



**Saint Mark  
Lutheran School**

K Ā N E ' O H E , H A W A I ' I

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# **DISTANCE LEARNING POLICY AND PROCEDURES**

\*\*\*Please note that the policies and procedures will be continually updated and evaluated as needed\*\*\*

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# Introduction

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Saint Mark Lutheran School is committed to ensuring that students continue to experience the routine of daily academic learning even in the event the campus is closed to students. As we prepare for alternative ways to deliver class content, we acknowledge that we cannot fully replicate the invaluable social interactions and in-person support that is delivered through the regular school day. However, we do believe that quality learning can still be accomplished through a distance learning format.

The purpose of our policy and procedures is to describe the actions that Saint Mark Lutheran School will implement in the event of an extended campus closure. Our hope is to accomplish several goals through this plan which provides a combination of online learning through video communication, interactive software and opportunities for students to step away from the computer to read, write, and engage in projects. Our goals are to provide:

- Regular and authentic communication with students and parents
- Real-time student(s) to teacher interaction (asynchronously and synchronously)
- Online and offline content delivery
- Online and offline academic student monitoring and assessment

As teachers prepare lessons for distance learning, they'll explore the following questions:

- What are the understandings/skills I can help my students develop at this time and in this context?
- How can I leverage new and existing digital platforms to provide learning experiences rich in engagement, social interaction, and feedback?
- Which of the learning experiences are best experienced asynchronously and which are best experienced synchronously?
- In what ways can distance learning support all students with varying learning needs?
- How can I help my students manage the worry, fear, or isolation they may be experiencing as a result of this emergency or crisis?
- How will I assess student learning in meaningful ways?

(adapted from the American School In Japan Distance Learning Plan Feb. 2020)

Our Head of School will continue to send updates to parents through email, text messaging, and the Saint Mark Lutheran School website.

As Saint Mark implements its Distance Learning Policy and Procedures, we will remain dedicated to our school mission and our unwavering devotion to our students and their families during these challenging circumstances.

# Technology Support Systems

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Saint Mark Lutheran School will implement the following (remotely accessible) communication and online learning platforms should school closure occur.

Our hope is that all students in grades PK to 8 will have access to a phone, tablet, laptop, or desktop computer (with webcam) as well as internet/wifi access. Our technology tools are not device-specific so students should be able to access them easily. Should you need support in this area, please contact the school office at 247-5589.

Tools	Audience	Description
School Website	General Public Faculty, Staff, Parents and Students	General information, notices and updates
Email	Faculty, Staff, Parents and Students with Gmail access	General information and announcements. Teacher communication with parents and students
Classroom/Teacher Websites and Gradelink	Parents and Students	General grade specific information and class assignments
Google G Suite (Google Docs, Google Slides, Google Classroom)	Grades 6-8 Limited use in Grades 2-5	Teacher and student use for classwork, projects and other assignments
Zoom	Daily use in Grades 6-8 Weekly use in Grades K-5 Limited use in PK	Live video conferencing hosted by teachers for small groups/individual students
Seesaw	Open to all grades as needed with primary use in lower school	Individual video and/or audio recording used for individual student assessment and assignment submission
Other	All students	Teachers will individually assign curriculum specific apps and games that students are already familiar with

# Zoom Video Conferencing

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Zoom is the primary video communication tool that teachers and students will utilize for distance learning. Zoom can be accessed by downloading the Zoom platform/app on your desktop, tablet or phone. Zoom can also be accessed on the web for those with Chromebooks.

For Grades 6-8, mandatory attendance will be taken for all whole group instruction classes. Students must adhere to the dress code and school rules regarding student behavior while participating in any video conferencing meetings.

The amount and frequency of using Zoom will vary by grade level and teacher preferences. Please see the table below for a recommended minimum schedule for Zoom video conferencing.

