



# **Distance Learning Plan**

*A resource for parents outlining the School's approach to maintaining educational continuity.*



# *Table of Contents*

Our Mission and Core Values.....	2
General Expectations .....	3
Technology Requirements & Expectations of Use .....	4
Family Roles & Responsibilities.....	5
Student Expectations.....	6
Frequently Asked Questions.....	7
Distance Learning By Division	
Grades K-2.....	8
Grades 3-8.....	11
Distance Learning Norms.....	13
Student Privacy and Safety.....	14
Distance Learning Research-Informed Strategies for Parents.....	15

*Updated: 8/18/2020*



# *Our Mission & Vision*

## **OUR MISSION**

**Reformation Lutheran School** exists to  
**Educate** with Academic Excellence  
**Equip** for Christian Living  
**Encourage** Growth in God's Word

— *Approved by Board of Education 8/11/2020*

## **OUR VISION**

With the eternal truths of God's Word as the foundation of our elementary school, our goal in Christian education is to provide each child with the maximum development of God-given spiritual, physical, and mental abilities.

— *Approved by the Board of Education 8/11/2020*



# *General Expectations*

Our goal for distance learning is to provide a quality Christian education for our students. To help accomplish that goal, we have set forth the following expectations for teachers and students utilizing synchronous (live instruction) and asynchronous (posted videos) methods:

- Each course will have a ‘live’ (synchronous) component using Google Meet.
- Classes will begin on time and current policies around turning in work will be maintained.
- There may also be times where class videos/instructions (asynchronous) are posted via Seesaw or Google Classroom.
- All distance learning classes will be recorded.
- Students should give their best effort, exhibit their best online class behavior, and attend classes regularly, health permitting.
- Students may follow “free dress” guidelines during the distance-learning period (shoes will be optional, but no pajamas, please!).
- Students should have their cell phones in a different room during class time.

## **Hybrid Learning (Distance Learning during In-Person Instruction)**

*\*As referenced in the Reformation COVID-19 Prevention/Reopening Plan, families may elect to forgo in-person instruction due to health concerns, familial circumstances or the necessity to self-quarantine.*

Our goal for hybrid learning is to provide a quality Christian education for our students electing to learn from home. To help accomplish that goal, we will keep many of the same expectations as those students learning in person. There may be some accommodations made to these expectations after discussion between the parents and the classroom teacher.



# *Technology Requirements & Expectations for Use*

- Grades K-2 will use Seesaw/Google Classroom and Google Meet to deliver synchronous and asynchronous learning.
- Grade 3-8 students will use Google Classroom and Google Meet to deliver synchronous and asynchronous learning. For the most seamless experience, students are strongly encouraged to use a Chromebook that is managed through Reformation. If you do not care to purchase one, arrangements can be made for your child to borrow one from school. Please contact Mr. Bohl.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to when they signed the handbook at the beginning of the year.
- Students should refrain from experimenting with the Google Meet options during class time, from muting other students' microphones, or removing anyone from the Google Meet.



# *Family Roles & Responsibilities*

## **GRADE 3-8 FAMILIES**

- Help your children 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 children's online classes or be visible on your children's screens during classes.
- Encourage your children to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing.

## **GRADE K-2 FAMILIES**

- 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 to work.
- 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.
- Abide by our Reformation Technology Contract regarding use of the school-provided device.



# *Student Expectations*

When classes are being conducted online via Google Meet, students are expected to follow these guidelines:

- Give your best effort and be on your best online class behavior.
- You are expected to attend your classes unless your parent or guardian notifies your classroom teacher via email that you are sick. 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).
- Be dressed appropriately - consider it a casual dress day at school. No pajamas, please!
- Students should have their cell phones in a different room during class time.
- Students should also make sure that all technology that will be used is fully charged or plugged in during class.

