

Our Lady of the Miraculous Medal

Parish School



Parent/Student Distance Learning Handbook

2020-2021

Please note; This document outlines guidelines related to starting the school year in Distance Learning. We reserve the right to make additions, amendments, and deletions at any time. In addition to all the measures in the Regular Parent/Student Handbook



Introduction

Welcome to our Distance Learning Handbook!

This handbook is intended to provide an outline of our plan and efforts to ensure the continuous education of our students through digital learning options. **Parents are asked to please keep ongoing communication with their child's teacher(s) for questions and/or support as we continue to navigate this learning pathway.**

Distance Learning Mission

Our goal is to continue the mission of Our Lady of the Miraculous Medal School, and to support students so that they may continue to live out and meet our Student Learning Expectations, even though the daily routine will be different than when we are together on campus. OLMM is fully operational and “open” – just from a distance.

Prayer

Archbishop Gomez has encouraged us to seek the maternal intercession of Our Lady of Guadalupe, Mother of the Americas, in this time of need. And so, we pray...

*Holy Virgin of Guadalupe,
Queen of the Angels and Mother of the Americas.
We fly to you today as your beloved children.
We ask you to intercede for us with your Son,
as you did at the wedding in Cana.*

*Pray for us, loving Mother,
and gain for our nation and world,
and for all our families and loved ones,
the protection of your holy angels,
that we may be spared the worst of this illness.*

*For those already afflicted,
we ask you to obtain the grace of healing and deliverance.
Hear the cries of those who are vulnerable and fearful,
wipe away their tears and help them to trust.*

*In this time of trial and testing,
teach all of us in the Church to love one another and to be patient and kind.
Help us to bring the peace of Jesus to our land and to our hearts.*

*We come to you with confidence,
knowing that you truly are our compassionate mother,
health of the sick and cause of our joy.*

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*Shelter us under the mantle of your protection,
keep us in the embrace of your arms,
help us always to know the love of your Son, Jesus. Amen.*

Our Lady of the Miraculous Medal... pray for us.

ADLA Announcement

According to the correspondence from Superintendent Paul Escala sent on July 17, 2020; “All three counties served by the Archdiocese of Los Angeles are currently on the state’s monitoring list and are likely to remain through August. The criteria for the return to in-person instruction is based on the state’s local health jurisdiction (LHJ) monitoring list. If a county is placed on the state’s monitoring list, the schools in that county will not be permitted to conduct instruction in-person. Once the LHJ has been removed from the state’s monitoring list for 14 consecutive days, in-person instruction will be allowed to resume -- this is when we will return to campuses.”

What is Distance Learning?

According to the California Department of Education(2020), “Distance learning means instruction in which the student and instructor are in a different location. This may include interacting through the use of a computer and communications technology.” Students receive instruction remotely through synchronous and asynchronous engagement. Synchronous learning occurs in real time using live lessons by the teacher. Asynchronous learning happens on one’s own time using teacher recorded lessons and/or materials provided by the teacher.

Distance Learning Education Plan

Teachers will provide a syllabus that will outline their distance learning and communication plan. Recognizing that parents are the primary educators of their children, we are asking you to devote time to review the plan with your child(ren). Each teacher will address the following:

Learning Plans and Expectations

Schedule for the week

Attendance requirement (It will be tracked by utilization of education apps, students turning in online assignments and/or showing evidence of assignments as requested by the teacher).

Online Resources

Office Hours (virtual)

Some teachers will ask for a daily progression of work, daily activities that will walk the student through the week, day by day, sometimes with blocks of time assigned to specific classes. Others will build in some differentiation that will offer flexibility with assignments and specific due dates/times.

You should expect learning in all our regular subject areas and blocks of learning:

- Humanities: Religion & Social Studies
- English Language Arts (Reading, Writing, Spelling/Phonics)

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- Mathematics & Science
- Extracurriculars (PE, Computer, Math support, Music) Will be provided to Kindergarten-6th grade students during distance learning.

OLMM Mission Statement

Be it known to all who enter Our Lady of the Miraculous Medal School that Christ is the reason for the school.

Our purpose as Vincentian educators, is to foster faith, service, and excellence in the Catholic Christian Education of our youth.

