



**Fall 2020**

# **Distance Learning Handbook**

**A Handbook for Parents and Students**

## **Santa Clara High School**

**2121 Saviers Road  
Oxnard, Ca, 93033**

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.

## **SCHS Covid 19 - Update and Information:**

The recent decision by the Governor is a sobering reflection of the state of public health in our county/region. Despite nearly five months of sacrifice, patience and prayer, the rate of COVID- 19 transmission in our Region has increased significantly since our intent to return to Live Instruction (hybrid Model). The priority for our students, teachers, staff, administrators, parents and friends safety is ensure everyone's safety at all times.

When permitted to safely return to school, we will do so safely and maintain a safe learning environment. In addition, everyone will be expected to practice proper Social Distance, Wear a mask, avoid large gatherings, , daily and meet the guidelines as established by State and County officials along with the Archdiocese of Los Angeles during the school year.

As a reminder, 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. The criteria for the return to in-person instruction is based on the state's local health jurisdiction (LHJ) monitoring list. *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.* Though our return to our beautiful campus will be delayed for now, we will return.

## **What is Distance Learning?**

According to the California Department of Education (2020), “distance learning is defined as instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology.”

Students receive instruction remotely through Synchronous and Asynchronous engagement. Synchronous and Asynchronous learning is defined as:

1. **Synchronous** learning occurs in real time using live lessons led by the teacher.
2. **Asynchronous** learning happens on one's own time using materials provided by the teacher.

## **Distance Learning Mission**

Santa Clara is a Catholic College Preparatory high school committed to fostering an inclusive environment focused on spiritual, academic, emotional, and physical growth. Our purpose is to work as a community to guide and inspire our students in faith, family, and tradition. To Be a Saint is a Way of Life. We aim to continue to support students' academic progress and spiritual development by making Distance Learning days engaging and supportive while promoting a rigorous curriculum that challenges our students.

## **Distance Learning Plan is designed with the following key features.**

- Synchronous video conferencing to support learning and socio-emotional needs of students through social interaction with peers and teachers

- Asynchronous learning to ensure the opportunity to learn for all students based on schedule and connectivity
- A commitment to monitoring student progress and establishing a distance learning academic plan that meets the needs of our students.
- While Distance Learning does not replicate onsite learning, teachers will deliver powerful instruction based on a robust curriculum that allows students to meet expected grade-level standards in an online environment aligned with the mission of our Catholic school.

### **Main Office Schedule**

The office will be open Monday - Friday from 7:30 a.m. - 4:00 p.m.

### **Daily Prevention Practices and Guidelines**

Temperature checks, masks, proper hygiene and social distancing will be required for any visitors on campus during the Fall Semester, possibly Spring semester.

#### **In addition:**

1. All visitors are required to report to the Main Office and check-in.
  - a. Sign in (Name and Time)
  - b. Temperature Check
  - c. Questionnaire (Symptoms and Contact)
2. Solid Color Masks (Blue, White, Black, Gold) must be worn upon arrival, exiting vehicle and at all times while on campus.
3. Temperature check by way of no touch Kiosk or Contactless Thermometer will be used to measure temperature.
4. Social Distancing at all times.
5. Please do not congregate in large groups.
6. Practice proper personal hygiene at all times
7. Use hand sanitizing stations throughout campus.

### **Instructional Schedule**

We have developed distance learning instructional schedules that take into consideration the traditional school schedule and instructional minutes guidance. All schedules are located on the website

<https://www.santaclarahighschool.com/bell-schedule.html>

**(See Below)**

<b>Regular Schedule</b>			
	<b>START TIME</b>	<b>END TIME</b>	<b>LENGTH</b>
<b>Warning Bell</b>	7:55 AM	—	—
<b>Announcement 1st Period</b>	8:00 AM	8:10 AM	10 Minutes
<b>1st Period</b>	8:10 AM	9:00 AM	50 Minutes
<b>2nd Period</b>	9:05 AM	9:55 AM	50 Minutes
<b>Break</b>	9:55 AM	10:15 AM	20 Minutes
<b>3rd Period</b>	10:20 AM	11:10 AM	50 Minutes
<b>4th Period</b>	11:15 AM	12:05 AM	50 Minutes
<b>Lunch</b>	12:05 PM	12:40 PM	35 Minutes
<b>5th Period</b>	12:45 PM	1:35 PM	50 Minutes
<b>6th Period</b>	1:40 PM	2:30 PM	50 Minutes
<b>Club / Tutor</b>	2:30 PM	3:20 PM	50 Minutes