## **Hybrid Learning (Distance Learning during In-Person Instruction)**

- Give your best effort and be on your best online class behavior.
- You are expected to attend your classes faithfully, as agreed upon between your parent/guardian and your classroom teacher.
- Stay in contact with your teacher throughout the day. There may be opportunities to speak or meet (via Google Meet) with your teacher during the day. This availability may change day to day and will be based on the needs of the students and the flow of in-person instruction.
- Be dressed appropriately - consider it a casual dress day at school. No pajamas, please!
- Students should have their cell phones in a different room during class time.
- Students should also make sure that all technology that will be used is fully charged or plugged in during class.



# *Frequently Asked Questions*

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

Please contact your child's classroom teacher if you have concerns about classwork or general questions. If you have questions about the Distance Learning, you may contact the Principal, Mr. Ross. If you have a technology related issue, please email our Technology Department at [technology@refsd.info](mailto:technology@refsd.info).

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

Teachers and school leaders have worked closely to finalize a distance learning plan that will ensure continuity of learning. They will continue to meet and adjust this plan as needs change. Utilizing Google Classroom(our Learning Management System), Google Meet, Seesaw, and other technology platforms, like email and video conferencing, our teachers will remain in contact with every student with an open line of communication to parents. Our campus is closed, but school remains open.

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

We want to make sure to provide the best experience possible with the resources that we have available. All of our teachers are willing to provide extra instruction to help your child succeed. Please contact your child's classroom teacher with any questions or to make arrangements. Pastor Werner and Pastor Stone are also available for any families that may be looking for spiritual guidance.

## ***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 office or their child's classroom teacher if their child is sick. Because all of the classes are being recorded and archived, students will have the opportunity to watch classes at a later time when they are feeling better to catch up without having missed that classroom instruction.



# *Grades K-2 Distance Learning*

## **GOALS**

The goal of the Grade K-2 Distance Learning Plan is to keep your children engaged so they can learn and grow, while also affording them with meaningful opportunities for connection and community. We will provide opportunities for them 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 your child with distance learning. For example, assist in logging into the device and various applications, in addition to walking through directions when needed.

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.

Families can expect between 3-4 hrs of work for your child each day. This will include a combination of live instruction, one-on-one instruction, small group instruction, and independent work.

## **SCHEDULE**

At 8:30 a.m. on school days, each class will meet virtually for a morning meeting. These morning meetings will take place via Google Meet and we currently expect each class will be recorded and archived. Students will be able to find the link to video conferencing in the Seesaw app or Google Classroom.

We will continue to hold Chapel on Wednesdays at 8:30 am. Chapel videos will be posted on the Reformation Youtube page.

Teachers will provide a daily to-do list describing learning goals and activities for the day. Teachers will formulate lessons around reading, writing, and math and one or two special subject teachers per day will provide a subject-related activity. These assignments will have a balance of on-screen and off-screen tasks that help connect to previous learning and the current curriculum.



Students will be able to see the assignments on their to-do list through Seesaw or Google Classroom. Assignments will also be posted on the Reformation Distance Learning Site.

Teachers will check-in with individual students at least once per week.

As always, teachers are available via email if you would like to schedule a conversation.

## **Hybrid Learning (Distance Learning during In-Person Instruction)**

We will continue to hold Chapel on Wednesdays at 8:30 am. Chapel videos will be posted on the Reformation Youtube page.

Teachers will provide a daily to-do list describing learning goals and activities for the day. Teachers will formulate lessons around reading, writing, and math and one or two special subject teachers per day will provide a subject-related activity. These assignments will have a balance of on-screen and off-screen tasks that help connect to previous learning and the current curriculum. Students will be able to see the assignments on their to-do list through Seesaw or Google Classroom. Assignments will also be posted on the Reformation Distance Learning Site.

Teachers will check-in with individual students at least once per week.

As always, teachers are available via email if you would like to schedule a conversation.