<b>PK3 and PK4</b>	<b>Optional.</b> Parents and Teachers can discuss ways for the students to continue to interact with their teachers using simpler communication methods.
<b>Grade K-1</b>	<b>Required.</b> Parents and Teachers should work together to schedule students to have at least one weekly conference with the classroom teacher either in small groups and/or one-on-one instruction.  Additional conferencing time can be scheduled as needed.
<b>Grades 2-3</b>	<b>Required.</b> Students should schedule at least one weekly conference with the classroom teacher either in small groups and/or one-on-one instruction.  Additional conferencing time can be scheduled as needed.
<b>Grades 4-5</b>	<b>Required.</b> Students should schedule at least one daily conference for small/whole group instruction and one weekly conference for one-on-one instruction.  Additional conferencing time can be scheduled as needed.
<b>Grades 6-8</b>	<b>Required.</b> Students will be required to attend their daily classes which consist of three class periods a day, four times a week.  Students will also have the opportunity to schedule small group or one-on-one instruction during the flex day as well as open sessions throughout each class block.

# Roles and Responsibilities

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The roles and responsibilities of teachers, students and parents are defined below. Please contact the grade level or subject teacher for any questions or concerns regarding course scheduling, assignments and additional resources.

## Saint Mark Staff

### Leadership/Administration Roles and Responsibilities

- Develop and communicate Saint Mark's distance learning plan and timeline
- Establish clear lines of communication between families, students, teachers and staff
- Support and train teachers and staff in planning for and implementing distance learning
- Monitor the efficacy of the Distance Learning Plan and modify as needed

### Teacher Roles and Responsibilities

- Be available during the school day for instruction and conferencing
- Provide weekly assignment packets and activities as needed
- Grade assignments and provide feedback in a timely manner
- Communicate frequently with parents and students via email, newsletters, website, Zoom, etc.
- Comply with proper online etiquette when engaging students in video conferences
- Design asynchronous and when appropriate synchronous learning experiences
- Establish and maintain a routine for the students

### Teacher Assistants/Aides Roles and Responsibilities

- Communicate regularly with classroom teachers to identify ways to support students and contribute to a continuation of learning - including communicating with students, assembling activity packets, and other activities as needed and agreed upon by the teacher
- Monitor student learning and provide feedback to students, as requested by the teachers

### Office Staff Roles and Responsibilities

- Communicate regularly with the school community (teachers, current & prospective families, etc.)
- Assist the school community as needed to maintain an organized operation throughout the duration that the Distance Learning Program is in effect

# Roles and Responsibilities (cont.)

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## Students and Parent/Guardian

### Student Roles and Responsibilities

- Be consistent with your daily routines and schedules - including being logged on to meet teachers as scheduled
- Be sitting up in a proper learning posture/position when logged on to meet teachers
- Comply with proper online etiquette when engaging with teacher and peers in video conference settings, including complying with dress code and behavior requirements
- Find a comfortable, quiet place in your home where you can work effectively
- For older students, check and monitor online platforms regularly for assignments and feedback from teachers
- Complete assignments with quality, integrity and academic honesty
- Do your best to meet timelines, commitments and all due dates
- Collaborate and support your Saint Mark peers in their learning
- Communicate with your teachers for guidance and support

### Parent/Guardian Roles and Responsibilities

- Establish and monitor routines and expectations
- Assist and define the physical learning space for your child(ren) to study
- Monitor communication from your child/children's teacher
- Take an active role in helping your child(ren) with their learning. Begin and end each school day with a check in
- Take an active role in helping your child(ren) maintain open communication with teacher
- Encourage physical activity and/or exercises
- Remain mindful of your child(ren)'s stress and/or worry
- Monitor how much time your child(ren) is/are spending online and set rules about their online interactions

# Early Learning Center (PK3 and PK4)

## Content Goals

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The primary tools for communication between Early Learning Center (ELC) teachers and families will be through email and the ELC teacher website for general information.

Students will be assigned a take home packet weekly and will need support to complete it from home.

ELC students will not be required to do any online learning, but teachers and parents will work together to schedule supervised regular video conferencing with the ELC teachers to maintain social-emotional wellness and community.

