Distance Learning Protocols for Families

Following are protocols for the St. Paul's distance learning program. The curriculum we provide throughout this program upholds the Mission and Values and the Portrait of the Graduate and is intended to ensure that students continue to make progress with their learning. The protocols draw from different models and meet CAIS accreditation standards. It is mandatory for your students to complete the curriculum provided by your child’s classroom teachers. All students must submit the work they have completed as requested by their teachers (in their lesson plans) so that learning time continues uninterrupted and so that we won’t need to extend our school year into the summer.

Please review the protocols below for your students’ respective grade and subject area. This document contains:

- Access to the St. Paul’s Distance Learning Website
- Student Work Submission Guidelines
- Digital Citizenship Guidelines (please read with your children and sign)
- Weekly Minute Guidelines

I. Distance Learning Website
You will find daily student assignments for each grade level on the site (screenshots attached). It will be updated daily by each teacher/grade level. You can access the Distance Learning website in the Parent Portal of our school website, also.

II. Student Work Submission Guidelines:
In Grades 2 - 8, students can submit work in a variety of ways. Each grade level will specify, in lesson plans, how they would like students to turn in their work. Here are some ways students could be asked to return work:

- Google Classroom / Drive
- Take a picture of completed work and send it by email
- Collect completed work in a file folder and return on the first day that classes resume on campus

III. Digital Citizenship Guidelines:
This is a link to the Digital Citizenship Guidelines for St. Paul’s. Please discuss this information with your student(s).

An excellent resource for Family Digital Citizenship Agreements can be found on Common Sense Media
IV. Weekly Minute Guidelines (for each grade level):

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Guidelines</th>
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<tbody>
<tr>
<td>K - 1st</td>
<td>50 minutes per day total of recommended educational activities, including Reading, Writing, Math, Social Studies, STEAM, PE, and Music.</td>
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<tr>
<td>2nd - 8th</td>
<td>3 ½ hours per day of required educational activities. This has been divided up between the core classes (Math, Science, History, English, and Spanish) as well as other classes (PE, Art, Music, Tech, and Study Skills).</td>
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</tbody>
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**Who To Contact for Assistance**

<table>
<thead>
<tr>
<th>For questions about ...</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child’s assignment or links in your assignments</td>
<td>Your child’s teacher</td>
</tr>
</tbody>
</table>
| A technology-related problem or issue | For Lower School Students: Tracey Cosgrove: tcosgrove@spes.org
Robin Taylor-Fabe: 513-833-4373 rtaylor-fabe@spes.org
For Middle School Students: Rolfe Kasling: rkasling@spes.org |
| For all other needs, contact your Division Director | Lower School Division Director: Nayo Brooks: nbrooks@spes.org
Middle School Division Director: Christine Fairless: cfairless@spes.org |