<b>Minimum (with Mental Health) Day Schedule</b>			
	<b>START TIME</b>	<b>END TIME</b>	<b>LENGTH</b>
<b>Warning Bell</b>	7:55 AM	—	—
<b>1st Period</b>	8:00 AM	8:35 AM	35 Minutes
<b>2nd Period</b>	8:40 AM	9:10 AM	30 Minutes
<b>3rd Period</b>	9:15 AM	9:45 AM	30 Minutes
<b>Break</b>	9:45 AM	10:00 AM	15 Minutes
<b>4th Period</b>	10:05 AM	10:35 AM	30 Minutes
<b>5th Period</b>	10:40 AM	11:10 AM	30 Minutes
<b>6th Period</b>	11:15 AM	11:45 AM	30 Minutes
<b>Break</b>	11:45 AM	12:00 PM	15 Minutes
<b>Mental Health</b>	12:00 PM	12:30 PM	30 Minutes

<b>Minimum Day Schedule</b>			
	<b>START TIME</b>	<b>END TIME</b>	<b>LENGTH</b>
<b>Warning Bell</b>	7:55 AM	—	—
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## Attendance

Students are subject to the California State Laws on Compulsory Full Time Education. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at school when it is in session. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents/guardians are out of town, it is the parent's/guardian's responsibility to inform the school as to who will assume guardianship (responsibility for the student)

Student attendance will be taken daily for every period. Teachers will take attendance using Zoom or Google Classroom - Please refer to teacher class syllabus. In order for the students to be marked "present", students must be on Google Classroom or Zoom within 5 minutes of class starting with cameras on in order to be let into class. Teachers will record attendance on PowerSchool at the beginning of each class period.

### Tardy Policy:

1. Tardiness to the first class or activity (school): Students will be given a period of grace and allowed three "no-fault" tardies per semester. Each tardy after that is a detention. If a student is late to school he/she must check in at the main office before going to class.
2. Loss of Credit: When a student accumulates ten (10) or more tardies in any course, their grade will be dropped a letter grade (10%) for that course.
3. During the school day: Students arriving 15 minutes late or more to first class period will be recorded as absent for that period. Students arriving less than 15 minutes late to first class period will be tardy

If your child is unable to participate in the day's distance learning due to illness or other reasons, the parent must contact the school office to provide a note in order for the absence to be excused and for the student to be able to make up their work.

**It will not be considered an excused absence if the student reaches out to the teacher only without the parent contacting the office.**

## PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the Attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

### **1. WRITTEN NOTICE:**

**Upon returning to school** after an absence, the student will bring to the Attendance Office a note containing:

1. student's full name
2. student's grade

3. date(s) of absence
4. the explicit reason for absence
5. the signature of the parent/guardian and
6. the phone number(s) at which parent/guardian may be contacted during the school day.

**Students without notes will be considered truant and cannot make up work or exams. Being absent without providing a note will count as an unexcused absence.**

**\*Legally, emails as a form of Absence Communication is not acceptable or valid. A physical note from the parent/legal guardian along with name, date, reason and signature must be provided in the note upon student return. Students accumulating more than five (5) unexcused absences or more than ten (10) excused/unexcused absences in any course may have their grade will be dropped a letter grade (10%) for that course.**

## **TYPES OF ABSENCES**

### **1. EXCUSED**

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- a. Illness\*\*
- b. Medical/Dental Appointments\*
- c. Funerals
- d. Quarantine
- e. Court Appearances\*
- f. Approved school activities or approved college visits.

\*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

\*\*For illnesses beyond two days, a doctor's note is required.

### **2. UNVERIFIED ABSENCES**

#### **(No written documentation)**

Unverified absences are considered trancies unless reclassified within five days of return to school.

### **3. UNEXCUSED ABSENCES (Truancy)**

All absences that are not excused are considered trancies.

## UNEXCUSED ABSENCES (TRUANCY)

1. Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/guardians should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. Students who accumulate 10 or more excused and unexcused absences in a semester (per class period) may be denied credit for the semester.
2. Santa Clara High School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities ( i.e. injury, illegal drinking, drug use, and/or sex) when large numbers of teenagers are without adult supervision. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for the younger students. Parents/guardians, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide bad example and engage in dishonest and sinful behavior.

