



BISHOP O'DOWD HIGH SCHOOL
REMOTE LEARNING GUIDE
SPRING 2021



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Bishop O'Dowd reserves the right to amend the policies, protocols, and expectations put forth in the Remote Learning Guide.

BISHOP O'DOWD HIGH SCHOOL

STUDENT EXPECTATIONS

During our remote learning for Spring 2021, students will be required to "attend" their classes following our remote learning schedule below. Teachers will take attendance through PowerSchool.

Black and Gold Class Times	Monday (Black)	Tuesday (Gold)	Wednesday (Special Flex Schedule)	Thursday (Black)	Friday (Gold)
9:00 a.m. – 10:20 a.m.	Period 1	Period 5	*See Wednesday Schedule Below	Period 1	Period 5
10:30 a.m. – 11:50 a.m.	Period 2	Period 6		Period 2	Period 6
11:50 a.m. – 12:30 p.m.	Lunch	Lunch		Lunch	Lunch
12:30 p.m. – 1:50 p.m.	Period 3a/3b	Period 7a/7b		Period 3a/3b	Period 7a/7b
2:00 p.m. – 3:20 p.m.	Period 4	Period 8		Period 4	Period 8

Wednesday Flex Schedule	
9:00 a.m. – 10:30 a.m.	Department Collaboration Counseling Academic Support Health and Wellness Services
10:30 a.m. – 12:00 p.m.	Teacher Office Hours
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. – 3:00 p.m.	Co-Curricular Activities Department Collaboration & Planning Grading Time for Teachers

Student Expectations

Class Meetings

- Classes will take place during the modified schedule. During the specified class periods, teachers will meet with students virtually (using Google or Zoom per posted teacher specifications). Teachers will take attendance during Zoom or Google Meet sessions.
- Students will need to enter their classes with their camera on and remain on in order to be marked present.
- Students must log in to their Zoom classes by using their Bishop O'Dowd email address.
- Students are expected to check each of their classes on Schoology at the start of each class period unless otherwise instructed by their teacher.

Academic Integrity

- All work completed and submitted should abide by our Academic Code of Conduct on p. 18 of the Student-Family Handbook.

Teacher Accessibility

- All faculty/staff will be accessible to students from 8:30 a.m. - 3:50 p.m. (Monday, Tuesday, Thursday, Friday)
- Teachers will be available for morning office hours (10:30 a.m. - 12:00 p.m.) during our Wednesday schedule.
- Teachers will still be available via email for questions and concerns outside of office hours.
- Teachers will reply to emails and voicemails within 48 hours.

Open Communication

- If at any point you are struggling with a class, please let your teacher and/or counselor know immediately.
- Communicate with your teachers regarding any issues understanding expectations, assignments, etc.
- Open communication between student and teachers is essential. If you are struggling, please connect with your counselor as soon as possible to guide you.

Illness/Absenteeism

- If you become ill and/or are unable to attend a class for any reason, have your parent/guardian call and leave a message with the attendance office or e-mail attendance@bishopodowd.org
- E-mail your teachers and counselors and let them know that you are unable to engage in the class that day.
- Students who leave class early due to Wi-Fi, technology issues, or for other reasons will be contacted by either Ms. Donahue or Mr. Mason in order to gain clarity behind leaving and to provide further support.

Counselor Availability/Academic Support

- We understand that with the amount of uncertainty and change during this time, you may feel heightened levels of stress and anxiety. This can cause difficulty focusing in "class" or completing assignments.
- Remote learning can also be a difficult transition in learning how to engage with curriculum, access resources, and complete some assignments.
- Please be sure to reach out to your counselor if:
 - You are feeling heightened levels of stress and/or anxiety.
 - You are having difficulty focusing on your classes and/or assignments.
 - You are struggling to manage your time and/or ability to meet teacher/class expectations.
 - You have any other questions or concerns that aren't able to be answered by your teacher.
 - You have any other concerns for which you might usually see your counselor.
- Counselors will be available for support during regular school hours (8:30 a.m. - 3:50 p.m.)

Patience and Flexibility

- Remote learning requires flexibility. Please remember that we are all in this together. As a community, we ask that we all be patient with each other and assume best intentions.

Maximizing Success for Remote Learning

Set and maintain routines for engaging in your classes.

