

Dear St. Joseph School Families,

In an effort to give you an idea of what distance learning will look like when school opens, the information in this letter is focused on general expectations for students during Catholic Online Synchronous Learning (COSL). We have spent a great deal of time reflecting and collaborating on how best to be present and available to students during school hours in order to support student learning. We know that there is not a perfect answer for every family and each of your situations is unique. We are charged with the task of continuing learning for all students to the best of our ability. Our goal in putting together a weekly schedule for our students to follow is to structure the “school day” that will support a smooth transition to on campus learning when that becomes possible, as well as allow for several virtual opportunities throughout the week for students to receive direct instruction and support from their teachers within school hours, especially with the uncertainty of how long we will have to implement COSL.

A learning path has to be in place and families need to do what they can to support access to the learning path laid out each week. Attendance will be taken daily. Every teacher understands there will be moments when obstacles related to technology, illness and everyday life may prevent a student from logging into virtual classroom sessions. As would be the case when in school, communicate with your child’s teacher when your child may have to miss an online session/day of school. A parent-teacher communication platform will be established at the start of the school year. Pacing of instruction, assignments, and goals will be adjusted for online learning already. We want to maintain a level of rigor and standards which promote engagement, accountability and learning to the greatest extent possible. Teachers, parents, and students understand it does not mean perfect work all the time. Perseverance, grit, and effort to try and learn will far outweigh perfect scores and grades in these circumstances. We are proud of the work our students did in the Spring. Many parents and families made it a point to share how important it was to expect great things from our students during difficult times. This upcoming school year is no different. Students will rise and be better for their hard work than for not trying at all, and we will support them along the way.

The main student learning platform used for grades K-8 will be Google Classroom. This will be how teachers communicate with students regularly and log in for Google Meet virtual learning sessions. All students will have a school email address assigned to them to be enrolled in their Google Classrooms. School GMail and related Google Classroom functions are to be used for instructional purposes only. Specific grade level instructions will be provided during orientation at the start of the school year. Most of our curriculum and Student Information System integrate with Google Classroom, which will help centralize access to resources, videos, assignments, etc. Assignments that need to be turned in to teachers will need to be turned via Google Classroom within the week it is assigned to ensure students are working at a pace aligned to the instruction presented and not fall too far behind. It will also ensure they receive feedback in a timely manner. The more they have to “catch up” the more difficult it is to keep up with the pace of instruction. We ask that you do what you can to help students follow the schedule and log on when needed and keep up with assignments. When that is a challenge, encourage your child to utilize office hours and communicate with their teacher. Every teacher cares about your child and wants this experience to be supportive and positive for students.

Educators and parents know that learning doesn’t always happen exactly as planned on any given day. Therefore it is challenging to schedule virtual synchronous lessons always on the same day every week. Administration and faculty collaborated on the following block schedules for students to engage with

each core subject area before lunch. Enrichment classes and office hours will take place after lunch and end by 3:15pm. Teachers and staff will need time for planning, grading, as well as time with their families to be the best support to your children during school hours. We ask for your understanding of reasonable expectations from our teachers and staff for communication during the week. Late evening responses and weekend communication will not be expected from faculty and staff but they will be available to respond to student questions during school hours and parent communications within their work day.

As you review the schedules, remember for some of those blocks students will receive direct instruction in a virtual classroom and others will have assigned recorded videos, links to research, and independent practice/assignments. Guidelines under each schedule outline expectations for that grade level cluster (K-2/3-5/6-8 students). The younger the student, the fewer "online" sessions will be scheduled within a day/week. Teachers will provide a weekly schedule before the start of each week identifying specific times students will need to be online in order to adjust to the general needs of the students and pacing of instruction.