Christ, the unseen but ever present teacher in our classes, harmoniously develops the whole child with emphasis on their spiritual, moral, physical and intellectual being.

Together with the school families, the faculty and staff model Gospel values, centered on the Eucharist, in a community of worship and social concern



STUDENT LEARNING EXPECTATIONS

THE STUDENTS OF OUR LADY OF THE MIRACULOUS MEDAL ARE:

CATHOLIC-CHRISTIAN LEADERS

- A) I GO TO MASS VIRTUALLY
- B) I PRAY EVERYDAY
- C) I SERVE OTHERS

DISCIPLINED LEARNERS

- A) I AM A LIFELONG LEARNER
- B) I AM A GOOD LISTENER AND COMMUNICATOR
- C) I KNOW HOW TO USE TECHNOLOGY

WELL ROUNDED INDIVIDUALS

- A) I AM RESPONSIBLE
- B) I AM RESPECTFUL
- C) I APPRECIATE MUSIC, SPORTS, AND THE ARTS

Our school uses the Discipline With Purpose (DWP) program to help students acquire the following life skills:

1. Listening
2. Following instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for rules
8. completing a task
9. leadership
10. communication
11. setting time limits
12. resolving problems
13. initiating solutions
14. fact vs. feelings
15. making sacrifices

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OLMM 2020-2021 Distance Learning Schedule

K-2 Grade Schedule:

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> |
|--|--|---|--|--|
| 8:45-9 AM | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements |
| 9-9:50 AM | ELA | Math | ELA | Math |
| 9:50-10 AM | Brain Break | Brain Break | Brain Break | Brain Break |
| 10-10:50 | Math | ELA | Math | ELA |
| 10:50-11:20 | Religion | Religion | Religion | Religion |
| 11:20-11:30 | Brain Break | Brain Break | Brain Break | Brain Break |
| 11:30-12 | Science | Social Studies | Science | Social Studies |
| 12-12:30 (Beginning 3rd week of school) | Music: K1 Computer: K2 PE: 1st Grade Math Support: 2nd Grade | Music: K2 Computer: 1st Grade PE: 2nd Grade Math Support: K1 | Music: 1st Grade Computer: 2nd Grade PE: K1 Math Support: K2 | Music: 2nd Grade Computer: K1 PE: K2 Math Support: 1st Grade |
| 12:30 | Closing Prayer | Closing Prayer | Closing Prayer | Closing Prayer |
| 12:30-1:30 | Office Hours | Office Hours | Office Hours | Office Hours |

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3rd-6th Grade Schedule

| | Monday | Tuesday | Wednesday | Thursday |
|-------------|--|--|--|--|
| 8:45-9 AM | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements |
| 9-10 AM | ELA | ELA | ELA | ELA |
| 10-10:15 | Brain Break | Brain Break | Brain Break | Brain Break |
| 10:15-11:15 | Math | Math | Math | Math |
| 11:15-11:45 | Lunch | Lunch | Lunch | Lunch |
| 11:45-12:15 | Religion | Religion | Religion | Religion |
| 12:15-12:45 | Science | Social Studies | Science | Social Studies |
| 12:45-1 | Brain Break | Brain Break | Brain Break | Brain Break |
| 1-1:45 | Music: 3rd Grade PE: 4th Grade Computer: 5th Grade Math Intervention: 6th Grade | Music: 4th Grade PE: 5th Grade Computer: 6th Grade Math Intervention: 3rd Grade | Music: 5th Grade PE: 6th Grade Computer: 3rd Grade Math Intervention: 4th Grade | Music: 6th Grade PE: 3rd Grade Computer: 4th Grade Math Intervention: 5th Grade |
| 1:45-2 PM | Closing Prayer | Closing Prayer | Closing Prayer | Closing Prayer |
| 2-3 PM | Office Hours | Office Hours | Office Hours | Office Hours |

