De Marillac Academy Distance Learning Guidelines and Expectations

De Marillac Academy will continue with “Distance Learning” through the remainder of the 2019-2020 academic school year. Our students and teachers have access to online tools to extend learning beyond the school day and to provide students with access to course materials at home. In the virtual learning classroom, all school policies remain in effect, including attendance, submission of assignments, participation, and academic/behavior integrity. Below are the guidelines and expectations of “Distance Learning” through the end of this school year.

Schedule:

- Students are expected to be online Monday through Friday.
  - Fridays are now minimum days. Below is the updated schedule.
    - Monday through Thursday: Regular Schedule (8:00 am - 3:00 pm)
    - Friday: Minimum Day (12:30 pm)
  - Friday Schedule
    - 8:00 am - 8:30 am Student Check-in
      - Attendance is taken
    - 8:30 am - 11:30 am Faculty Office Hours
      - Students will meet with their teachers individually or in small groups.
      - Students must sign up by 5:00 pm on Thursdays.
        - Same-day sign-ups are not allowed, unless approved by teacher
      - If Students have not met weekly goals and/or need time to work on assignments, they should be online during this time.
      - Students who have met weekly goals and/or have completed assignments for the week, they can be offline during this time.
        - These students will check in for attendance in the morning and come back online to participate in Friday class meetings.
    - 11:30 am - 12:30 pm Class Meetings
      - Mandatory for all students
    - 12:30 pm End of School Day
  - Students will follow grade-level schedules as is.
    - Students are expected to take breaks and lunches during their normal scheduled times.
• Community Time
  o Meets every Monday, Tuesday, and Thursday from 2:00 pm - 3:00 pm
  o Assignments from co-curricular classes are communicated during this time.
    ▪ Physical Education
    ▪ Art
    ▪ Digital Literacy
    ▪ Music

• Class meetings
  o Every Friday

• Faculty office hours
  o Monday, Tuesday, and Thursday
    ▪ 2:00 pm – 4:00 pm
  o Friday
    ▪ 8:30 am - 11:30 am
  o Students will be able to communicate and/or meet with any of their teachers during these time slots throughout the week.

Attendance:
• Daily class attendance will be taken
  o Ms Ramirez will contact a family between 9:00 am - 10:00 am if a student has not shown up to his/her class first class.
    ▪ Will take place Monday through Thursday
  o In addition, Ms Ramirez will contact a family between 3:00 pm – 4:00 pm, if a student is absent all day and/or non-communicative with their teachers during the scheduled school day.

Student Cell Phones:
• Students should not be using their cell phones and/or other electronic devices for the duration of each school day, similar to our in-school policy to minimize potential distractions.
• We strongly urge parents and guardians to take phones away from students during the school day.
• DMA Chromebooks should be sufficient for their school work.

Communication:
Teacher Responsibility
• Teachers will be in communication with families at least three times a week.
  o Be sure to check your email often during this time.
• Teachers will be in communication with students at least three times a week.

Student Responsibility
• If students have questions or need to meet with teachers for additional support, they need to do so by emailing teachers directly and set up a meetings when needed.
• Students need to check their email regularly and respond to teacher emails.
Parent Responsibility

- If you have concerns, questions or need updates about your student’s progress & engagement with distance learning, please email teachers directly.
  - Emails are accessible through Alma under the directory and on the school’s website at demarillac.org
  - Families can email teachers in their primary language.
  - The temporary school number is (415) 484-3367.
    - Ms. Ramirez will be able to assist.
- During the closure if you or your student need Chromebook related tech support please send an email to support@demarillac.org.
- During the closure, should you have specific needs/concerns, please contact Ms. Hernandez.

Breaks & Lunches:

- Build in different activities for your students to take a break from their computers.
- During scheduled breaks and lunch, students can:
  - Meditate or take deep breaths
  - Move and do some type of physical exercise
  - Journal, draw or do something they find joy in
  - Eat well balanced meals and snacks
  - Connect, talk with a friend or a loved one
    - All of these are essential for students to practice to support their physical, social, and emotional well-being.
- If you need suggestions or guidance, please contact Ms. Hernandez at alejandra_hernandez@demarillac.org

Additional Family Support of Students:

Homework & Tracking of Assignment Completion

- Review Playlists with your students.
  - Invite them to walk you through what assignments they will select for each subject and how they will organize their time during the week to complete them.
- Encourage your student to write in their planners daily.
  - Students can use the first 5-10 minutes during community time at 2pm to write their homework down.
  - Students can locate assignments on their google classroom calendars and the ‘To-do’ tool in their google classrooms.
- Students and families should be reviewing grades regularly during the week on ALMA.
  - A ‘0’ on Alma is an indication that your student has not submitted an assignment.
  - If you need your password reset, email support@demarillac.org
- When can students complete homework?
  - During classes.
    - Typically, teachers allow time during class for students to begin and complete assignments.
  - Community Time: 2:00-3:00 pm
Outside of these windows of time, students should block off time outside of the regular school day to complete their work. This can range from 2-3 hours.

Time Management/ Organization & Routine after school hours

We want to encourage families to work with their students to create a set schedule after school hours to help them build time management and organizational skills. We recommend a breakdown that includes some of the following:

- **Family Time**
  - Dinner, Family Game Night or participating in activities as a unit. This time can be used for families to check in with their student and see how they are doing.

- **Self-Care Practices**
  - As a family or individually, for example: connecting with loved ones (Video chat or phone calls), going on a walk, exercising at home, picking up a new hobby.

- **Homework**
  - 2-3 hours should be scheduled based on how much homework is left for students to complete.

- **Set bedtime routine**
  - Students should be going to bed at a reasonable time, no later than 10pm. We recommend that students go to bed early each night to ensure they get at least 8 hours of adequate sleep.