOOLSPEAK

### **Table for Resources Used:**

<b>SUBJECT</b>	<b>Textbook</b>	<b>Websites, Software or Apps Used</b>
<b>Language Arts</b>	We will use electronic resources in place of a textbook.	<u>Websites:</u> Seesaw Epic Commonlit
<b>Math</b>	Eureka Math	Math workbook and Eureka Math In sync.  <u>Websites:</u> Seesaw Zearn.org
<b>Religion</b>	Alive in Christ	<i>Alive in Christ</i> Electronic resources will also be used.  <u>Websites:</u> Seesaw
<b>Social Studies</b>	We will use electronic resources in place of a textbook.	<u>Websites:</u> Seesaw Epic BrainPOP.com Commonlit
<b>Science</b>	Elevate Science	<u>Websites:</u> Seesaw Epic BrainPOP.com Commonlit
<b>SEL and Electives</b>		We will use electronic resources.

### **❖ TECH RESOURCES FOR STUDENTS AND PARENTS:**

- PARENT RESOURCES WILL BE POSTED ON:
  - SCHOOLSPEAK
    - School announcement page
    - Class page

- SCHOOL WEBSITE: [WWW.STPHILIPNERI.NET](http://WWW.STPHILIPNERI.NET)
  - Parent resources tab
  
- TECH ASSISTANCE:
  - School website:
    - Parent Technology Resource tab

### ❖ ONLINE SAFETY GUIDELINES

- In order to promote a safe and secure meeting space, St. Philip Neri is using best Zoom practices for all students sessions. Please contact teacher if you have any concerns regarding Zoom.
- It is important that students behave

### ❖ ONLINE CLASS PROCEDURES

- Behavior Grade on Trimester 1 Progress Report and Report Card will be assessed during online class sessions.
- Regular classroom norms are still expected during virtual learning.
- Students should make sure their microphones are muted unless asked to otherwise.
- The chat feature is used to ask questions, not to have private conversations or get off topic.
- Camera should be on and names should reflect first and last names only.
- Students are to make sure that they are ready for class by having all materials needed for the day.

### ❖ ACADEMIC HONEST:

Acts of academic dishonesty including: plagiarism, copying assignments, homework, or test answers from other students, using unauthorized aids on examinations, or signing or misrepresenting a parent's/guardian's signature are regarded as serious offenses. Students charged with academic dishonesty are subject to: a lowering of their grade, academic and or disciplinary probation, suspension and/or dismissal. The Principal and classroom teacher will determine the penalty. Parents will then be informed.

### ❖ HOW TO ASK FOR HELP:

- Please feel free to message me if you or your student have any questions or concerns. I am available during my office hours, and you can expect a reply on the next school day if you send anything beyond the office hours listed above.