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7th Grade Schedule

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> |
|----------------|--------------------------|-----------------------------|--------------------------|-----------------------------|
| 8:45-9 AM | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements |
| 9-10 AM | MATH | MATH | MATH | MATH |
| 10-10:15 AM | Brain Break | Brain Break | Brain Break | Brain Break |
| 10:15-11:15 AM | ELA | ELA | ELA | ELA |
| 11:15-11:45 | Lunch | Lunch | Lunch | Lunch |
| 11:45-12:45 PM | Religion/ Science | Religion/ Social Studies | Religion/ Science | Religion/ Social Studies |
| 12:45-1 PM | Brain Break | Brain Break | Brain Break | Brain Break |
| 1-2 PM | Literature | Literature | Literature | Literature |
| 2 PM | Closing Prayer | Closing Prayer | Closing Prayer | Closing Prayer |
| 2-3 PM | Office Hours | Office Hours | Office Hours | Office Hours |

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8th Grade Schedule

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> |
|----------------|-----------------------------|--|-----------------------------|--|
| 8:45-9 AM | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements | Prayer/ Announcements |
| 9-10 AM | ELA | ELA | ELA | ELA |
| 10-10:15 AM | Brain Break | Brain Break | Brain Break | Brain Break |
| 10:15-11:15 AM | Math | Math | Math | Math |
| 11:15-11:45 AM | Lunch | Lunch | Lunch | Lunch |
| 11:45-12:45 PM | Literature/Science | Literature | Literature/Science | Literature |
| 12:45-1 PM | Brain Break | Brain Break | Brain Break | Brain Break |
| 1-2 PM | Religion/ Social Studies | Religion/ Study Hall (HSPT Prep) | Religion/ Social Studies | Religion/ Study Hall (HSPT Prep) |
| 2 PM | Closing Prayer | Closing Prayer | Closing Prayer | Closing Prayer |
| 2-3 PM | Office Hours | Office Hours | Office Hours | Office Hours |

Due to their robust schedule, 7th and 8th grade will not receive extracurricular activities during distance learning.

Schoolwide Friday Schedule:

| | |
|---------------|-------------------------------|
| 9-9:30 AM | Prayer Service |
| 9:30-10 AM | Community Building Time |
| 10-11 AM | Teacher Office Hours |
| 11:30-3:30 PM | Faculty Meeting/Collaboration |

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ATTENDANCE

Student attendance will be taken daily. Teachers will take attendance using student presence on Zoom, completion of daily activities such as student work in order to be marked “present” for the day. Teachers will record attendance on Canvas which you can access and view on the parent portal.

If your child is unable to participate in the day’s distance learning due to illness or other reasons, it is VITAL that you reach out to the teacher and front office as soon as possible.

GRADING

We commit to authentic assessments that reflect student productivity during distance learning. It is VITAL that students complete all assignments and assessments at the time requested by the teacher. If further support is needed, COMMUNICATION is KEY! Total student performance is measured through: in class work, homework, tests, class participation, special projects and various forms of assessment that are appropriate for each grade level.

Student and Parent Distance Learning Expectations

We define present and actively engaged student expectations:

- On-time and ready to begin work promptly
- Device camera always on
- Only use first and last names for screen names
- Appropriate clothing (Encouraged: Viking top gear)
- Hair brushed
- Maintain appropriately online class behavior:
 - think before you speak or type
 - be a good listener (taking notes and following along)
 - be respectful (raise your hand and wait your turn to speak)
- Limit distraction (cell phones, television, music and games should be turned off)
- No eating during class
- No pets
- Headphones are optional
- Academic Integrity

We define parents expectations:

- Ensure your student is ready to participate during school hours
- Provide a daily routine that follows school hours
- Proper sleep and nutrition habits
- Support your student in having a conducive learning environment
- Provide support and document concerns

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- Ongoing communication with teachers
- Enroll in Canvas to monitor your student's progress and assignments
- Update all required forms and turn in to office/teacher
- Academic Integrity

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct.

In an academic environment, there are three forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

These forms apply to learning that takes place both on and off campus.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, loss of honors recognition, suspension, or expulsion.

HARASSMENT AND BULLYING

Our Lady of the Miraculous Medal School acknowledges that the shift and focused attention on technology will create situations in which students would have access to, and therefore, utilize the internet and social media platforms more often. We affirm the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment, both in person, and online, that is free from harassment/bullying.

Harassment/bullying of or by any student is prohibited.