Find a comfortable space where you can work efficiently.

- When you are logging in for a virtual class with video, be sure your environment and attire are school appropriate. Students are recommended to sit at a table or desk when in class and not in their beds, home gyms, etc.
- If you have technology issues or other obstacles when trying to enter the Zoom or Google Meet session, you must email your teacher and counselor immediately.
- In addition, contact IT for technology troubleshooting steps.

Regularly check your email, Schoology and PowerSchool for assignments, updates, and information from your teachers.

Grade updates will be posted to PowerSchool formally every two weeks by 10:00 a.m. on Thursdays.

Be sure to complete all work individually unless instructed otherwise by your teacher.

- Continue to do your best work thoroughly and thoughtfully.

Set up your own tools for time management.

- With much of your schoolwork being self-directed, it is important that you think about how to best manage your time to avoid procrastination.

Appropriate behavior for online learning platforms.

- Appropriate behavior is expected on all online learning platforms. Contributions to virtual classrooms, online discussions, etc. should be relevant and appropriate.
- Students must wear appropriate attire during classes. Refer to the Student-Family Handbook regarding dresscode.
- Video/virtual classrooms should be treated with the same level of respect as in-person class meetings.
 - Do not take screenshots or recordings of other students during class meetings
- Tone can be challenging to communicate virtually, especially in discussion groups and forums.
- Please refer to pages 30-32 in the [Student-Family Handbook](#) for expectations.

Ask for help as soon as you need it.

- All faculty/staff will be accessible to students from 8:30 a.m. - 3:50 p.m. every school day (Monday, Tuesday, Thursday, Friday). If you need support during our distance learning days, please reach out to an adult with questions, concerns, and various needs as soon as possible.
- Please consult the Wednesday Schedule for teacher office hours.

Stay active as much as possible.

- Be sure to try to still get exercise and stay physically active during our distance learning days.

Stay connected to your community.

- Social distancing is not the same as social isolation. Though we are unable to be together in person, stay connected to your Bishop O'Dowd Community.
 - Continue to reach out to peers, teams, clubs, etc. and connect virtually as best you can.

BISHOP O'DOWD HIGH SCHOOL

STUDENT SUPPORT

Introduction

The health and well-being of the O'Dowd community is our top priority. It is normal and expected that we might feel anxious amid COVID-19. The healthiest thing we can do in the face of the unknown is to acknowledge our feelings of fear and anxiety and accept them as feelings. It is not helpful to feed our anxiety with overwhelming information from too many news sources, rumors we hear in our community, and speculation. It is also normal and expected that we might feel more sadness or irritability during this time. It is helpful to practice compassion for ourselves and others during this time when we can no longer rely on the usual routines that keep us active and engaged.

It is important to acknowledge the unique stresses placed on each family. We encourage you to be mindful of making appropriate shifts in how your household typically organizes time and responsibilities to reduce the overall stress placed on your family. Here is specific information for parents and guardians seeking guidance during this time.

- [Parent/Caregiver Guide to Helping Families Cope With the Coronavirus Disease 2019 \(COVID-19\)](#)
- [Guía de ayuda para padres y cuidadores para ayudar a las familias a enfrentar la enfermedad Coronavirus 2019 \(COVID-19\)](#)
- [家長/照顧者協助家庭因應新冠病毒/武漢肺炎疫情\(COVID-19\)指南](#)

Families may develop healthy habits by:

- Staying informed and staying in communication
- Scheduling a range of activities
- Practicing good hygiene
- Taking care of yourselves and helping others cope as well

Below is information about how important student services will operate and continue during remote learning to support students' academic success and well-being. Our teams in Counseling, Academic Support, Health & Wellness, and the Library have created this guide to ensure each student has remote access to O'Dowd teams who can support them during this time.

Frequently Asked Questions

When will classes meet?

Classes will follow a modified “Remote Learning” schedule.

Will I need to be “in class” during each period of the day?

Yes. You will need to meet virtually with your teacher via Zoom or Google Meet for every class. Your attendance will be based on being in class with your camera on for the entirety of the class.

When will teachers post assignments and grade updates?

