



Nazareth School
Distance Learning Plan:
Kindergarten-8th Grade
2020-2021

August 16, 2020



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SECTION 1: THE CORE VALUES OF THE SISTERS OF NAZARETH AND CATHOLIC IDENTITY

OUR MISSION

"As a Catholic institution, Nazareth School community members integrate the charism and core values of the Sisters of Nazareth into the educational experience. It is the school's aim to nurture mind, body, and spirit in an atmosphere of mutual respect and trust in God..."

Nazareth Mission Statement

In this time of Covid-19, we are called to live the Core Values of the Sisters of Nazareth more than ever. We are facing a period of uncertainty and fear. Our communities are being impacted with social distancing when it comes to celebrating our faith together. As stated in the Mission Statement, "our aim is to nurture the mind, body, and spirit" of our children. Nazareth School is committed to building up the whole child, and that foundation lies in our faith. We will adapt our approach to meet and strengthen our Catholic faith formation even in this uncertain time. We want to maintain our Catholic identity within the confines of the guidelines provided by the Diocese of San Diego, the CDC, the state, and the county.

The opportunities to practice our faith will look different this year.

- 1) Liturgies will depend on the current guidelines. We are planning to stream liturgies as well as prayer services in the classroom/online, so everyone will be able to participate. Students will be assigned weekly to participate in Mass either virtually or in person with their class. Students and parent(s)/guardian(s) who wish to attend mass in person, must follow the following guidelines.
 - Face coverings will be worn by all who attend Mass.
 - Students will sit with their class, but maintain physical distancing.
 - There will not be any altar servers, and we will suspend the Choir at this time.
 - Students and participants will not sing or share the Sign of Peace.
 - All those who receive communion will do so at the end of Mass and proceed to the exit with their parent(s)/guardian(s).
- 2) School community prayer will either be in person, or live streamed at the beginning of the day, mid-day and end of the day.
- 3) Religious instruction will be presented live through Google and/or Zoom.
- 4) Service opportunities will depend on the state and county guidelines, and the abilities of the students.
- 5) We encourage families to participate in their faith through family prayer such as the Rosary or watching virtual Masses online. The Mission San Diego de Alcalá and parishes are celebrating outdoor Mass, please consider attending.
- 6) Classes will still have Prayer Buddies, but will have to build relationships virtually.

CORE VALUES



As faithful Catholic Christians, we practice and model the Core Values of the Sisters of Nazareth: Love, Hospitality, Respect, Compassion, Patience, and Justice. During distance learning, we will continue to practice these Core Values in our day to day interactions with students, teachers, staff, and adults.

These include being sensitive to the needs of others to keep everyone healthy and happy. Follow the safety rules by wearing a mask, washing hands, and keeping a physical distance of six feet apart where feasible. When anyone is sick, we will be compassionate to those who are suffering. We will practice hospitality when those who have been sick return to school. Our love and respect for each other is the heart of Christ's teaching.

SECTION 2: DISTANCE LEARNING OVERVIEW

Distance Learning is being provided for the 2020-21 school year in order to ensure our Nazareth students receive an excellent and safe education, in accordance with the State of California's mandated order for no in-person learning, while San Diego County is on the Covid-19 California state watch list. This will continue until the Nazareth House Board of Directors deems it is safe for students to return to campus safely for in-person instruction. We have created an excellent distance learning curriculum with the best educational practices possible, sourced from state, county and Diocesan assistance. The Nazareth School Distance Learning Plan will provide parent(s)/guardian(s) with a plan for distance learning, as well as expectations for all members of the community.

The final page of the document will serve as notification to Nazareth School that you have read and understood the distance learning plan. This document will need to be signed and submitted electronically to Nazareth School by Monday, August 24th, please scan, or take a photo, and email to office@nazarethschool.org. By signing and returning the Acknowledgement Statement to Nazareth, you acknowledge that you have read, and understood the Nazareth Distance Learning Plan, and promise to have your child actively participate in their distance learning education.