Daily office hours in the afternoon will provide additional opportunities for virtual Q&A with their teachers, practice in small groups, catching up on a missed lesson, check-ins with teachers, etc. As you review the schedules below, please remember that for all subjects, there will be blocks that will be virtual classroom time, small group breakout sessions, or independent work time, much like if students were learning in the classroom. Students will not be online every day from 8am-noon. There are scheduled breaks between blocks for stretching, snacks, etc. Some sessions will begin virtual and end with time to work independently. We will be utilizing our teaching assistants as well during virtual classroom time and small group sessions. We will journey through the first few weeks together and make adjustments as needed.

Another important aspect of learning is the social and emotional skills and learning our students experience when learning in cooperative groups, practicing independence and responsibility for learning, and learning to reach out when in need of help. Daily prayer, weekly Mass, monthly Flag assemblies, class meetings and celebrations, presentations, traditions, and Student Council events promote healthy social and emotional learning as well. There will be opportunities to support students' social and emotional skills throughout this process. We are looking into Zoom Webinars to gather in larger groups for community shared experiences. It is important to us that we offer opportunities for classes and all students to come together to build community with their teachers and friends. Coming together virtually will support this goal. Links will be posted directly in students' Google Classrooms to make them easily accessible by the student to participate regularly.

You and your families are always held in our thoughts and prayers- that you remain healthy, faithful, and hopeful for the upcoming school year under the ever changing guidelines and decisions beyond our control. God is always with us and we trust in His love, and ask for guidance from the Holy Spirit, to serve St. Joseph School families with compassion, patience and understanding during these difficult times. I ask that you keep the faculty and staff in your prayers for their continued health as they return in the weeks ahead.

Many blessings,
Mrs. Alamo-Ng and Mrs. Fessler

****SCHEDULES BEGIN ON NEXT PAGE****

**Catholic Online Synchronous Learning Schedule
St. Joseph School, Upland**

K-2 Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:15am	Prayer	Prayer	Prayer	Prayer	
8:15-9:00am	Community Meeting & Religion	Community Meeting & Religion	Community Meeting & Religion	Community Meeting & Religion	Mass 8:30-9:15am
9:00-9:15am	Break	Break	Break	Break	
9:15-10:00am	ELA	ELA	ELA	ELA	ELA
10:00-10:15am	Break	Break	Break	Break	Break
10:15-11:00am	Math	Math	Math	Math	Math
11:00-11:15am	Break	Break	Break	Break	Break
11:15-12:00am	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies
12:00-1:00pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:45pm	Music (GR K-2)	Art (GR 1 & 2)	PE (GR K-2)	Spanish (GR 1 & 2)	Independent Study Block (Homework/ Catch Up)
1:45-2:00pm	Break	Break	Break	Break	
2:00-3:00	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	

For each curricular block on the schedule, you can expect synchronous instruction live with the classroom teacher and instructional aide 2-4 times a week and a few independent work sessions with assigned tasks students can work on during the scheduled block for each subject area. Daily attendance will take place and students will be expected to attend live sessions to the greatest extent possible. Each classroom teacher will provide a more detailed schedule weekly to their students and families identifying which days and blocks they will be live and which will be independent study blocks to utilize other online curriculum resources, linked videos, etc. Assignments and work will be assigned and submitted via Google Classroom for all grade levels to the greatest extent possible. Most of our curriculum integrates with Google Classroom, but there will be a few sites that may require a separate login. All login information will be provided electronically and in print formats to students and families at the start of the school year.

Weekly assignments will be sent to parents with any schedule updates and all assignments listed prior to the start of each week. A timeframe from Monday through Sunday will be given to allow for any "absences" or make-up work to be submitted in a timely manner. Keeping to the schedule provided weekly by the teacher will help your child stay on track with learning goals. For example, doing all of the work on Sunday before the live instruction may not be beneficial to learners. However if there is an unforeseen circumstance that prevents a student from attending a live session, for example, Math on Tuesday, office hours and turning in work within the week's timeframe may help the child stay on track with progress and access support outside of the synchronous lesson that was missed on a particular day.