- Weekly Plan/Calendar: To help you plan your time for the week, teachers will post a plan or calendar on Schoology before the start of the school day on Mondays (or the first day of the week) that provides students with an overview of the work expected for the week.
- Daily Lesson Plans: Daily lesson plans will be posted on Schoology by the start of the class period. You are expected to follow the lesson plan and submit required work per teacher instructions.
- Teachers will update student grades in PowerSchool every two weeks by 10:00 a.m. Thursday morning.
 - The dates for these updates are January 21, February 4, February 18, March 4, March 18, April 15, April 29, and May 13.
 - These dates are subject to change. Any changes will be updated in this guide.

Who should I contact if I have questions about my class or if I have class concerns?

- Students with class questions or concerns should communicate directly with their teachers first.
- If the concern about class continues, they are to email their school counselor next. The counselor will work with the student to resolve the issue with the teacher.
- The counselor will communicate with the Associate Principal if necessary.
- Students who email the Associate Principal or Principal first will be redirected to communicate with their teacher and counselor.

Will I get my accommodations?

Yes. If you have questions regarding accommodations, please reach out to Juliet Arechiga at jarechiga@bishopodowd.org.

Will I have access to Dragon Success, SMART Sessions, and Academic Coaching?

Students can count on the same level of support during remote learning that O'Dowd offers when school is on campus. Please see program descriptions on p. 9 of this guide and contact Ms. Harris at charris@bishopodowd.org if you have any questions.

How can I access Tech Support?

The technology department will be available from 8:30 a.m. - 3:50 p.m. Monday through Friday. Please email our tech department for individual tech support at techsupport@bishopodowd.org. For specific questions regarding access to class portals or virtual meeting sites, please direct questions to your teacher first.

Counseling

All students may access their counselors through email, Zoom and phone, during regular school hours. Counselors are available to support students with all academic issues including:

- Developing study skills
- Referring to academic supports
- Creating a daily plan and routine
- Communicating with teachers
- Solving tech issues

Personal Counseling

Personal counseling for all students is available as well to support personal issues via email, phone, and Zoom during regular school hours to talk about your challenges. Your counselor is prepared to discuss your challenges including, but not limited to:

- Stress, anxiety, depression
- Loneliness and isolation
- Referrals to psychotherapist at O'Dowd and through outside agencies

College Counseling

Counselors are available via email, phone and Zoom by appointment during Flex for seniors during the Fall. Seniors are encouraged to stay connected with their counselor, Naviance, and be attentive to communications from College Counseling regarding upcoming deadlines and opportunities for support as they prepare to apply to college.

Links to Testing/College Responses to COVID-19

- [SAT](#)
- [ACT](#)
- College Responses and Resources

If you have any questions, please reach out directly to your counselor for guidance.

Academic Support Services

During Remote Learning, the following Academic Support programs will continue.

- **Dragon Success** is O'Dowd's academic coaching program for 9th and 10th graders. Students work closely with an academic coach who provides help transitioning into high school. Students work on goal setting, organizational skills, planning and time management, effective communication, and self-advocacy. Contact Malik McCord for more information.
- **SMART Sessions** are available for students via video conferencing. SMART Sessions provide O'Dowd students help with identifying and resolving roadblocks to academic success. These sessions are subject specific, teacher-led study groups that meet before or after school and require the student to commit to a fixed schedule for the entire semester. Contact Catherine Harris for more information at charris@bishopodowd.org.
- **Catch-Up Support and Concussion Management** is available for students who may have extended absence or a concussion. If a situation arises, please contact your counselor. If/when this support is needed, please look for email communication from Mr. McCord.
- **Academic Coaching Candidates for Academic Coaching** come from the bi-weekly list of students at risk of academic probation or by referral. Please look for email communication regarding how to access your academic coach.

If you have any questions, please reach out to your regular contact for support or email Catherine Harris (charris@bishopodowd.org).

Health & Wellness and Clinical Services

We will continue to support students and families through offering therapy through [secure video conferencing software](#) especially designed for providing telehealth services. Please email Mark Lederer (mlederer@bishopodowd.org) to make an appointment. Please see complete resources for support on page 15 of this guide.