As we begin this school year in a distance learning format, please remember that we have a shared goal; educational success for all of our Nazareth students within a strong Catholic faith community. Our Core Values will be vital to attaining our common goal of teaching the hearts and minds of Nazareth students. The best ways to communicate with teachers will include Google Classroom private comments, emails, phone calls, and parent conferences via Zoom. Please be considerate of the teacher's daily "office hours", as they are for the students to get assistance directly from their teachers, and not intended for parent conferences.

Thank you for the gift of flexibility during these unusual times. We are all learning to navigate distance learning together. We welcome you to share thoughts, ideas, questions and concerns early, so we may partner in making distance learning a positive experience for you, your child, and the entire Nazareth community. As we are all learning, it will be important to remember the Core Value of patience, both with each other and ourselves.

Thank you in advance for your communication, collaboration, and helping the Nazareth community come together to make learning fun, and engaging. This will be a year where we need to allow for ourselves and each other - Grace.

TERMINOLOGY

During distance learning, your child will be taught in two different capacities, both synchronously and asynchronously.

Synchronous learning is live, in person instruction at a set time. Teachers will be engaging the entire class, or small groups with live and direct teaching through Zoom. Synchronous screen time minutes refer to the time that students are actively engaged in content on the screen and does not include offline learning activities that take place while students are logged into Zoom. Screen time has been coordinated between teachers so daily maximums are not regularly exceeded.

Throughout the day teachers will also utilize **Asynchronous learning** which is instruction that can be done independently, or while students are logged onto Zoom, yet working independently.

- [SB-98](#): A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day. For purposes of this section, 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 parents and guardians.
- The minimum number of minutes in each range, is the CA state minimum. [SB 98](#)
- Instructional minutes are based on asynchronous time value of assignments as well as the synchronous whole-group and small-group instruction for all content areas.



Distance Learning Instructional Minutes & Attendance

Overview			
The chart below outlines the distance learning instructional minutes guidance from the Diocese of San Diego. Students will need to follow their daily school and class schedules. Instructional minutes are based on asynchronous time value of assignments as well as the synchronous whole-group and small-group instruction for all content areas for a 6.5 hour school day (8:00-2:30).			
TK-Kindergarten	Grades 1-2	Grades 3-5	Grades 6-12
Instructional minutes: 180 - 240 minutes	Instructional minutes: 230 - 290 minutes	Instructional minutes: 240 - 290	Instructional minutes: 240 - 300 minutes
1.5 hours max of screentime	2 hours max of screentime	2.5 hours max of screentime	3 hours max of screentime

- **Sources:**
- [AB-77 CA Instructional Minutes Requirements](#)
- [SB 98](#)

SECTION 3: STUDENT EXPECTATIONS

1. All students are expected to attend school every day in their school uniform (unless they are sick or otherwise unable) through distance learning. Attendance will be taken in the morning and reported to the Nazareth office for the student's official record.
 - a. Per Law AB-77: A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day. For purposes of this section, 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 parents and guardians.
2. Each student is expected to have their own device in order to successfully implement distance learning. If a student needs to borrow a device from the school, Nazareth School will provide an iPad upon completion of the device contract.
3. Per California standards, students in grades TK-2 are expected to engage in a maximum of 240 minutes a day of virtual instruction (synchronous and asynchronous). Students in grades 3-8 are expected to engage in a maximum of 290 minutes a day of virtual instruction (synchronous and asynchronous).
4. Students are expected to actively participate in distance learning. Examples of active participation are:
 - a. Attend each synchronous class, whether it be whole class or small group
 - b. Attend teacher Office Hours to clarify expectations and ask questions
 - c. Participate in class discussions; Ask questions
 - d. Complete work provided by the teacher
 - e. Turn in work as assigned by stated deadline
 - f. Communicate difficulties with their teacher
 - g. Engage in opportunities to deepen their faith
5. Students are expected to utilize the digital learning platforms set up by each teacher. All students will have a Google account, so that they can access Google Classroom. Students will be sent links for their classes.
 - a. Grades K-2 will use SeeSaw for curricular materials and Google Classroom for communication.
 - b. Grades 3-8 will use Google Classroom for curricular materials and communication.
6. Students will be assessed on their progress of grade level standards with traditional letter grades.
 - a. Students will not be penalized for late work due to illness or an extreme situation.
 - b. If a student is not able to show evidence of student learning due to illness the student will receive an NE, meaning No Evidence.