Please read our section on Parent/Guardian Roles and Responsibilities on how to best support your child during this unprecedented journey. Below are the recommended minimum time frames for daily learning.

<b>PK3 and PK4</b>	
10-15 minutes	Integrated Math
10-15 minutes	Integrated Writing
At least 10 minutes	Reading
Special Classes - Science, PE, Social Studies	Teacher can assign as needed or integrate work with core subjects
Flex Learning	Games, puzzles, and other activities are also encouraged as a family if possible. Communicate with your classroom teacher for a list of grade/age specific supplemental resources



# Early Learning Center (PK3 and PK4)

## Recommended Schedule

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This schedule is intended as a recommended guideline for parents to follow. The hope is that following a schedule will help students and parents maintain a sense of school order in ways that help our youngest students maintain their school routines and differentiate between school days and non-school days.

<b>Monday - Friday</b>	
<b>7:00 – 8:00am</b>	Wake up and get ready for the day!
<b>8:00 – 9:00am</b>	Morning Routine and Breakfast
<b>9:00 – 9:30am</b>	Story Time and #1 Activity Time
<b>9:30 – 11:00am</b>	Caregiver time - Optional items/Outside Exploration Sensory Activities/Art and Snack
<b>11:00 – 11:30am</b>	Story Time and #2 Activity Time
<b>12:00 – 12:30pm</b>	Lunch
<b>12:30 – 2:30 pm</b>	Wake Up and Nap Time
<b>2:30 – 3:00pm</b>	#3 Activity
<b>3:00 – 3:30pm</b>	Caregiver time - Optional items/Outside Exploration Sensory Activities/Art

# Lower School (Grades K-5) Content Goals

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The primary tools for communication between lower school teachers and families will be through email and the individual teacher website. Students will be assigned activities connected to our current curriculum and will be expected to complete work through a variety of both off and online activities. Online activities will vary from each grade and will be minimal for lower grades.

Students in grades K-2 will need more support than other grades. Please read our section on Parent/Guardian Roles and Responsibilities on how to best support your child(ren) during this unprecedented journey. Below are approximate time frames for daily learning that are in addition to scheduled video conferencing times for grades 2-5.

<b>Kindergarten to First Grade</b>	
20-25 minutes	Mathematics
20-25 minutes	English/Language Arts
At least 10-15 minutes	Silent reading/Reading aloud
20-25 minutes	Science/Social Studies (alternate days)
10-15 minutes	Bible
<b>Second Grade to Fifth Grade</b>	
25-30 minutes	Mathematics
25-30 minutes	English/Language Arts
At least 20 minutes	Silent Reading/Read Aloud
25-30 minutes	Science/Social Studies (alternate days)
15-20 minutes	Bible
<b>All Lower School Students</b>	
Special Classes-Art, Music, PE, Computer/Keyboarding	Teachers in these subjects will provide a schedule for learning opportunities in these areas.
Flex Learning	Games, puzzles, STEM and other activities are also encouraged as a family if possible. Communicate with your classroom teacher for a list of grade/age specific supplemental resources

# Lower School (Grades K-5)

## Weekly Framework

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Below is a basic schedule framework showing four learning blocks on Monday, Tuesday, Thursday and Friday. Wednesday is designated as a “Flex Learning Day.” Wednesdays will be used to schedule small group instruction or one-on-one instruction as needed.

A more detailed schedule will be provided by the individual teachers.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-9:30</b> Learning Block	<b>8:00-9:30</b> Learning Block	<b>Flex Learning</b> Students and Teachers will meet as needed either in small groups or one-on-one instruction.  Students can work on specials	<b>8:00-9:30</b> Learning Block	<b>8:00-9:30</b> Learning Block
<b>9:30-10:00</b> Break	<b>9:30-10:00</b> Break		<b>9:30-10:00</b> Break	<b>9:30-10:00</b> Break
<b>10:00-11:30</b> Learning Block	<b>10:00-11:30</b> Learning Block		<b>10:00-11:30</b> Learning Block	<b>10:00-11:30</b> Learning Block
<b>11:30-12:30</b> Lunch	<b>11:30-12:30</b> Lunch		<b>11:30-12:30</b> Lunch	<b>11:30-12:30</b> Lunch
<b>12:30-2:00</b> Learning Block	<b>12:30-2:00</b> Learning Block		<b>12:30-2:00</b> Learning Block	<b>12:30-2:00</b> Learning Block
<b>2:00-2:45</b> Flex Learning	<b>2:00-2:45</b> Flex Learning		<b>2:00-2:45</b> Flex Learning	<b>2:00-2:45</b> Flex Learning

# Middle School (Grades 6-8) Content Goals

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The primary tools for communication between upper school teachers and families will be through email and the middle school webpage. Students will be assigned activities connected to our current curriculum and will be expected to complete work through a variety of both online and offline activities. Students in the upper school are expected to be able to complete the assignments independently without too much parental involvement.

Resources and learning experiences will vary in the middle school courses based on the subject and teacher preferences. Students are encouraged to be proactive and ask for support from their teachers.

The table below is the recommended amount of time students will spend per class (every other day) to include whole class instruction online as well as classwork and homework.

<b>Grades 6-8</b>	
60-90 minutes	Mathematics
60-90 minutes	English/Language Arts
At least 30 minutes	Silent reading/Reading aloud
60-90 minutes	Science
60-90 minutes	Social Studies
60-90 minutes	Bible
Once per week	Special Classes - Art, Music, PE, Computer/Keyboarding
Flex Learning	Games, puzzles, STEM and other activities are also encouraged as a family if possible. Communicate with your classroom teacher for a list of grade/age specific supplemental resources

# Middle School (Grades 6-8)

## Weekly Class Schedule

Below is the academic schedule for grades 6-8. Students will have three classes a day on Monday, Tuesday, Thursday and Friday. Wednesday is designated as a “Flex Learning Day.” Wednesdays will be used to schedule small group instruction or one-on-one instruction as needed. Band will also meet on Wednesday.

Each class period will be allotted a 90 minute block twice a week. Each block will be used as a combination of both online and offline activities as designated by the teacher. Each class period will always begin at the scheduled time with a whole-class video conferencing and instruction where attendance will be taken. The specials will meet in the allotted times. If students are not online as scheduled, they will be marked tardy or absent.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-9:30</b> 6-Flex Learning 7-English 8-Math	<b>8:00-9:30</b> 6-8 Bible	<b>Flex Learning</b> Students and Teachers will meet as needed either in small groups or one-on-one instruction  Band will meet on Wednesdays	<b>8:00-9:30</b> 6-Choir 7-English 8-Math	<b>8:00-9:30</b> 6-8 Bible
<b>9:30-10:00</b> Break	<b>9:30-10:00</b> Break		<b>9:30-10:00</b> Break	<b>9:30-10:00</b> Break
<b>10:00-11:30</b> 6-Social Studies 7-Math 8-Music	<b>10:00-11:30</b> 6-Math 7-Science 8-Social Studies		<b>10:00-11:30</b> 6-Social Studies 7-Math 8-Flex Learning	<b>10:00-11:30</b> 6-Math 7-Science 8-Social Studies
<b>11:30-12:30</b> Lunch	<b>11:30-12:30</b> Lunch		<b>11:30-12:30</b> Lunch	<b>11:30-12:30</b> Lunch
<b>12:30-2:00</b> 6-Science 7-Social Studies 8-English	<b>12:30-2:00</b> 6-English 7-Music 8-Science		<b>12:30-2:00</b> 6-Science 7-Social Studies 8-English	<b>12:30-2:00</b> 6-English 7-Flex Learning 8-Science
<b>2:15-2:45</b> 6-PE 7-Art 8-Computer	<b>2:15-2:45</b> 6-Computer 7-PE 8-Art		<b>2:15-2:45</b> 6-Art 7-Computer 8-PE	<b>2:15-2:45</b> Flex Learning