## **PRINT / DIGITAL RESOURCES AND DEVICE MANAGEMENT EXPECTATIONS**

### **PRINT RESOURCES**

- **Packets**
  - Teachers will have packets prepared with work for students each week. For families that are unable to come to campus, digital versions of the packets will also be made available to print at home.
  - Packets for the upcoming week will be available to pick up on Friday. If you are unable to pick them up then, they will be left in the office. Parents will need to make arrangements with their child's teacher to pick them before the start of school on Monday.
  - Completed Packets should be dropped off when picking up the new packets.



## DIGITAL RESOURCES

- **Kindergarten**
  - Mrs. Homan will upload daily activities or assignments to Google Classroom
    - Google Meet links will be posted
    - Daily lessons and recordings of Morning Meeting will be posted
    - Follow the instructions sent home
  
- **Grade 1-2**
  - Mrs. Mangini and Ms. Ceci will be utilizing Seesaw
  - Google Meet links will be posted in the *Announcements* tab
  - Daily lessons and recordings will be posted in the *Activities* tab

## HOME DEVICES

- **A device with a touch screen is suggested for students in the lower grades**
  - If you would like to purchase a device there are few Google Chromebook Tablets available for purchase through Reformation
- Keep the device in a place in the home that is a common area (living room, etc).
- Google Classroom can be accessed through the web by going to ([www.classroom.google.com](http://www.classroom.google.com)) or by downloading the Google Classroom App for iOS or Android
- Seesaw can be accessed through the web by going to ([www.app.seesaw.me](http://www.app.seesaw.me)) or by downloading the Seesaw Class App for iOS or Android
- Families are also encouraged to download the Seesaw Family App so they can easily see communication from their child's teacher (Grades 1 & 2)



# *Grades 3-8 Distance Learning*

## **GOALS**

The goal of the Grades 3-8 Distance Learning Plan is to provide a structured schedule that is similar to what they would find during in-person instruction while providing flexibility for families who need it. We will employ technology resources we currently use (Google Classroom, Google Meet, Chromebooks) to connect, extend, and deepen learning.

Families can expect between 4-6.5 hrs of work for your child each day. This will include a combination of live instruction, one-on-one instruction, small group instruction, and independent work.

## **SCHEDULE**

Each course will have a “live” (synchronous) component using Google Meet. A schedule of the day will be emailed to parents as well as posted in Google Classroom.

Attendance will be taken and reported for each class. All classes will begin on time according to our daily schedule and all current policies - late work, deadlines, etc. - will be maintained. All classes will be recorded and will be archived. From time to time, some classes may not meet online. Videos with assignment instructions will be shared for those classes via Google Classroom and are to be completed by students before the next online class meeting.

We will continue to hold Chapel on Wednesdays at 8:30 am. Chapel videos will be posted on the Reformation Youtube page.

Teachers will be available during office hours and students should email a teacher they want to speak with ahead of time to schedule that conversation. Students should make sure to take healthy breaks throughout the day. Students are expected to eat during breaks from classes but not during classes as a courtesy to others and also to protect their laptops from potential damage.

As always, teachers are available via email if you would like to schedule a conversation.



## Hybrid Learning (Distance Learning during In-Person Instruction)

The goal of the Grades 3-8 Hybrid Learning Plan is to provide a structured schedule that is similar to what they would find during in-person instruction while providing flexibility for families who need it. We will employ technology resources we currently use (Google Classroom, Google Meet, Chromebooks) to connect, extend, and deepen learning. We will provide synchronous and asynchronous instructional opportunities throughout the week.

Families can expect between 4-6.5 hrs of work for your child each day. This will include a combination of live instruction, one-on-one instruction, and independent work.

## DIGITAL RESOURCES AND DEVICE/TECH MANAGEMENT EXPECTATIONS

- Google Meet will be used for video conferencing for each class.
- Students must check their Reformation email and Google Classrooms several times daily.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to when they signed the handbook at the beginning of the year.
- Students should refrain from experimenting with the Google Meet options during class time, from muting other students' microphones, removing anyone from the Google Meet, or from jumping ahead.
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.
- Students should take turns, contribute, and ask questions in class discussions.
- Students should use chat appropriately and be mindful that their classes are being recorded.