We will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

TECHNOLOGY, CONNECTIVITY, AND TECHNOLOGY POLICIES

Our Lady of the Miraculous Medal School has been selected, through the C3 Ignite Grant, to receive internet connected iPads for use at school and in student's homes. This device can be used as a Wi-Fi "hotspot" in your home to provide internet connectivity for up to 5 devices in your home. It is our hope that with these devices, every student of OLMML will have access to



our school's learning program regardless of the limitations of the current person devices and home internet connectivity.

We have not secured enough iPads for every student, however, because the devices belong to the school, we reserve the right to determine which and when students will be able to take these devices home. In the event that a device must be shared with another student (on campus), we will ensure that device is sanitized between each user.

Participation in the C3 IGNITE Grant Program is contingent upon signing the agreement, **OLMM Technology and Digital Citizenship Agreement**, which will be given by teachers during device pick up and/or you can obtain a copy from the office. The signing of the document does not guarantee that your child(ren) will be receiving a device.

OTHER SERVICES AND ACTIVITIES

COUNSELING SERVICES: Services are available to the students and their families. Students may request to see a counselor, or be referred by parents and /or staff. Counselors are usually available virtually. Students should have a signed parent consent form on file.

STUDENT COUNCIL: This active organization is the student government of Our Lady of the Miraculous Medal School. Its purpose is to develop leadership, responsibility, and school spirit. The student council consists of elected officers and class representatives. These students meet weekly on Monday @ 3 PM to plan school activities, spirit events and service projects. Students in the student council must maintain good grades, have good conduct, follow school rules, and act as strong Christian role models to the student body.



COMMUNICATION

Office Hours: The school office is open from **8:30 a.m. until 3 p.m.** Monday - Friday on all regular school days during distance learning.

Telephone: The school office number is **(323) 728-5435**. Since this is a business telephone, students may not be called to the telephone. The school also uses email, SchoolReach, and Canvas to communicate electronically.

School Office Directory:

Principal: d_preciado@olmmschool.com

Vice Principal: c_cordova@olmmschool.com

Vice Principal: l_laperey@olmmschool.com

Tuition Manager: j_patino@olmmschool.com

Administrative Assistant: a_molina@olmmschool.com

School Secretary: a_vargas@olmmschool.com

School Nurse: p_govea@olmmschool.com

GENERAL COMMUNICATION:

Whenever you wish to communicate with a teacher, please arrange a meeting by email, teacher preferred messaging system, Canvas, or leave a telephone message with the school secretary.

Please do not expect to communicate with teachers during school hours, unless special arrangements have been made with the teacher in advance. Please do NOT call the teacher at his/her home or on their cell phone. All teachers will have office hours at the end of the day in which they can return your message.

FINANCIAL OBLIGATION REMINDERS

Just as we are committed to continuing our students' education, please remember to continue your financial commitment to the school (regular tuition payments and fundraising fees). However, if your job has been affected by Covid-19, please contact our tuition manager, Julie Patino.

VISITING CAMPUS

All visitors must wear a mask to enter campus. All visitors must report to the main office. All visitors must follow proper social distancing guidelines by staying 6 feet apart from other adults/guests.

CANVAS

We have been blessed this year with the opportunity to use Canvas. It is a student portal where they can find their course subjects, zoom link, submit assignments, message teachers, log into their respective learning softwares, check grading, and much more. You as their parent/guardian can follow the steps below to set yourself up as an "observer" in their courses. Please take some time below to watch the video to see how it is done and/or follow the directions below.

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<https://youtu.be/t-5sWZODhY8>

1. Download the parent app on your device (available for apple/android)
2. When selecting district please type in "CSClosangeles" (no spaces)
3. Create a Canvas account using YOUR email address. Please do not use your child/rens emails as it will conflict with the system.
4. To obtain an "observer" code, you will need to go into your child/rens account and click on their settings
5. On the right of the settings page you will see "Pair with Observer" and a code will pop up that you can type into your parent app when prompted.
6. If you have multiple children, you can add their codes after your account is created and the first one is entered

As with anything new, we anticipate some growing pains but will work alongside you and your child/ren to support in any way we can. Please always remember to be patient with our amazing staff and teachers who have been working very hard in adapting to this new software to better serve our students and families, your children who will eventually become Canvas masters, and yourselves as we know you have much on your plate as well.



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