

# DISTANCE LEARNING PLAN

**City Tree Christian School**

August 29, 2020



320 Date Street  
San Diego, CA 92101

[www.citytree.org](http://www.citytree.org)

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Dear City Tree Parents,

**WE ARE HAPPY TO PROVIDE YOU WITH A DISTANCE LEARNING OPTION** to continue your child's City Tree Christian School experience during this unique season. Your student's classroom teacher(s) will provide direct instruction for your student whether they are distance learning or on-site.

When a student begins distance learning, they will be assigned a Distance Learning Coach. Distance Learning Coaches are members of the City Tree support staff who serve as liaisons between the teacher and the student who is learning remotely. Our approach to distance learning mixes live instruction and self-paced independent work, with regular support provided by the Distance Learning Coach. Middle School students' schedules will generally follow the daily instructional schedule. Regardless of their grade level, each student's exact schedule for live instruction and meetings will be determined by their teacher(s), along with the Distance Learning Coach, following the guidelines outlined in City Tree's Distance Learning Plan.

When parents decide that they would like their student to switch to on-site instruction, they should notify their student's teacher, Distance Learning Coach, and the school office. Typically, these transitions will require a few days' notice and the change will begin on a Monday.

Our desire is that every City Tree student will be provided the best possible Christian education, regardless of their learning circumstances. We acknowledge that each student's situation may be different, and we will make every effort to meet the needs of each child. We appreciate your patience and understanding as we navigate this new plan together. We trust that God will direct our paths.

Sincerely,

Sue Kennedy  
*Principal*

Peter Tucker  
*School Board President*

**"And in him you too are being built together to become  
a dwelling in which God lives by his Spirit"**

Ephesians 2:22:



# Expectations for Students

## **Classes and Meetings**

- Students are expected to attend all classes, groups, and meetings as designated by teachers and Distance Learning Coach.
- Students will attend regularly scheduled meetings with Distance Learning Coach.
- Students should communicate through email with Distance Learning Coach right away when a problem arises. The Distance Learning Coach will respond as soon as possible, but it will likely not be immediate.
- Students need to leave their cameras on, and remain on screen during online classes and groups, until excused by teacher. Teachers will want to be able to see students clearly in order to gauge their understanding. Please do not substitute student photo, name, drawing, etc. when online.
- Students should show up to online classes and groups on time and ready to learn.
- Students should be dressed in school appropriate clothing; pajamas or sweats are not considered appropriate. City Tree school uniforms are welcome, but not required.
- Students should not eat during online classes or meetings.

## **Assignments**

- Students will use daily checklist, provided by teacher /coach, as a tool to assist in completion of assignments.
- Students will complete assignments on-time, using the due dates the teacher establishes.
- Students will submit ALL assignments through Google Classroom as directed by teacher and coach. This is an important requirement as it allows teachers to keep track of students' progress on each assignment. Please do NOT use alternative methods of turning in assignments such as email or text, unless specifically directed by teacher or coach.



# Daily Learning

## Learning Time Schedule by Grade Level

- Grades K-2: 1.5 - 2 hours per day of scheduled class time, small group learning, and time with Distance Learning Coach.
- Grades 3-5: 2 -3 hours per day of scheduled class time, small group learning, and time with Distance Learning Coach.
- Grades 6-8: 3-4 hours per day of scheduled class time, small group learning, and time with Distance Learning Coach.

## Assignments and Curriculum

- In addition to the scheduled times noted above, distance learning students will also have daily independent assignments to complete that include reading, activities, and projects. Some of these will be completed digitally and some on paper, but all will be submitted through Google Classroom.
- Distance learners, in some grade level subject areas may use different curriculum materials than on-site learners because they are more appropriate for the home learning environment.
- Middle School Supplementary Curriculum classes and Band will be provided for distance learners.
- K-5 Special Classes: Art, Music, Spanish, and Band will be provided for distance learners.



## Parent Responsibilities

- Ensure children have a quiet place to do their work, where they can sit and be on their device with few interruptions.
- Ensuring student has basic needed materials: computer, Wi-Fi access, applicable school supplies from grade level lists, materials provided by teacher (i.e.: books, workbooks, special materials).
- When notified by teacher/Distance Learning Coach, parents will pick-up materials from City Tree, in a timely manner, that cannot be provided through Google Classroom.
- The preferred method for parents to communicate with their child's teacher is through email.
- Communicate with Distance Learning Coach through email and scheduled meetings.
- Parents may at times need to assist student in submitting work through Google Classroom.
- Regularly check their child's work and daily check list.



## Technology

- Each student will need a dedicated computer, laptop or Chromebook.
- Each student will need access to reliable Wi-Fi.
- Headphones, with microphones, may be needed if multiple family members are online at the same time in a household.
- Assignments will be posted and submitted through Google Classroom.
- City Tree can lend Chromebooks if needed, please contact the school office 619-232-3704 or office managers [Kelly.Tomkins@citytree.org](mailto:Kelly.Tomkins@citytree.org) or [Jessica.Untalan@citytree.org](mailto:Jessica.Untalan@citytree.org) for assistance.



## Student Support from City Tree

- A Distance Learning Coach will be assigned to each student. This coach provides a regular check-in time with student to review progress, answer questions, and assist student with organization, submission of assignments, learning, expectations, and issues.
- The Distance Learning Coach will also be checking in with parents one time per week to communicate student progress and get input from parents.
- The Distance Learning Coach will coordinate schedules and routines, in consultation with teacher and parents, and make adjustments if needed.
- Teachers will communicate with students and parents with the same frequency and methods that they do with other students that are on-site learning.



## Feedback, Assessment & Grading

- The Distance Learning Coach will be reviewing assignments with student at regular meetings.
- Select assignments and projects will be submitted through Google Classroom and graded by teacher.
- K-5 assignments that are graded will be returned by teacher/Distance Learning Coach or at material pick-up times.
- 6-8 grades will be posted through FACTS on-line grade book for students and parents to view.