### Communication

Communication will primarily be sent through three systems:

- PowerSchool - Our Student Information System (SIS) is used to manage student records of the school
- Blackboard- email and/or text communication with families
- Google Classroom - Each classroom will be using a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through this platform. Assignments with due dates will be posted on Google Classroom

Student understanding and growth will be monitored through specifically designed questions and assessment strategies. Teachers will be intentional about providing regular feedback to students on progress related to learning activities. Teachers will communicate feedback and progress through discussions, grades, emails, or phone calls.

Parents are asked to communicate with teachers via email or can schedule a phone conference. Please remember that the teachers' priority is time with the students. Teachers will respond as soon as possible, but within 24 hours.

Teachers will also hold virtual office hours. The purpose of virtual office hours are work with students who need additional clarification or one-on-one help. The virtual office hours can be Monday through Friday 2:30pm-3:30pm. Please refer to the teacher's syllabus for exact days and hours.

## **Picking Up Resources**

We have established a schedule for students (Orientation) to pick up schedules, syllabi, and other supplies. Each class will have their own orientation day on campus to start the year and receive classroom codes, expectations, textbooks, and supplies (VPA courses only).

Teachers will review all the materials with the students during orientation the first week of school.

## **Technology Support**

All students will need to have an Ipad to access the Apple bookstore and any Apps teachers require. Students will need an internet connection.

1. Contact Mrs. Gonzalez for a Powerschool Account
2. Contact Ms. Palmisano for Ipad support
3. Contact Mr. Ramirez for Naviance Access
4. Contact Ms. Mullen for STAR, PSAT & AP Testing

## Norms for a Distance Learning Environment

To facilitate a successful distance learning environment, we have established these student and parent norms

### Norms

Norms for a Distance Learning Environment	
Student Expectations in a Distance Learning Environment	Parent Supports in a Distance Learning Environment
<b>When engaging with online resources and platforms ...</b>	
<p>Student are expected to:</p> <ul style="list-style-type: none"> <li>• Only access online educational websites and apps that are approved and provided by your teacher.</li> <li>• Report something that is inappropriate by telling your teacher and/or parent about the situation.</li> <li>• Be respectful when posting comments.</li> <li>• Submit assignments/posts that reflect your personal best work.</li> <li>• Only share your classroom content and account information with your parents.</li> </ul>	<p>Parents should:</p> <ul style="list-style-type: none"> <li>• Be aware of the educational websites and apps that have been approved for use by your child.</li> <li>• Bookmark websites and apps to make them easily accessible for your child.</li> <li>• Support your child with logging in.</li> <li>• As much as possible, allow your child to independently complete the work so that the teacher has an accurate representation of his/her understanding.</li> <li>• Ensure that students are not accessing non-approved websites or apps.</li> </ul>
<b>When participating on Zoom...</b>	
<p>Engaging on Zoom is similar to participating in a classroom environment. Students are expected to:</p> <ul style="list-style-type: none"> <li>• Sit at a desk/table with minimal distractions around you.</li> <li>• Mute yourself when you join the meeting.</li> <li>• Listen with your whole body, eyes on the speaker, ears listening, body calm.</li> <li>• Share/respond when invited to by the</li> </ul>	<p>When your child is engaging on Zoom:</p> <ul style="list-style-type: none"> <li>• Help your child find a quiet space with minimal distractions.</li> <li>• Allow your child to independently participate.</li> <li>• Monitor your child's online interactions.</li> </ul>

teacher in a strong, presenter voice level.

- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or screenshotting images or content.

## **How to be a Distance Learning Student**

The teacher will be reviewing class specific guidelines, however, as a school, we have the following expectations:

Uniform/Dress Code (daily, unless there is a theme day):

- Students are expected to be in School Uniform i.e School S.C. Polo or Mass Formal Uniform (Monday - Thursday)
- Spirit wear (Friday)
- Properly groomed

Zoom Student Requirements:

- Cameras need to be turned on
- Appropriate background

### **Student Expectations:**

- Appropriate attire
- Appropriate language
- Engage in lesson
- Be on time
- Be respectful
- Do not disrupt instruction
- No eating during class time

## **Discipline:**

As modern education shifts to distance learning and a greater online presence, Santa Clara High School remains committed to academic excellence and its mission of fostering an inclusive environment focused on spiritual, academic, emotional, and physical growth. Therefore, students should be mindful of making strong choices that reflect the character, integrity, values, and behavior of a Santa Clara student in today's digital world.

## **Conduct**

The Distance Learning Rules and Regulations were set forth in an effort to provide the best learning environment for our student body. Students who violate the following Distance Learning Rules and Regulations will be subject to a Parent Notification as a result.