Library Services

During this remote learning period, only the physical space and books will be inaccessible. Otherwise, the library will continue supporting students and teachers while school is in session. Here's what you need to know:

- We have over 30 databases with reference sources, academic articles, magazines, and newspapers that students can access electronically. We have nearly 200,000 full text ebooks available to our community. Yep, it's true, O'Dowd is blessed with top notch materials.
- Students know they can find the passwords to these resources in Schoology in the Library Group resource file. If you cannot remember the password, please email Ms. Counts at accounts@bishopodowd.org.
- Many classes have LibGuides which provide specific research materials for a class or assignment. LibGuides are accessible through the Schoology Library Group in the resource file. **Did you know most college libraries use LibGuides to deliver research information to their students?** Students will be LibGuide experts by the time they get to college!
- Most importantly, we are available to support students:

Live Chat: Available on Google Classroom (code: lptbors). Monday - Friday

- 8:00am - 9:00am
- 11:25am - 12:05pm
- 3:00pm - 4:00pm

By Appointment: Email Annette Counts (accounts@bishopodowd.org) to set up a time to chat.

Same Day Requests: Any requests emailed to Ms. Counts before 2pm will be answered by 3pm the same day.

Additional Resources

Our community's continued health and well-being is our top priority during this challenging time. Below are additional resources to support O'Dowd families.

- [National Association of School Psychologists --Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource](#)
 - [Hable con sus hijos sobre el COVID-19 \(Coronavirus\): Un recurso para padres](#)
 - [和孩子談論COVID-19\(冠狀病毒\): 家長資源](#)
 - [Nói Chuyện với Trẻ Em về COVID-19 \(Coronavirus\) Tài Nguyên cho Phụ Huynh](#)
- [CDC -- Talking with children about Coronavirus Disease 2019: Messages for parents, school staff, and others working with children](#)
- [PBS NewsHour -- 10 tips for talking about COVID-19 with your kids](#)
- [American Psychological Association -- Speaking of Psychology: Coronavirus Anxiety](#)
- [CDC -- Mental Health and Coping During COVID-19](#)

Student Support Leaders

- Mark Lederer, MA MFT, Director of Health and Wellness mlederer@bishopodowd.org
- Fran Warmerdam, MS MFT, Director of Counseling fwarmerdam@bishopodowd.org
- Catherine Harris, Director of Academic Support charris@bishopodowd.org
- Annette Counts, Librarian acounts@bishopodowd.org

PARENT RECOMMENDATIONS

As we engage in our remote learning this fall, we recognize the amount of change and uncertainty our students are facing. Below are recommendations for how to best support your children during this time.

Create and Maintain Routines

- It will be important for your student to maintain some level of consistency in their schedule while engaged in remote learning.
 - Please help them maintain regular school day schedules and routines. This should include regular wake-up and bedtimes as well as consistent breakfast, lunch, and dinner routines.

Create and Define an At-Home Study Space

- If possible, help your student identify and define their at-home study space.
 - Create an area that will be comfortable for them to be engaged with school assignments for extended periods of time.
 - It can be helpful for this space to be separate from bedrooms or social areas if possible, where they will feel like they are “in school.”
- If possible, this should be a comfortable and quiet space with limited distractions.
- If possible, this should also be a space with a strong internet and/or hotspot connectivity.

Check In Daily

- Check in with your student about the weekly outline of teacher expectations.
 - Discuss their strategies for time management.
 - Ensure they understand the weekly expectations for when and how to check in for attendance in each of their classes.
- Ensure they understand each of their teacher’s expectations for attendance, participation, and assignment submissions and assessment.
 - Ask them if there are things they don’t understand or for which they need additional support. Encourage them to communicate any of these needs with their teachers and/or counselor as soon as they arise.

Maintain Open Communication

- O’Dowd faculty and staff will be maintaining regular school hours between 8:30 a.m. and 3:50 p.m. Teachers and student support staff are available to connect via e-mail for questions and concerns.
 - Please be mindful that faculty/staff may be receiving an unusually high number of emails during remote learning. Please keep communication concise and be patient with responses.

Support Physical Activity and Exercise

- Your student may be at screens for much longer periods of time than they are used to in classrooms.
 - Encourage them to use the 10-minute “passing periods” and lunch break to step away from their screens and move around their space.
 - Consider limiting other online activities.
- It is important for your student to take a break between their school day and any additional studying that they may need to do.
 - Encourage your student to engage in different types of activities after completing their school day.
 - Consider ways that you might be able to incorporate physical activity and/or social connections as part of your afternoon/evening routines.