Students are expected to still maintain the Student Learning Expectations in all of their daily school interactions, as they are always representing Nazareth.

NAZARETH SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS GRADES PRESCHOOL-2ND GRADE

Nazareth School students are:

1. Faithful Catholic Christians who:
 - a. Try to act like Jesus would want them to act
 - b. Go to Church and say their prayers
 - c. Show love, justice, compassion, respect, patience, and hospitality to their classmates

2. Active Lifelong Learners who:
 - a. Use their brains to answer questions and solve problems
 - b. Try their best
 - c. Share their talents
 - d. Make good choices when using technology

3. Effective Communicators who:
 - a. Listen when others are speaking
 - b. Use their words to show what they know and how they feel
 - c. Use their time in the classroom wisely

4. Globally-aware Citizens who:
 - a. Take care of the environment
 - b. Respect all people
 - c. Help those in need
 - d. Take responsibility for their actions and know that choices have consequences

NAZARETH SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS GRADES 3RD-8TH GRADE

Nazareth School students are:

1. Faithful Catholic Christians who:
 - a. Apply religious knowledge to life situations and make moral choices based on Scripture and Church teaching
 - b. Practice their faith through prayer, reflection, active participation in the Liturgy and service to others
 - c. Practice and model the Core Values of the Sisters of Nazareth

2. Active Lifelong Learners who:
 - a. Use creativity, critical thinking and problem solving skills to demonstrate competency in all subjects
 - b. Give their best effort and take responsibility for their own learning
 - c. Share their talents
 - d. Practice the ethical use of technology to support learning

3. Effective Communicators who:
 - a. Are active listeners who respect others' feelings, thoughts and ideas
 - b. Use oral and written communication skills with confidence and competence
 - c. Work well individually and as members of a group

4. Globally-aware Citizens who:
 - a. Demonstrate an active responsibility for the environment
 - b. Respect and celebrate cultural and religious diversity
 - c. Practice social responsibility by responding to the needs of the local and global communities
 - d. Take responsibility for their actions and know that choices have consequences

CORE VALUES OF THE SISTERS OF NAZARETH

Our Core Values are based on Scripture and the heritage and tradition of the Sisters of Nazareth

RESPECT

As often as you did it to one of these...You did it to me. Matthew 25:40

HOSPITALITY

I was a stranger and you welcomed me. Matthew 25:37

LOVE

Let your love for each other be real and from the heart. 1 Peter 1:22

JUSTICE

Blessed are those who hunger and thirst for Justice for they shall be satisfied. Matthew 5:6

COMPASSION

Be compassionate as your heavenly Father is compassionate. Luke 6:36

PATIENCE

Blessed are the gentle for they shall possess the earth. Matthew 5:5

It is expected that all who are associated with the work of Nazareth demonstrate a commitment to these values.