- In an effort to minimize distractions and ambient noise, all students present are not permitted to use any of the following items:
  - Cell phones, iPads, other devices
  - Television, another screen
  - Games
  - Social Media including text messaging
  - Listening to music
- Students are not permitted to eat while in a live class session.
- The teleconference is to be viewed as an academic space, and therefore all language must be appropriate for the classroom, free from profanity, abusive or incendiary comments, and excessive slang.
- Shared images and virtual backgrounds, when permitted, must be appropriate and not be in opposition to the values of the Catholic Church.
- User name must be the First and Last name of the student attending.
  - Student's profile pictures must be of themselves.
- To ensure the classroom environment is appropriate and adequate for learning, students may not engage in any behavior that is considered inappropriate classroom comportment which includes but is not limited to the following:
  - Excessive talking
  - Intentional disruption of classroom content or "Zoom Bombing"
  - Abusing the chat feature

- No recording, screenshotting or photographing, or posting about other students or teachers and staff to other online sources (per Federal Educational Rights and Privacy, and California Education Code Section 51512).

## Consequences

### **Friday Detentions**

- Minimum of sixty-minute detention through Zoom.
- Students will be asked to write a *reflection* essay,
  - Minimum of 6 paragraphs with at least 800 words.
- The essay is to be completed and emailed to the teacher
- A copy will be provided to the Dean of Students.
- The essay must be approved by the Dean of Students or the student may receive another detention or even a Saturday detention.

### **Saturday Detentions**

Serious or repeated violations of school rules and/or policies or failure to appear to a teacher or dean's detention will result in a Saturday morning detention (8-11am). Students serving Saturday detention must arrive on time and be dressed in SC spirit wear. Failure to report to a Saturday detention is a very serious matter in which the Dean of Students can exercise further action which may include immediate suspension and/or disciplinary probation.

Saturday Detention Additional Guidelines:

- At least one day's notice will be given to the student.
- A student who wishes to discuss the detention must see the Dean before the assigned detention.
- Students must serve detention when scheduled. Work, athletics, etc., are unexcused and looked upon as failing to report to an assigned detention. (Note: A parent may request a meeting with the Dean of Students if there is a family conflict. The Saturday detention may be re-scheduled for another Saturday with no penalty to the student once per semester)
- If a student fails to report to detention the student will be suspended.
- Student assigned to Saturday Detention are to report to the Dean's office unless otherwise noted.
- Students are NOT permitted to use any form of electronics during detention. Student may be required to complete written assignments or various maintenance tasks on campus during their assigned detention time.
- Student must be present before their designated time in order to check in promptly.
- All school rules apply during detention.

## **Netiquette and Digital Citizenship.**

- Students should use body language that expresses academic engagement which includes:
  - Staying within the frame of the camera.
  - Seated with attentive posture, not lying down.
    - Attending class from your bed or anyone else's bed is not acceptable.
- Your surroundings must be appropriate for a Catholic school setting.
- Students should enter all online meetings with a muted microphone until the teacher calls on them.
- In an effort to maintain focus and engagement, using a headset is highly suggested.
- Students should use the chat feature responsibly and only as necessary.
- Students are expected to begin class prepared with a fully charged laptop, a charger within arms reach, and all class materials.
- All assignments should be uploaded to Google Classroom as PDF or Google Docs.
  - Screenshots of student work are not an acceptable format.

**Dress Code** Maintaining good grooming habits and keeping up your personal appearance helps to promote a better self-image while providing value to our learning community. During the period of Distance Learning, the following habits should be maintained:

- Students are required to be in a Santa Clara polo or the white buttoned-down shirt with the Santa Clara crest provided by Dennis Uniform
- Pants/shorts are mandatory.
- Hair should be neatly groomed. Dyed hair, including bleached hair, is not allowed.
  - Hats, beanie caps, or other headcovers are not permitted.
  - Facial hair is not allowed
  - Tattoos, whether temporary or permanent, may not be visible at school or at any school activity.
  - Body piercings (other than the ears for girls) are not allowed. Unacceptable piercings may not be covered by anything (i.e. Band-Aids)
  - Excessive or inappropriate jewelry, wallets on chains, and the like are not permitted.
  - Sunglasses may not be worn in class at any time.

## CHEATING POLICY

All students are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their own work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples of violations of academic integrity.

