



DISTANCE LEARNING PLAN FOR PARENTS

What does it mean to go to school online? St. Francis' *Distance Learning* is made up of many parts. Students will use the internet and PowerSchool Learning (PSL) to check into classes, share ideas and information with teachers and other students, access daily lessons, turn in assignments, ask and answer questions, work on projects, complete quizzes and tests, and do many other activities.

Your daughter will need structure during this distance learning time. Consider encouraging students to keep to a schedule: set a wake-up time, encourage your daughter to dress, eat breakfast, make sure her learning space is fully stocked, stretch often, limit non-school essential technology during learning hours, etc.

School hours are 9:00 am-2:30 pm. The schedule will rotate between *Distance Learning 1*, *Distance Learning 2*, and *Distance Learning Office Hours* days. Daily schedules can be found on the [calendar page](#) on our website.

St. Francis High School Distance Learning Schedule <small>Please see the website calendar for specific details</small>		
Distance Learning 1	Distance Learning 2	Distance Learning Office Hours
9:00am-10:10am A Block	9:00am-10:10am E Block	9:00am-10:10am Department Meetings
10:15am - 11:25am B Block	10:15am - 11:25am F Block	Teacher Office Hours/ Guidance Check-In Meetings <small>(See teachers' PowerSchool Learning Page for specific times)</small>
11:25am - 11:45am Break	11:25am - 11:45am Break	
11:45am-12:55pm C Block	11:45am-12:55pm G Block	
12:55pm-1:20pm Break	12:55pm-1:20pm Break	
1:20pm-2:30pm D Block	1:20pm-2:30pm H Block	

Student Expectations: Students should...

- Have their Chromebook/computer charged every day.
- Check into their class on [PSL](#) at the beginning of the block, each time their class meets.
- Email their teacher immediately if they have issues logging into class (students can access email on their phone).
- Actively work during each block so they don't get behind.
- Follow the teacher's instructions for completing daily assignments.
- Follow the *Student-Parent Handbook*. This includes all aspects of student behavior including social media posts. Rules about academic honesty still apply. Work is to be done individually unless specified otherwise, and test security measures will be maintained.

Daily Check List for Parents: Did I...

- Help find a quiet learning space for my daughter?
- Encourage my daughter to eat breakfast?
- Remind my daughter to keep hydrated?
- Encourage my daughter to exercise (take a brisk walk, participate in a yoga or stretching class on YouTube)?
- Remind my daughter to avoid social media distractions during learning hours?
- Monitor my daughter's online usage to make sure she is on task and keeping safe online?
- Check my daughter's [PSL](#) page for assignments to help her organize her time?
- Encourage my daughter to reach out to her teachers if she is having concerns or needs additional support?
- Spend time as a family daily (eat dinner together, pray together, have a family game night, etc.)?
- Encourage my daughter to reach out to her friends to keep connected?

What if...

- Your daughter is going to be tardy or sick? Call the attendance line just as if we were teaching on campus (916-737-5050)
- My daughter needs extra help? Reach out to [teachers](#) directly. Guidance Counselors, Wellness, Assistant Principals, and the Dean, are also here to support your daughter's need.
- My daughter is a Teaching Assistant? If your daughter TAs, they now have an additional free block. When on-campus classes begin again, they will resume their TA duties.
- You need help logging into your parent portals? Contact our Registrar at registrar@stfrancishs.org
- If your daughter needs technical support? She should email our Technology Department (SFTech@stfrancishs.org)
 - Include a parent's phone number so Technology can contact them quickly, if necessary
 - Include a copy/paste of the error message or a screenshot of the issue to expedite resolution
 - Debugging the problem may involve calling, emailing, or remoting into the student's computer (with the student or parent's permission)