SECTION 4: PARENT/GUARDIAN EXPECTATIONS

1. Parent(s)/guardian(s) must provide a space for students work that is conducive for learning and free from as many distractions as possible
 - a. Parent(s)/guardian(s) are not expected to be the teachers. They may need to support younger students with connecting to the class or accessing materials.
2. Parent(s)/guardian(s) must engage in active communication with the school (front office, teacher and/or principal) around the following areas:
 - a. Attendance
 - b. Illness
 - i. If there has been exposure or a positive COVID-19 case, the school MUST be made aware.
 - ii. San Diego County will be notified and they may initiate contact tracing protocols.
 - c. Technology needs (device and connectivity issues)
 - d. Challenges (related to school work, finances, or personal situations)
 - e. Successes
 - f. Resources
3. Parents are welcome to request a virtual conference/meeting with a teacher, if any challenges or issues arise. To request a virtual meeting, we ask that the parents email the teacher or principal directly and be flexible knowing that the meeting will have to occur around the class schedule. Please do not use teacher Office Hours time to make appointments, or conference with teachers. Daily teacher Office Hours time is intended for students to receive teacher help with that day's assignments and classwork.
4. Parents are highly encouraged to virtually attend and support all regularly scheduled meetings, and events. Your participation and attendance is integral to our partnership in educating your children at Nazareth, these include:
 - a. Back to School Night
 - b. PTG Meetings
 - c. Student-led conferences
 - d. Schoolwide events
5. Parents should read and respond promptly to emails and calls during distance learning, since this will be Nazareth's primary way to communicate the educational and emotional well-being of your child(ren).

SECTION 5: TEACHER EXPECTATIONS

1. Teachers will teach from their classrooms unless special circumstances have been made.
2. Teachers will be present and attend all synchronous learning classes with their students, unless a sick or personal day has been requested and approved.
3. Teachers will design a digital learning platform (either SeeSaw for grades K-2 or Google Classroom for grades 3-8) that is organized, easy to navigate and up-to-date.
4. Teachers will provide an engaging and standards-based curriculum that is easily accessible through distance learning.
 - a. In alignment with California standards
 - b. Teachers will meet individually or provide asynchronous videos for any student who could not be present in class due to illness, or extreme emergency.
5. Teachers will send a weekly newsletter, to communicate with parent(s)/guardian(s).
6. Teachers will conduct whole class and small group synchronous lessons, as well as provide asynchronous learning opportunities for students to view and/or complete.
7. Teachers will provide timely feedback to students on their learning.
 - a. This includes feedback, returning graded work, and publishing grades.
8. Teachers will only accept late work from students with no penalty, provided there is an illness or an extreme situation, and report "NE" for any standard where the student did not provide sufficient evidence.
9. Teachers will include experiences for students such as Art and Social Emotional Learning. Teachers will also provide opportunities for faith engagement, Days of Reflection and/or retreats.
10. Teachers will communicate successes and any concerns to the student, parent(s)/guardian(s) and principal, as needed. Likewise, teachers will respond to any inquiries from students or parent(s)/guardian(s) in a timely manner.

SECTION 6: STAFF AND ADMINISTRATION EXPECTATIONS

1. The front office staff will be available during school hours by appointment, phone or email.
2. Unless otherwise stated, the front office will remain open from 8:00 am until 4:00 pm Monday-Friday during the school year.
3. The front office will communicate any necessary information to families through Gradelink in a timely manner. For example:
 - a. The Newsletter will be sent out weekly on Fridays with school updates and announcements unless more frequent is necessary.
 - b. Other major announcements, forms, or events will be communicated through email with attention drawn to anything posted on the website.
4. Mrs. Coons, the principal, will be available during school hours by appointment, virtual meeting, phone, or email.
5. Mrs. Coons, the principal, will respond to emails in a timely manner and meetings will be made by request in accordance with her schedule.
6. Mrs. Coons, the principal, will communicate weekly with the parent(s)/guardian(s) via video, emails, or letters.

SECTION 7: DISTANCE LEARNING SCHEDULE

The distance learning schedule is intended to replicate as close to a traditional school day as possible. The week will include PE, Spanish, Art, and optional classes.

School Begins 8:00am:

- The school day will begin at 8:00am. Students are expected to be logged on to Zoom ready to begin their school day. They will need to have all of their supplies in their learning space and be dressed in uniform.
- Students will begin the day with Prayer, Pledge, Attendance, Morning Meeting then transition to Religion class.
- During class time, 8:00am-9:30am, teachers will blend whole and small group work time, which will include synchronous and asynchronous work.

