

REVISED MARCH 22, 2020



OLGC SCHOOL DISTANCE LEARNING MARCH 23-April 10, 2020

Through the directive of the
HAWAII CATHOLIC SCHOOLS OFFICE,
OLGC School will be closed to students. Students are expected
to return on Tuesday, April 14, 2020.



Why?

Distance learning allows discussions, collaboration, and feedback to continue even when we cannot all be in the same physical space. Online learning spaces are classroom spaces, and we place importance on making these spaces safe and productive for learning. We expect students to be positive contributors to their online learning environment. We also acknowledge that everyone's home/family situation is different, with various challenges to work around.

Please review this guide together, and come up with your own family norms for distance learning. Important things to discuss include how students can stay focused, how to take frequent breaks, and how to get support when needed.



When?

OLGC School teachers will conduct distance learning beginning MONDAY, MARCH 23.

Father Santhosh Thottankara, Mrs. Luarca, and the Faculty & Staff will be evaluating the success of this form of teaching on a regular basis. We hope to be successful. However, if this proves ineffective, the school will present a new routine.

Setting Up the Physical Work Space STUDENTS



- Find a suitable workplace, ideally a table/desk
- If possible, close the door with a sign “Class in Session.”
- Have materials (books, notebooks, charger, pencils) ready and within reach
- Work near an outlet for computer charging
- Communicate with your household about when class is synchronous
- Have suitable lighting so your face can be seen through the camera
- Remove distractions (phones, pets, TV)





Setting Up the Physical Work Space PARENTS

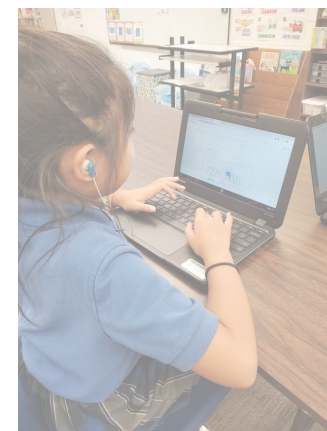
For distance learning to work, families must have a device to be able to receive instructions VIA JUPITER.

- Gr. 4-8 students will be taking home the device they use at school. **Digital Participation is required.** If internet access/ WIFI is not available, Parents MUST inform C. LUARCA. Student tasks may include non-digital work.
- Preschool- Grade 3 Teachers are required to provide a list of tasks daily. Preschool- Grade 3 teachers may choose to provide video lessons (youtube, google meet, zoom, and interactive lessons/ games. These may be offered, **but participation IS NOT required.** Most work may be found in student workbooks.

*UPDATE-

ALL GRADE 4-8 STUDENTS WERE GIVEN EACH, A SCHOOL CHROMEBOOK. PARENTS ARE EXPECTED TO TEST THE DEVICE AND CONNECT TO HOME WIFI. PARENTS MUST INFORM MRS. LUARCA OF ANY ISSUES.

PRESCHOOL- GRADE 3 TEACHERS MAY INCLUDE ONLINE RESOURCES WHICH MAY SUPPLEMENT THE PROGRAM AND ENRICH STUDENT UNDERSTANDING.



NEW PAGE March 22, 2020



Setting Up the Physical Work Space PARENTS OF 2+ Children

It may be the reality that you may have a family including 3 OLGC students. If they each have a working device, and are each able to check Jupiter and navigate the computer independently- this would be a wonderful situation. For many families, this is not the case as many are very young children who need guidance.

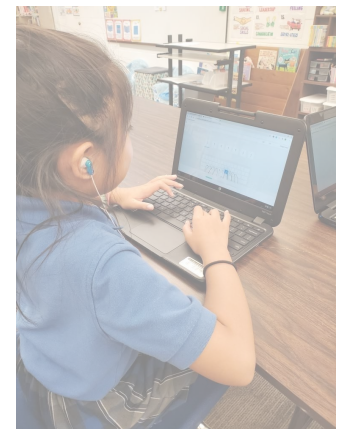
Only 4th-8th graders are required to check into live lessons daily because they have proven capable and their participation in the practice runs prove so.

Preschool-Grade 3 is not required, and teachers are asked to provide alternative tasks or assignments.

The best practice for you would be to print these daily, post it up, and try as best you can to guide the 3 children.

*Don't worry about due dates or sticking to the suggested times to complete. Work at your own pace, and keep a peaceful home!

* Please let us know if you come up with any advice or practice we can implement to help you. There is still a lot to learn through experience.