Enrichment teachers will also provide synchronous instruction after lunch. Teachers will host virtual office hours in the afternoon to give students an opportunity to check-in, ask clarifying questions about assignments or upcoming assessments, and/or receive smaller group instruction to support learning.

**Catholic Online Synchronous Learning Schedule
St. Joseph School, Upland**

Gr 3-5 Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:15am	Prayer	Prayer	Prayer	Prayer	
8:15-9:00am	Community Meeting & Religion	Community Meeting & Religion	Community Meeting & Religion	Community Meeting & Religion	Mass 8:30-9:15am
9:00-9:15am	Break	Break	Break	Break	
9:15-10:00am	Math	Math	Math	Math	Math
10:00-10:15am	Break	Break	Break	Break	Break
10:15-11:00am	ELA	ELA	ELA	ELA	ELA
11:00-11:15am	Break	Break	Break	Break	Break
11:15-12:00am	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies
12:00-1:00pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:45pm	Art (GR 3-5)	PE (GR 3-5)	Spanish (GR 3-5)	Music (GR 3-5)	Independent Study Block (Homework/Catch Up)
1:45-2:00pm	Break	Break	Break	Break	
2:00-3:15pm	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	

For each curricular block on the schedule, you can expect synchronous instruction live with the classroom teacher and instructional aide 2-4 times a week and a few independent work sessions with assigned tasks students can work on during the scheduled block for each subject area. Daily attendance will take place and students will be expected to attend live sessions to the greatest extent possible. Each classroom teacher will provide a more detailed schedule weekly to their students and families identifying which days and blocks they will be live and which will be independent study blocks to utilize other online curriculum resources, linked videos, etc. Assignments and work will be assigned and submitted via Google Classroom for all grade levels to the greatest extent possible. Most of our curriculum integrates with Google Classroom, but there will be a few sites that may require a separate login. All login information will be provided electronically and in print formats to students and families at the start of the school year.

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**Catholic Online Synchronous Learning Schedule
St. Joseph School, Upland**

Gr 6-8 Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:45-8:15am	Attendance (Freckle) & Prayer	Attendance (Freckle) & Prayer	Attendance (Freckle) & Prayer	Attendance (Freckle) & Prayer	Attendance (Freckle) & Prayer
8:15-9:00am	Period 1	Period 1	Period 1	Period 1	Mass 8:30-9:15am
9:00-9:15am	Break	Break	Break	Break	
9:15-10:00am	Period 2	Period 2	Period 2	Period 2	Period 2
10:00-10:15am	Break	Break	Break	Break	Break
10:15-11:00am	Period 3	Period 3	Period 3	Period 3	Period 3
11:00-11:15am	Break	Break	Break	Break	Break
11:15-12:00am	Period 4	Period 4	Period 4	Period 4	Period 4
12:00-1:00pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:45pm	PE (GR 6-8)	Spanish (GR 6-8)	Music (GR 6-8)	Art (GR 6-8)	Office Hours/Small Groups
1:45-2:00pm	Break	Break	Break	Break	
2:00-3:30pm	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	Office Hours/Small Groups	

*Each period will be assigned a subject area by grade level prior to the start of school.

For each curricular block on the schedule, you can expect synchronous instruction live with the classroom teacher and instructional aide 2-4 times a week and a few independent work sessions with assigned tasks students can work on during the scheduled block for each subject area. Daily attendance will take place and students will be expected to attend live sessions to the greatest extent possible. Each classroom teacher will provide a more detailed schedule weekly to their students and families identifying which days and blocks they will be live and which will be independent study blocks to utilize other online curriculum resources, linked videos, etc. Assignments and work will be assigned and submitted via Google Classroom for all grade levels to the greatest extent possible. Most of our curriculum integrates with Google Classroom, but there will be a few sites that may require a separate login. All login information will be provided electronically and in print formats to students and families at the start of the school year.

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