Any recorded instruction sessions will be available only for students within that class.

Videos will not be made public.

- School-provided chromebooks will have all of the apps and technology capable for any needs during distance learning. Students are encouraged to use their school Chromebooks during this time for compatibility.



## **DISTANCE LEARNING NORMS**

When attending classes, students should:

- Sit-up while in class — no lying down.
- Make sure their face is visible and immediately recognizable. Please do not bring masks or costumes to class. Unless specified or allowed by the teacher.
- Not wear or display clothing with any inappropriate logos, words or symbols.
- Have their camera on at all times during class unless the teacher asks or gives them permission to turn it off.
- Use their own school-issued Chromebook for distance learning.
- Not ask friends to join classes. Do not share the class links for Google Meet with anyone who is not a part of that class.
- Be aware that teachers are able to monitor Chromebook usage through GoGuardian.
- Have their cell phones away during class time, preferably in another room.
- Be on time to class

## **HYBRID LEARNING NORMS**

When attending classes, students should:

- Sit-up while in class — no lying down.
- Make sure their face is visible and immediately recognizable. Please do not bring masks or costumes to class.
- Not wear or display clothing with any inappropriate logos, words or symbols.
- Have their camera on at all times during class unless the teacher asks or gives them permission to turn it off.
- Use their own school-issued Chromebook for distance learning.
- Not ask friends to join classes. Do not share the class links for Google Meet with anyone who is not a part of that class.
- Be aware that teachers are able to monitor Chromebook usage through GoGuardian.
- Have their cell phones away during class time, preferably in another room.
- Be on time to class if attending synchronous (live) class sessions



## Student Privacy and Safety

- Classroom cameras will be set up to stream and record only the teacher and materials.
- Access to streamed lessons are limited to only students. The teacher has control over who is allowed into the online meetings.
- Teachers may also record lessons using the same streaming services to share with students who do not participate in person.
  - These videos are only accessible to students through Google Classroom or Seesaw.
  - These recorded lessons are for instructional purposes only and will be deleted when they are no longer needed.
- Students' first names may be used during the lesson streaming and recording.
- Parents/students are not allowed to share any virtual or recorded instructional content. This would include sharing pictures or videos through social media and other means.



# *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 have been compiled to help support parents and students.

## **Monotask, not multitask**

Help your child monotask. This means, no phone, Netflix, video games, or chatting during class time. They should not have non-academic applications, windows or browser tabs open on their device 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, and ideally not in their bedroom. Try to avoid spaces where there are distractions. Try to avoid spaces with clutter because many students find this distracting. Your child should not listen to music while “doing” an online class. However, music while studying is an interesting question. It seems to help *some* students on *some* tasks (perhaps because it might reduce anxiety), but hurts others. Listening to music is not bad *per se*, but your child needs to find out what works for them.

## **Strong self-advocacy is always crucial — now even more so**

Encourage your child to be a strong self-advocate and communicate with teachers when they have questions or concerns, or even then they just feel they need to check in with their teacher and chat. This can be done by email or by requesting a one-on-one virtual meeting on Google Meet (ask during an online class or by sending them a short email). If at any point they are wondering, “what should I do now?,” just ask.

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

One thing that might happen in the course of this distance learning experience is that your child may be given 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, 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 Google 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. We tend to overestimate how automatically students make these connections, so help them.

### **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, 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 or draw.

Relationships help buffer stress, so staying socially connected is an important part of being a successful student during distance learning. But take note of the *monotasking vs. multitasking* comment above, and separate out social time from work time.

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. There are many free online resources, such as the apps recommended earlier in this plan. Even if your child is a skeptic, attempt to get them to try a few things out and to see if they can find something that works for them.

Play is important for students of all ages. Make time for play.

Do things that aren't on screens in leisure time.

Stanford University's Denise Pope argues that every child needs PDF time, as this helps both well-being and learning: Play time; Down time; and Family time.