



School of the Epiphany

2020–2021

Distance Learning Plan

School of the Epiphany
600 Italy Ave.
San Francisco, CA 94112
415.337.4030

Brian Joost, Principal



Our School Mission

The School of the Epiphany is a Catholic, Parochial school serving the youth of Epiphany Parish and its surrounding areas. We challenge students to achieve educational excellence within a Catholic tradition. The School of the Epiphany operates in service to Epiphany Parish and in the spirit of the Presentation Sisters.

General Expectations for Distance Learning

The goal of the school's Distance Learning Program is to mirror our traditional in-school program as much as possible. Expectations for Distance Learning will help students be successful and maximize their learning while at home.

- Students will be taught using a synchronous and asynchronous teaching model. Please reference the chart below.
- Students will receive at least two hours of live instruction from their teacher on full days of school and one hour on minimum days.
- Synchronous teaching will take place on Zoom/Google Meet
- Classes will be taught on a daily schedule
- Work must be completed by due dates assigned by the teacher.
- There will be a partial dress code for online learning.
- Cell phones must be in another room during online synchronous learning.
- Students will follow all *School Wide Learning Expectations* during Distance Learning.

Synchronous	Asynchronous
 <p><i>Like a regular classroom, teachers and students interact in real time, sharing the same digital space at the same time.</i></p> <p><i>Examples:</i></p> <p>Virtual Classroom: Live instruction video sessions with the teacher</p> <p>Breakout rooms: teacher and students collaborate in small groups</p> <p>Class discussions: Students share ideas in a live discussion with their class moderated by the teacher.</p>	 <p><i>Students engage in school work but do not interact with their teacher or classmates at the same time.</i></p> <p><i>Examples:</i></p> <p>Independent work: Students complete an assignment on their own and submit it online. Learning is self paced and self regulated.</p> <p>Recorded Lesson: Students watch a video presentation or slideshow posted by their teacher</p> <p>Discussion groups: Students contribute to an interactive document or web based program/app</p>

Student and Parent Expectations for Distance Learning

School of the Epiphany realizes that every home environment is different. The lists below are to help guide you towards creating the best home learning environment for you and your child. By putting these expectations in place from the beginning, you can help create an ideal environment for learning at home. This will help your child and the other children in class be more successful.

Student Expectations

- Students will be ready to learn at the beginning of their online classes. This includes dress code, sitting in a chair, and ready to learn.
- Students will join their class meeting on time, at the beginning of the class. Attendance will be taken and students should remain online until dismissed by their teacher.
- Students will be in a distraction-free area of the home or wear headphones during online learning.
- Students will refrain from eating and snacking during online class meetings.
- Students will refrain from using their cell phones during online class meetings.
- Students will complete all assignments and turn them into their teacher by the assigned due date

Parent Expectations

We want the students to develop into lifelong learners. We are partnering with you to support the education of your child. Therefore, we ask that you:

- Create an area in your home as a place for online learning. This should be a comfortable area that has minimal distractions.
- Establish routines and expectations for your child.
- Take an active role in your child's learning: Help them login to devices and give instruction when needed.
- Technology materials should be readily available each morning for online learning.
- Step away, when appropriate, when students are participating in online learning. This will help promote the development of responsibility and independence.
- Contact your child's teacher if problems arise.

10 Parent Tips for Distance Learning Success

Absences

If your child is sick please email attendance@sfepiphany.org and call the school office at 415-337-4030 to let them know your child will be absent from online learning.

Teacher Expectations

- Conduct office hours and hold virtual classroom meetings on a daily basis during the designated class time.
- Post daily expectations, assignments, and schedules by 8am each morning.
- Answer student/parent questions and emails in a timely manner during school hours 8am-3pm.
- Partner with families to recommend support with the school counselors and Principal as needed.

Dress Code

During Distance Learning all students will be asked to wear their school uniform shirt or sweatshirt. If you wear the uniform sweatshirt you do not need to wear the shirt. Uniform pants or skirts are not required.

Social Emotional Learning

Second Step Curriculum will be taught throughout grades k-8.

This year the school will once again be partnering with the University of San Francisco to provide counseling services to our students. Students will be referred to the counselors by their teacher or the Principal. If you would like your child to have services please contact their child's teacher and Mr. Joost.

Schedule

Grades K-5

- Students will participate in synchronous and asynchronous instruction each day Monday through Friday
- Attendance will be taken by the teacher at the beginning of the school day and students must remain in and attend all online classes to receive credit for attendance.
- Teachers will hold live lessons throughout the day, as well as assign independent work
- In addition to regular classroom subjects students will receive synchronous PE, Library, and Spanish classes.

Grade 6-8, Middle School

- Students will participate in synchronous and asynchronous instruction each day Monday through Friday.
- Middle school students will follow a schedule that mirrors the regular school schedule. They will meet with each middle school teacher online everyday.
- Attendance will be taken by the teacher at the beginning of the school day and at the beginning of each individual subject class.
- Teachers will hold live lessons throughout the day, as well as assign independent work.
- Middle School students will receive two (2) “Study Hall” blocks during the week. During this time they may: meet with a teacher one-on-one, receive resource time, meet with a counselor, or get caught up on work.
- PE and Spanish will be taught.

Assessments

Formal and informal assessments will be used during distance learning to assess student progress and growth. These assessments will be used towards the grading of each individual subject.

Report cards and grading

Students in grades K through 2nd Grade

Students will receive marks of M (meets standard), W (working toward standard). In place of an N (not at grade level standard) an INC (incomplete) will be given. A student will be able to receive a M or W once the needed classwork is completed to show and evaluate progress.

Students in grade 3-8

Students will receive letter grades of A, B, C, or D. An INC (incomplete) will be given in place of an F. The opportunity to receive a letter grade for the semester will be given to the student once needed classwork is completed to show and evaluate progress.

Co-Curricular Classes will continue to use the P (Participates) and NP (Not Participating) grading.

Conduct and Effort grades will continue to be used throughout Distance Learning.

Schoolwide Learning Expectations during Distance Learning

Students are expected to follow all School Wide Learning Expectations (SLEs) during Distance Learning.

Below are ways that each student can follow the SLEs while participating in Distance Learning at home:

Achieve Academic Success/Do Our Best Work

- Give your best effort at all times.
- Come to class prepared to learn.
- Check when assignments are due.
- Turn in all assignments on time.
- Be an active participant.

Build Community/Help and Respect Each Other

- Be respectful to your teacher and fellow students while you are online learning
- Collaborate with other students in a positive and academic way while online.
- Help others in need and ask for help when you need it.

Demonstrate Christian Character/Act Like Jesus

- Be respectful to your teacher and fellow students while you are online learning.
- Listen to your parents while at home learning.
- Participate in opening prayer during your first class session.
- Treat others the way you want to be treated while online.