Snack/Recess 9:30-10:00am:

- All classes will take a half hour recess/snack break at 9:30am and return at 10:00am.
- Classes will resume virtually at 10:00am and work until 11:30am. During class time, teachers will blend whole and small group work time. This will include synchronous and asynchronous work.

Lunch/Recess 11:30am-12:30pm (except kindergarten ends at 1:00pm)

- Students in **Kindergarten** will take a lunch, recess, and rest break from 11:30am-1:00pm.
- Students in **Kindergarten** will resume classes at 1:00pm and work until 2:00pm. During this time teachers will blend whole and small group work time. This will include students completing off screen assignments.
- Students in **Grades 1-8** will take a lunch and recess break from 11:30am to 12:30pm.
- Students in **Grades 1-5** will resume classes at 12:30pm and work until 1:30pm. During this time teachers will blend whole and small group work time. This will include students completing off screen assignments.
- Students in **Grades 6-8** will resume classes at 12:30pm and work until 2:00pm. During this time teachers will blend whole and small group work time. This will include students completing off screen assignments.

School Day Ends:

- Kindergarten through 5th Grade 1:30pm
- 6th Grade through 8th Grade 2:00pm

Student/Teacher Office Hours:

- Kindergarten 2:00-3:00pm
- 1st Grade through 5th Grade 1:30-2:30pm
- 6th Grade through 8th Grade 2:00-3:00pm

Students will have access to Office Hours, Homework Club, virtual clubs, and a bank of learning videos to find high interest learning activities.

Parent(s)/guardian(s) and students will be made aware, in advance, of any schedule modifications or changes. Please understand that there will need to be schedule flexibility for all students, during distance learning.

Half Day Schedule:

- School Begins at 8:00am
- Recess/Snack 9:30-10:00am
- School ends at 11:30am for all grades

Assemblies: Thursdays at 8:15am

- Assemblies will occur weekly to share Nazareth News, updates, and for community building

Liturgies: Fridays at 8:30am

Liturgy opportunities will depend on the current state guidelines, availability of the Mission San Diego de Alcalá and a priest.

It is our hope to begin weekly Mass, on Friday August 24th, at 8:30am, presented by the 8th grade class. Each successive week a new class will participate in mass, either virtually or in-person.

We are planning to stream liturgies, as well as prayer services, in the classroom/online, so everyone will be able to participate. Students and parent(s)/guardian(s) who wish to attend mass in person, must follow the following guidelines.

- Face coverings will be worn by all who attend Mass.
- Students will sit with their class, but maintain physical distancing.
- There will not be any altar servers, and we will suspend the Choir at this time.
- Students and participants will not sing or share the Sign of Peace.
- All those who receive communion will do so at the end of Mass and proceed to the exit with their parent(s)/guardian(s).

SECTION 8: NAZARETH SCHOOL ACKNOWLEDGEMENT FORM

Nazareth School Distance Learning Plan Acknowledgement Statement

By signing this document, I, _____
(parent/guardian name printed),

acknowledge that I have read the Nazareth School Distance Learning Plan for 2020-2021 school year in its entirety. I also acknowledge that this plan is subject to change based on updated and/or revised information regarding the safety and health of the students, teachers and staff. I acknowledge that I will be notified of any changes to this document.

I also acknowledge that if I have any questions or concerns regarding this document, I will ask to speak with Mrs. Coons, the principal. I also acknowledge that I understand that Nazareth School will continue to follow local, state, and national health orders regarding COVID-19.

I also acknowledge that by signing this document and returning the Acknowledgement Statement to the school, I am ready to have my child actively participate in distance learning. I acknowledge that I will comply with all of the policies pertaining to parents, and support my child in their compliance with the expectations that pertain to students.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Name(s) of students (Printed)

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature