



INSTRUCTIONAL PLAN FOR DISTANCE LEARNING

2020-2021 SCHOOL YEAR

OVERVIEW

It is most important that throughout the 2020-21 school year, our community is healthy and connected, and students are receiving high-quality instruction that meet their needs. Since the announcement from the Governor on July 17th that schools will remain closed until the virus is under control in our County and remains so without additional cases for 14 days, St. John the Baptist School will begin the school year with Distance Learning. The teachers and staff are committed to deliver a robust program based on the review of the program from all stakeholders (student, parents and staff) that we offered from the spring of the 2019- 2021 school year.

GUIDING PRINCIPLES FOR DISTANCE LEARNING

- Keeping all shareholders healthy and safe.
- Maintain continuity of instruction.
- Addressing the necessity of building relationships between the students and their teachers and amongst each other.
- Ensuring flexibility to meet the needs and advocate for all students.
- All assignments will be scored and/or counted in accordance with State of California curriculum standards/outcomes and Diocese of Oakland curriculum standards/outcomes. Standards based Progress Reports/report cards will be issued for grades TK-5 and grade 6-8 Progress Reports/Report Cards will be issued via the A-F grading scale.

INSTRUCTION

St. John the Baptist School will implement the following expectations for overall framework for Distance Learning for all stakeholders – teachers, staff, students and parents. The vertical teams made up of three grade levels (i.e. Preschool, TK and Kinder, Kinder, 1st and 2nd, 3rd, 4th and 5th, and 6th, 7th and 8th) will further provide standards particular to the ages and abilities of the children, and lastly, the classroom teacher will detail the particular needs of the students they teach.

Each plan will be driven by a high-quality instructional program, addressing social and emotional development, by following best practices in the areas of:

INSTRUCTION (CONTINUED)

- Choose robust standards based curriculum and instructional delivery models.
- Establish clearly stated educational goals and learning outcomes.
- Organize framework and expectations in a way that students can easily navigate.
- Integrate quality instructional materials to enable and enrich student learning.
- Provide a variety of activities that include options for in-depth learning through authentic problem solving and experiences
- Include opportunities for both onlines and independent learning
- Assessment practices and policies, including local and statewide assessments
- Integrate Project-based Learning
- Provide opportunities that support active learning with a variety of activities that include options for in-depth learning through authentic problems.

DISTANCE LEARNING CLASSROOM EXPECTATIONS

Students are expected to attend class and complete all assignments in accordance with the expectations established by their teachers and programs of study. Students are expected to conduct themselves in a manner which contributes to a positive learning environment for all online engagement, as they do in the classroom. When attending a class or meeting via Google Meet/Zoom, please follow the following etiquette guidelines:

- Students should be sitting up in a well lit work space. The workspace should be free of distractions and should allow the student the most optimal space for learning with regard to noise.
- All students are expected to follow the Diocese of Oakland Technology Responsible Use Policy and 2020-2021 School Handbook, especially in terms of academic honesty, responsibility, and personal conduct.

DISTANCE LEARNING CLASSROOM EXPECTATIONS (CONTINUED)

- During direct instruction students are expected to use proper language and show respect to their teacher and their classmates.
- Student should sit up in front of the screen and be attentive. Do not lie in bed.
- Maintain a dress code while live on a Meeting (no pajamas). A proper shirt is required. Face absent of decoration and/or sun glasses and hoodies/hats off.
- Keep video on at all times.
- Avoid getting up and moving around during class time.
- Students are to remain in the meeting the entire time and log out of the meeting when the teacher logs out. Students are not to be logged into a school Zoom/Meet site without a teacher present.
- Students are expected to take responsibility for their own behavior and learning
- Just as there are no “passing notes” or “side discussions” in a physical classroom, the same holds true in the remote classroom. No texting, side chats on other tabs or devices, etc.

DISTANCE LEARNING CLASSROOM EXPECTATIONS (CONTINUED)

- If you have a question and someone else is speaking, use the chat to write a question so you do not forget it and it will be recognized.
- Students will be online and actively engaged in the remote classroom for the entire class period. If a student needs to leave for any reason, the student must report this to the teacher.
- Students are expected to participate in all classroom activities and respond to the teacher when called upon.
- As expected in your physical classroom, please do not eat or snack during the time you are live in a classroom with your teacher and classmates.
- Students are expected to use their proper name as their online identification.

ATTENDANCE

- Daily attendance will be taken by 8:05am via School Speak.
- Students not in attendance online by 8:05am will be marked absent. (Some teachers may take attendance again at the end of the class/zoom meeting.)
- Parents/Guardians must email homeroom teacher by **noon** of the same school day to excuse absences or tardies.

COMMUNICATION IS KEY!

- Communication is key! Please contact your teacher via email (first initial + last name@cndo.org). Parents and students should expect a response from their child's teacher within 48 hours or sooner.
- Your teacher will post the daily agenda in School Speak and emailed to the parents (and students grade 3rd-8th.)

MORE INFORMATION

- Parents and students must check the daily agenda on SchoolSpeak and email.
- Students must complete the daily agenda as instructed in the teacher's outline.
- **Google Suite (6th-8th)/ Google Classroom (K-5th)** : Submit/Share work on time, where expected.
- All photographed student work must be clear, legible, and the entire assignment must be shown.
- For Kindergarten through 2nd Grade *Parents must show presence during Zoom meetings.*
- Contact teacher via email for absences, technical difficulties or for extra help in assignments.

EVEN MORE INFORMATION !!!

- Technology Responsible Use Policy
(Links to be finalized in August.)

- Google Classroom Tutorials!

<https://youtu.be/xfqgtCi7hdo>

<https://youtu.be/2lowi-gmbys>

- Student Parent Handbook
(Links to be finalized in August.)

8TH GRADE DAILY SCHEDULE

Recess 10:05-10:35

Lunch 12:40-1:10

Mrs. Bains

Mr. Bauer

Mrs. Umpierre

Coach Mike/Coach Tino

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	ELA	Science	Office Hours, Independent work, Group Work Projects	History	Math
9:05-10:05	PE	History		Science	ELA
10:35-11:35	Math	ELA		Religion	Science
11:40-12:40*	Science	Math		Math	Writing Lab
1:15-2:00	History	PE		Math Lab	Homeroom
2:05-2:50	Religion	Religion		ELA	

7TH GRADE DAILY SCHEDULE

Recess 10:05-10:35
Lunch 12:40-1:10

Mrs. Bains

Mr. Bauer

Mrs. Umpierre

Coach Mike/Coach Tino

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Math	Religion	Office Hours, Independent work, Group Work Projects	Science	ELA
9:05-10:05	Science	Science		Religion	Science
10:35-11:35	ELA	History		Math	History
11:40-12:40*	PE	ELA		PE	Math
1:15-2:00	Religion	Math		ELA	Homeroom
2:05-2:50	History	Math Lab		History	

6TH GRADE DAILY SCHEDULE

Recess 10:05-10:35
Lunch 12:40-1:10

Mrs. Bains
Mr. Bauer
Mrs. Umpierre
Coach Mike/Coach Tino
Independent work &
Teacher Check in

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Science	Math	Office Hours, Independent work, Group Work, Projects	ELA	History
9:05-10:05	ELA	ELA		Math	Math
10:35-11:35	PE	Individual Project Work Teacher Check in		PE	ELA
11:40-12:40*	Math	Science		Science	Science
1:15-2:00	Religion	Religion		Religion	Homeroom
2:05-2:50	History	History		History	

5TH GRADE DAILY SCHEDULE

Break 10:05-10:30

Lunch 12:40-1:10

Green- Live Online-Teacher
Lead

Blue- Independent with
Instruction at beginning

Yellow- PE

Homeroom- Teacher
Lead/Individual Work/Projects

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	<i>ELA: Spelling/Reading</i>	<i>ELA: Grammar/Writing</i>	<i>Office Hours, Independent work, Group Work, Projects</i> <i>-Science Project -Art Project & Theory -Integrated Projects</i>	<i>ELA: Grammar/Writing</i>	<i>ELA: Spelling/Reading</i>
9:05-10:05	<i>History</i>	<i>History</i>		<i>History</i>	<i>History</i>
10:35-11:35	<i>Math</i>	<i>Math</i>		<i>Math</i>	<i>Math Lab</i>
11:40-12:40	<i>Science</i>	<i>PE</i>		<i>Science</i>	<i>Religion</i>
1:15-2:00	<i>ELA: Writing/Grammar</i>	<i>ELA: Reading/Writing</i>		<i>Religion</i>	<i>Homeroom Art, Lecture,</i>
2:05-2:50	<i>Religion</i>	<i>Religion</i>		<i>PE</i>	

4TH GRADE DAILY SCHEDULE

Break 10:05-10:30

Lunch 12:40-1:10

Green- Live Online-Teacher
Lead

Blue- Independent with
Instruction at beginning

Yellow- PE

Homeroom- Teacher
Lead/Individual Work/Projects

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Religion	PE	Office Hours, Independent work, Group Work, Projects -Science Project -Art Project & Theory -Integrated Projects	PE	Religion
9:05-10:05	Math	Math		Math	Math
10:35-11:35	Reading	Reading		Reading	Reading
11:40-12:40	ELA	ELA		ELA	ELA
1:15-2:00	Writing/Art	Religion		Religion	Homeroom Weekly Check-in
2:05-2:50	Science/History	Science/History		Science/History	

3RD GRADE DAILY SCHEDULE

Break 10:05-10:30

Lunch 12:40-1:10

Green- Live Online-Teacher
Lead

Blue- Independent with
Instruction at beginning

Yellow- PE

Homeroom- Teacher

Lead/Individual Work/Projects

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:00-9:00	ELA/Reading	ELA/Reading	Office Hours, Independent work, Group Work Projects	ELA/Reading	ELA/Reading
9:05-10:05	ELA/Spelling Grammar Writing	ELA/Spelling Grammar Writing		ELA/Spelling Grammar 9:30 Social Studies	ELA/Spelling Grammar 9:30 Social Studies
10:35-11:35	Math	Math		Math	Math Stations
11:40-12:40	Science	Social Studies		Science	Religion
1:15-2:00	Social Studies	Religion		PE	Homeroom Art, Cursive
2:05-2:50	Religion	PE		Religion	

2ND GRADE DAILY SCHEDULE

Break 10:05-10:30

Lunch 12:40-1:10

Green- Live Online-Teacher Lead

Blue- Independent with Instruction at beginning

Yellow- PE

Pink-Teacher Recommended or Optional

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	8:00-8:15 Morning Prayer/Scripture 8:15-9:00 RELIGION	8:00-8:15 Morning Prayer/Scripture 8:15-9:00 RELIGION	8:00-8:15 Morning Prayer/Scripture 8:15-9:00 RELIGION	8:00-8:15 Morning Prayer/Scripture 8:15-9:00 RELIGION	8:00-8:15 Morning Prayer/Scripture 8:15-9:00 RELIGION
9:05-10:05	9:05-9:30 MATH Instruction (online) 9:30-10:05 Independent Work (offline)	9:05-9:30 MATH Instruction (online) 9:30-10:05 Independent Work (offline)	9:05-9:30 MATH Instruction (online) 9:30-10:05 Independent Work (offline)	9:05-9:30 MATH Instruction (online) 9:30-10:05 Independent Work (offline)	9:05-9:30 MATH Instruction (online) 9:30-10:05 Independent Work (offline)
10:35-11:35	ELA: Reading, Spelling & Grammar	ELA: Reading, Spelling & Grammar	ELA: Reading, Spelling & Grammar	ELA: Reading, Spelling & Grammar	ELA: Reading, Spelling & Grammar
11:40-12:40	Handwriting Practice & Writing	Handwriting Practice & Writing	Handwriting Practice & Writing	Handwriting Practice & Writing	PE
1:15-2:00	PE	ART	PE	ART	SCIENCE/SOCIAL STUDIES
2:05-2:50	2:05-2:50 SCIENCE/SOCIAL STUDIES 2:50 Prayer and Dismissal	2:05-2:50 SCIENCE/SOCIAL STUDIES 2:50 Prayer and Dismissal	2:05-2:50 Worktime Small group support 2:50 Prayer	2:05-2:50 SCIENCE/SOCIAL STUDIES 2:50 Prayer and Dismissal	2:05-2:50 Worktime Small group support 2:50 Prayer

1ST GRADE DAILY SCHEDULE

Break 10:05-10:30

Lunch 12:40-1:10

Green- Live Online-Teacher

Lead

Blue- Independent with

Instruction at beginning

Yellow- PE

Orange- Teacher

Lead/Individual Work/Projects

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Math	Math	PE	Math	Math
9:05-10:05	ELA Spelling/Grammar	PE	ELA Spelling/Grammar	ELA Phonics	PE
10:35-11:35	ELA Writing/Reading	ELA Spelling/Grammar	ELA Writing/Reading	ELA Spelling/Grammar	ELA Spelling/Grammar
11:40-12:40	ELA Phonics	ELA Writing/Reading	ELA Phonics	ELA Writing/Reading	ELA Writing/Reading
1:15-2:00	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies
2:05-2:50	Religion	Religion	Religion	Religion	Homeroom Weekly Check-in

KINDERGARTEN GRADE DAILY SCHEDULE



Kindergarten Daily Instructional Plan

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00	Physical Education with Coach Mike	Morning Meeting/Prayer Whole Class Calendar Story Time	Physical Education with Coach Mike	Morning Meeting/Prayer Whole Class Calendar Story Time	Yoga with Ms. Sophie
9:05-10:05	Morning Meeting/Prayer Whole Class Calendar Story Time	Social Studies/Science Small Group Giraffe	Morning Meeting/Prayer Whole Class Calendar Story Time	Physical Education with Coach Mike	Morning Meeting/Prayer Whole Class Calendar Story Time
10:35-11:35	ELA Phonics Math Small Group Elephant	Social Studies/Science Small Group Elephant	ELA Writing/Reading Math Small Group Elephant	Social Studies/Science Small Group Giraffe	ELA Spelling/Grammar Math/Assessment Small Group Elephant
11:40-12:40	ELA Phonics Math Small Group Tiger	Social Studies/Science Small Group Tiger	ELA Writing/Reading Math Small Group Tiger	Social Studies/Science Small Group Elephant	ELA Spelling/Grammar Math/Assessment Small Group Tiger
1:15-2:00	ELA Phonics Math Small Group Giraffe	Art/Music Whole Class	ELA Phonics Math Small Group Giraffe	Social Studies/Science Small Group Tiger	ELA Spelling/Grammar Math/Assessment Small Group Giraffe
2:05-2:50	Religion Afternoon Meeting Whole Class	Religion Afternoon Meeting Whole Class	Religion Afternoon Meeting Whole Class	Religion Afternoon Meeting Whole Class	Religion Afternoon Meeting Whole Class

10:05-10:30 BREAK
12:40-1:10 LUNCH

PEACH-PHYSICAL EDUCATION
GREEN- LIVE ONLINE TEACHER LEAD/INDEPENDENT WITH INSTRUCTION AT THE BEGINNING
GRAY- RELIGION/AFTERNOON MEETING
YELLOW-SMALL GROUP SUPPORT
ORANGE AND PINK-LIVE ONLINE TEACHER LEAD

Friday's reserved for flexible scheduling with specific students (individual/small group assessment g.c.), providing feedbacks
On weekly assignments due by 5 pm, monthly birthday, end of unit celebration.

TK DAILY SCHEDULE

Break 10:05-10:30
Day ends at 12 Noon

Green- Live

Online-Teacher Lead

Blue- Live Online-Teacher
to give instruction before
students do work

Yellow- PE

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:00-9:00	PE w/ K	Morning Meeting/Prayer Whole class Calendar Story Time	Morning Meeting/Prayer Whole class Calendar Story Time	Morning Meeting/Prayer Whole class Calendar Story Time	PE w/ K
9:05-9:30	Morning Meeting/Prayer Whole class Calendar Story Time	Math	Math	PE w/K	Morning Meeting/Prayer Whole class Calendar Story Time
9:35-10:05	Math	ELA Writing/Reading Phonics	Math	ELA Writing/Reading Phonics	Math Assessment
10:35-11:00	ELA Writing/Reading Phonics	Social Studies/Science	ELA Writing/Reading Phonics	Social Studies/Science	ELA Assessment
11:05-11:30	Activities/Skills Hands on Work	Art & Music Whole class	Activities/Skills Hands on Work	Art & Music Whole class	Social Studies/Science Assessment
11:30-12:00	Religion Afternoon Meeting Whole class	Religion Afternoon Meeting Whole class	Religion Afternoon Meeting Whole class	Religion Afternoon Meeting Whole class	Religion Afternoon Meeting Whole class