Therefore, students must not:

- Copy work from another student or assist another student with copying
- Cheat on an exam, quiz, project, homework, class work, etc.
- Aid other students during an exam without expressed permission from the teacher
- Use any unauthorized aid on exams or assignments
- Use, purchase, or plagiarize the work of any person with or without the expressed permission of the owner of the work.
- Re-submit work from previous year (s) or subject (s) for credit.

**The academic consequences for participating in copying, cheating and/or plagiarism is an automatic zero on the assignment and/or suspension. Repeated offenses may result in expulsion.**

**Plagiarize:** 1. to steal and pass off as one's own the ideas or words of another. 2. to commit literary theft. 3. to present as new and original an idea or product derived from an existing source. Source: Webster's Third New International Dictionary

***If a student copies work from another student or assists another student with copying:***

- ***The teacher will confiscate the material from both parties involved.***
- ***Both students will receive a zero for the assignment.***
- ***The teacher will contact the parents, write up an academic integrity report and turn in materials along with the report to the Dean.***

1st offense: Saturday detention

2nd offense: Suspension

3rd offense: Expulsion

***If a student cheats on an exam or quiz, or aids another student during an exam without expressed permission from the teacher, or uses any unauthorized aid:***

- The teacher will confiscate any material
- Both students or student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write a report and turn in materials and report to the Dean.

1st offense: Saturday detention

2nd offense: Suspension

3rd offense: Expulsion

***If a student uses, purchases, or blatantly plagiarized the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving that person credit):***

- The teacher will confiscate the material from both parties involved.
- The student will receive a zero for the assignment.
- The teacher will contact the parents, write up an academic integrity report and turn in materials along with the report to the Dean.

1st offense: Saturday detention

2nd offense: Suspension

3rd offense: Expulsion

## **How to be a Distance Learning Student**

### **Tip #1 Schedule Just Like a Face-to-Face Class**

- Making sure you are following our school schedule which is being provided to you
- Use those 40 minutes on non-zoom days to do class work during that time just as if you were in class so you do not have double the work in the evening

### **Tip #2 Communicate with Your Teacher**

- Always be in communication with your teacher regarding homework assignments, tests, quizzes, and projects
- If you are unsure about an assignment, go straight to the source, your teacher

### **Tip #3 Designate a Distraction-Free Study Space**

- Focus on your work in a quiet place in your home
- Avoid talking on the phone with friends when working or on zoom
- Avoid playing video games when working or on zoom
- Avoid watching TV or movies when working or on zoom
- Avoid being on social media during class time and while doing homework

### **Tip #4 Ask Questions! Let Your Teacher Know When You Don't Understand Something**

- If the question is about the material being covered in the zoom, ask during the zoom
- Each teacher has office hours between 2:30pm-3:30pm, please use this time to get additional help and/or ask questions

### **Tip #5 Complete Your Assignments on Time, Doing Your Best Work**

- Please refer to Google Classroom for your assignments and due dates
- If possible, stay ahead and don't procrastinate

### **Tip #6 Actively Participate in Class**

- Participate when the teacher is asking for answers
- Respect others when participating in zoom

### **Tip #7 Be Self-Motivated, Self-Disciplined, and Accountable**

## **How to be a Distance Learning Parent**

To support the teacher, parents are asked to create a quiet space, help students with routine, communicate with teachers, support your son/daughter, and monitor grades on PowerSchool.

### **Establish routines and expectations**

It is important to develop good habits from the start. Create a routine and talk about how it's working over time. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Keep normal bedtime routines, including normal rules for digital devices.

### **Choose a good place to learn**

Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Ensure that all needed materials are nearby.

### **Stay in touch**

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful.

### **Help students 'own' their learning**

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

### **Begin and end the day by checking-in**

In the morning, you might ask:

- What classes/subject do you have today?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?
- What can we do to organize you for tomorrow?

### **Encourage physical activity and exercise**

Living and working at home, we will all need some room to let off steam. Moving (independently and together as a family) is vital to health, wellbeing, and readiness for learning.

### **Manage stress and make the most of an unusual situation**

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well, and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. In these circumstances, it's often possible to reframe challenges as opportunities.

### **Monitor time on-screen and online**

Distance learning does not mean staring at computer screens seven and half hours every day. Teachers will aim to build in variety of on-line and off-line tasks. Work together to find ways to prevent 'down time' from becoming just more 'screen time.' Podcasts and audiobook (many free through library apps) are great options.

### **Connect safely with friends, and be kind**

Help your children maintain contact with friends through safe online technologies. But monitor your child's online use. Remind your child to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems so that everyone maintains healthy relationships and positive interactions.

