

Distance Learning Guidelines for Teachers

“Distance Learning” means instruction in which the student and instructor are in different locations. This may include interacting through the use of computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance Learning may include video or audio instruction in which the primary mode of communication between the student and instructor is on-line interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of printed materials incorporating assignments that are the subject of written or oral feedback.¹

Teachers will choose a home base to deliver content and instruction: Google Classroom, Seesaw, class website or other similar applications. Teachers will create a digital space where parents and students can access class schedules, assignments and all learning materials in one place. (Use Hyperdocs, virtual classrooms) [Example](#)

Teachers will use online applications to develop lessons that involve a combination of independent and engaging learning experiences. (Strategies: blended learning, flipped classroom, project based learning) [Worksheet](#)

Teachers must use applications and online resources that are compatible with devices students are using.

Teachers will make provisions for students who do not have access to devices and the Internet.

Teachers will make sure students have parental consent before participating in virtual meetings. [Video Conferencing Consent Form](#)

Teachers will deliver content asynchronously and synchronously.

- Synchronous: Teachers will use Zoom or Google Meet and provide at least an hour a day for synchronous learning. [Guidelines for Synchronous Teaching](#)

[Synchronous Online Classes: 10 Tips for Engaging Students](#)

- Asynchronous - Teachers will design self-guided activities and lessons using Loom or similar apps to create video tutorials. Lessons done synchronously must be available for students not able to join. [Guidelines for Asynchronous Teaching](#)

[Five Tips for Designing Remote or Asynchronous Learning](#)

Teachers will observe established work hours during the regularly scheduled school day from 7:45 am to 3:30 pm.

Teachers will post grades and missing work in SchoolSpeak regularly.

Teachers will not post pictures of their virtual class on social media or elsewhere online. This is an important recommendation for teachers from Zoom.

[See Zoom Guidelines for Teachers under Technology](#)

¹ Distance Learning Considerations, <https://www.cde.ca.gov/ci/cr/dl/dlconsiderations.asp>, July 28, 2020

Distance Learning Guidelines for Students and Parents

In an effort to provide quality education during this period of Distance Learning, it is important for students to abide by specific guidelines.

Parents will be asked to complete a survey regarding technology available to students. If there is difficulty with Distance Learning because of an issue with device access and Internet connectivity, students and parents must communicate this with the teacher promptly.

Holy Angels School teachers utilize Zoom or Google Meet for the purpose of meeting with students. **Parental consent is required before students can participate in virtual meetings.**

Students are to refer to the class schedule posted online to access times and links to their meetings.

Distance Learning Expectations for Students

Students must conduct themselves in accordance with the Holy Angels School Code of Conduct and the policies in the School Handbook.

Students must submit assignments on time. If there are any issues with submitting work, the teacher needs to be notified before the due date.

Any form of cheating takes away from the learning process and will not be tolerated. If help is needed, please communicate with the teacher.

Keep a positive attitude and remember, with God, all things are possible.

[See Virtual Meeting Guidelines for Students under Technology](#)

Distance Learning Expectations for Parents

Our focus is on building up our students into independent life-long learners. As we partner with parents to support the education of each child, we ask the following of our parents:

- In an effort to mirror a classroom session, virtual class sessions are for students only. If possible, step away when students are participating in online learning - promote the development of responsibility and independence.
- An exception to the above will be if a parent requests a necessary one-on-one tutoring session for a child. If one-on-one tutoring is deemed necessary, the parent or other supervising adult from the child's household, must attend the meeting and be visible and behind the child during the virtual meeting. If the parent is unable to attend the meeting, the parent must fill out a consent form, allowing the teacher to conduct the meeting. All one-on-one virtual meetings will be recorded for documentation purposes.
- Designate an area in your home as the Learning Hub - similar to a shared space in a library.
- Minimize distractions for your student - just turning a desk or chair toward a wall limits diversions.
- Technology and materials should be readily available each morning for online learning.

Communication with Teacher(s) during Distance Learning

The faculty realizes that Distance Learning can be challenging. It is important for students and parents to communicate with the teacher when there are issues regarding assignments and grades. Grades will continue to be posted on SchoolSpeak and should be checked regularly. Issues can be discussed via email, phone calls, Remind app or pre-arranged virtual meetings with both parent and student, based on the availability of the teacher.