Setting Up the Physical Work Space TEACHERS

- Because it is allowed, teachers **MUST** be conducting synchronous learning or asynchronous learning from the OLGC SCHOOL CAMPUS week of March 23-27.
- *If teachers may not be present on campus, they will conduct synchronous learning or asynchronous learning from HOME. If a teacher chooses synchronous learning as a form of teaching, he/ she is required to set a blank backdrop to use as a background to eliminate distractions.*

***SYNCHRONOUS LEARNING VS ASYNCHRONOUS LEARNING DEFINED
ON THE NEXT PAGE...**





ALL STUDENTS ARE EXPECTED TO FOLLOW THE CLASS SCHEDULE

The faculty and staff agree that children should follow the schedule of the day. A copy of the class schedule was sent home on Friday, March 13, 2020. A digital copy is also provided. A parent/ guardian should serve as a monitor to ensure the schedule is being followed.

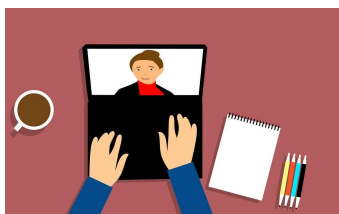
With the assumption Gr. 4-8 students have a reliable device and working connectivity to the internet, they are expected to show up to all live lessons provided by teachers and be responsible for all assignments.

We understand family situations may not allow for a students to work on assignments in real-time. We also recognize parents may be working from home. Therefore, due dates are flexible. A teacher may send a note via Jupiter to check on the status of an assignment.

SYNCHRONOUS LESSONS VS ASYNCHRONOUS LESSONS

SYNCHRONOUS

Online or distance education that happens in real time. This is when you are at your computer logged into a video conference



Teachers use Jupiter- **to send the link** of the video conference which is given some time before the start of class.

ASYNCHRONOUS

Occurs through online channels without real-time interaction. This could mean assignments in Google Classroom or responding to videos or posts by a certain date



Teachers use Jupiter- to announce tasks daily OR in real time. Teachers may give a list of assignments of all subjects at the start of the day.

STUDENT NORMS FOR DISTANCE LEARNING





Student Norms

**GR 4-8 :
WEAR
YOUR
UNIFORM!**



Student Norms for Distance Learning

(a short list created from the combination of discussions from all grades)

- It's school. Communicate, act, and show up as if you were in the same physical space for school.
 - Be on time
 - **GR. 4-8 FOLLOW THE CLASS SCHEDULE AND CHECK YOUR JUPITER TO RECEIVE INSTRUCTIONS IN LIVE TIME. Teachers are allowed to post early, or in the moment that classes begin.**
 - **GR. 4-8 MUST Dress IN SCHOOL UNIFORM DAILY / PE UNIFORM ON PE DAYS**
APPEARANCE EXPECTATION (HAIR) MUST BE MAINTAINED no shoes needed
 - Try your best
 - Ask questions
 - Sit up (don't lay down)

NORMS FOR SYNCHRONOUS LEARNING

(LESSONS CONDUCTED IN REAL TIME):



Be present

- Take care of your needs (bathroom, snacks) before/after class.
 - Remove distractions (phones, pets)
- Be patient with your teachers and with each other.
- Be kind
 - Be aware of other people's surroundings, how they can be different from yours, and don't judge
 - Keep sarcastic comments to yourself
- When speaking,
 - Always mute yourself unless it is your turn to speak (remember to mute after speaking)
 - Be aware of the amount of air time you take.
- Keep the focus on learning
- Use the Zoom/ Google Meet links only during designated class times and when the teacher is present.
- Attendance will be taken during each synchronous (live) class.

NORMS FOR ASYNCHRONOUS LEARNING

(ASSIGNMENT DONE INDEPENDENTLY):



- Teacher posts work to complete and lists the date and time it is due.
- Students work independently. Students are encouraged to work on the subject assignment at the time the subject is held during the normal school day. (see schedule)
- This kind of work may be submitted through the following:
 - Google Classroom/ DOCS/ SHEETS/SLIDES
 - JUPITER New Message, Group Discussions, Q & A , Tests, Quizzes
 - PHOTO OF WORK EMAILED TO TEACHER'S GMAIL EMAIL



IF A STUDENT IS NOT ABLE TO PARTICIPATE IN OLGC SCHOOL'S DISTANCE LEARNING
AS DESCRIBED IN THIS GUIDE,

AN EMAIL NOTE MUST BE GIVEN TO PRINCIPAL CHANTELE
LUARCA c.luarca@olgchawaii.org or via Jupiter.

IF A CHILD IS NOT PARTICIPATING WITHOUT PRIOR NOTICE- THE GRADE ASSUMED
WILL BE ZERO.



THESE SCHOOL RULES APPLY AND TEACHERS ARE
TO REPORT STUDENTS WHO CHOOSE NOT TO
FOLLOW THE RULES

• Respect • Contribute • Follow

To follow these rules, students should apply DWP...

1. LISTENING

2. FOLLOWING INSTRUCTIONS 3. ASKING QUESTIONS

4. SHARING

5. USING SOCIAL SKILLS