



REFORMATION LUTHERAN CHURCH & SCHOOL

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PRINCIPAL MICHAEL ROSS
Preschool – 8th Grade
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3/20/2020

Dear Families of Reformation,

We are currently living in unprecedented times during our era. With so much uncertainty, we know that there is one unshakeable truth: The love, grace, and peace of the Lord Jesus Christ is ours. May we be continually reminded of that beautiful truth through our interactions with each other.

Reformation Lutheran School, compelled by the love of Christ, exists to educate, equip, and encourage students for lives of Christian service. While this has regularly been carried out through face-to-face, daily interaction between students and staff, that option is not currently available to us. Even though we will not be in the same building during the coming days, we will continue to work toward our mission of educating students.

We are committed to you. We will continue to provide you, our families, the support you need so the critical education of your children does not stop.

For the time being, the delivery method of our education is changing. We are still committed to high quality, Christ-centered education. In order to accomplish this, we are transitioning our delivery of instructional services to distance learning. Our plan to complete that is laid out in the following pages. The roll-out of this new distance learning will not be perfect. You will have many questions and we will work to answer those questions as quickly and completely as possible. As we learn and grow together, this document WILL change. We will do our best to keep you updated with the changes through communication from the classroom teachers. We ask for your patience in this.

We thank you for your commitment to the mission of Reformation, safety, and continued education of our students.

In Christ,

Mr. Michael Ross
Principal

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www.ReformationSanDiego.org



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Distance Learning Plan

Timeline:

Reformation Lutheran School building is closed to student education until at least April 6. We will make a decision on reopening at a date closer to April 6. All field trips, extracurricular activities, and before / after school care are cancelled until further notice. We will be doing distance learning school days on March 23-27 and March 30-April 3. Those two weeks of school (10 days) will be marked for attendance for grades K-8. Distance learning days are determined for the whole school by the administration.

The week of March 16-20 will be off (no attendance) for our re-scheduled Spring Break.

Office Hours:

Since campus is closed and California is under a “Shelter-in-Place” order, the office will be closed. If you need to get a hold of a teacher, please check the Reformation Distance Learning Site for teacher availability. If you need information from the Office you may contact Ms. Susan (officemanager@refsd.org) or Sarah Rodrigues (rodriguess@refsd.org).

Staffing:

On all distance learning days, staff will be able to work from home. Please see the Reformation Distance Learning Site for staff availability.

Communication Plan:

During distance learning days, email will be the preferred method of communication. Staff members will check and respond to emails between 8:00-4:00 p.m.

Each distance learning day, our teachers may have a Zoom meeting to help students and answer parent questions that are better handled in conversation rather than email. Teachers will communicate the information on how to access these daily meeting times.

Attendance:

Distance learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present in the school building. Instead, attendance is tracked through work completion. Attendance is counted each distance learning day for all students in K-8.

For each distance learning day, the classroom teacher will assign work for students to complete in various subject areas. In order to be counted as “present” on distance learning days, all of the work assigned must be completed by its due date. Students not completing the work for the day it is due will be marked “absent” for the school day. Partial day attendance will not be considered on distance learning days. These absences will count toward their yearly total of absences for the 2019-2020 school year. In the event your child falls ill, you are not required to inform the school office. If they are still able to complete all the required daily work, they can be

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marked “present” for the distance learning day. If your child would become too ill to complete the assigned work, please communicate that to your child’s teacher. You are required to communicate a plan with the teacher to make up that work.

While teachers will set daily work requirements, attendance will be marked as we are able to verify that the work is completed. For those able to complete the work on a computer, attendance can be marked as soon as teachers verify the digital work is completed. For those completing paper versions of the work, we will mark attendance as soon as we are able to get the work back and verify completion.

At this time (*March 23, 2020*), we are expecting all subject areas to be taught in some capacity.

Grade Level Specific Academic Expectations:

K-2:

K-2 student participation in distance learning days is required for school attendance. All Religion, Math, and English/ Literature daily work is required to be completed in order for the student to be counted as “present” for that day. K-2 instructional materials will be available digitally (either email or Distance Learning Site) or via paper packets for pickup at the beginning of the week (paper packets will only be available once CA lifts the “Shelter-in-Place” order) . Teachers may provide videos to assist parents with at-home instruction.

3-5:

3-5 student participation in distance learning days is required for school attendance. All Religion, Math, and English/ Literature/ Spelling daily work is required to be completed in order for the student to be counted as “present” for that day. 3-5 instructional materials will be available digitally on Google Classroom and/or the Distance Learning Site or via paper packets for pickup at the beginning of the week (paper packets will only be available once CA lifts the “Shelter-in-Place” order). Teachers will regularly provide video lessons to assist students with at-home instruction.

6-8:

6-8 student participation in distance learning days is required for school attendance. All Religion, Math, English/ Literature/ Spelling, and Social Studies OR Science daily work is required to be completed in order for the student to be counted as “present” for that day. 6-8 instructional materials will be available digitally on Google Classroom. Teachers will regularly provide video lessons to assist students with at-home instruction.

Technology Support:

If you experience technology issues during distance learning days, contact your child’s classroom teacher. They will serve as the point person for either assisting you or connecting you with the individual for additional support.

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