Monitor Stress and Anxiety

- Many of us are feeling heightened levels of stress and anxiety during social distancing and remote learning. This can cause difficulty focusing or completing assignments.
- Your student may be experience stress as they transition into remote learning as they learn how to engage with the curriculum, access resources, and complete various types of assignments.
- Encourage your student to reach out to their counselor if:
 - They are feeling heightened levels of stress and/or anxiety.
 - They are having difficulty focusing on their classes and/or assignments.
 - They are struggling to manage their time and/or ability to meet teacher/class expectations.
 - They have any other questions or concerns that aren’t able to be answered by their teacher.
 - They have any other concerns for which they might usually see their counselor.
- Counselors will be available for support during regular school hours between 8:30am-3:50pm.

Maintain Community Connection

- Social distancing is not the same as social isolation. Though circumstances may limit our ability to engage in social settings and social interactions, it is important to ensure that your student does not become isolated.
 - Even though students are unable to attend class in person, encourage them to maintain connections with friends, teammates, etc. If circumstances permit, support them in engaging in social interaction to whatever degree possible.

Engage with Patience and Flexibility

- Remote learning requires flexibility. Please remember that we are all in this together. As a community, we ask that we all be patient with each other and assume best intentions.

HEALTH & WELLNESS AND CLINICAL SERVICES

The following Health and Wellness supports and resources are organized with a [multi-tiered systems of support model](#) in mind: universal, group, and individual.

Support Apps and Resources for All

Below is a list of apps that everyone can use to learn how to cope with the challenges of these unique times and continue to grow.

[MoodTools](#) MoodTools is a self-help app targeting depression. It provides psycho-education about risk factors and psychosocial approaches to treatment, a depression symptom questionnaire (PHQ-9), a thought diary, a suicide safety plan, and videos such as meditation guides.

[MindShift](#) Targeted to help adolescents, teens, and young adults gain insight into and basic skills to manage their symptoms of anxiety disorders, including GAD, social anxiety, specific phobias, and panic attacks. It's also useful for managing worry, performance anxiety, test anxiety, and perfectionism. The skills taught may be applied to individuals with physical, emotional, cognitive, or behavioral manifestations of anxiety, providing users with more helpful, balanced ways of thinking about feared situations.

[HeadSpace](#) Targeted to anyone who wants to learn meditation to reduce anxiety and stress and improve their attention and awareness; good for a beginner to establish a regular meditative routine. The skills taught include mindfulness and cognitive diffusion, breathing exercises, meditation practice, tips for increased relaxation, concentration; may be applied to anxiety and depressive disorders, PTSD, and OCD, especially in conjunction with a health provider.

[Breathe2Relax](#) A simple, intuitive, and attractive mobile app designed by the National Center for Telehealth & Technology to teach breathing techniques to manage stress. The skills taught may be applied to those with anxiety disorders, stress, and PTSD. This app can be personalized to a pace that the user finds relaxing; includes a video demo, reading materials, and charts to map personal progress. Helpful for self-starters or those working with a therapist to include breathing techniques in their overall treatment.

[SuperBetter](#) SuperBetter builds resilience - the ability to stay strong, motivated and optimistic even in the face of change and difficult challenges. Playing SuperBetter unlocks heroic potential to overcome tough situations and achieve goals that matter most.

Support and Resources for O'Dowd Students and Families

Individual Support for Students

This time can be especially challenging in coping with unpleasant feelings, unhelpful thoughts, and poor choices, and it can also be a time for making important changes and growing as a person. Taking some time to talk about what you have been going through with someone who is available to listen without judgement can provide some welcome relief. Students can click [this link](#) to learn how to sign up for a therapy session with Mr. Lederer.

Group Support for Students

One of the challenges of this time is not knowing how others are doing and feeling alone in our own struggles. Group supports are available for students as common themes and multiple students are identified for whom group support would be beneficial. Students can contact their counselor or Mr. Lederer if they are interested in group support.

Support for Families

This time can be especially challenging for families as time spent together in the home under stressful conditions can strain relationships. Families can use [this set of instructions](#) to make an appointment with Mr. Lederer.

Resources for Parents and Families

Parents and guardians can talk to their student about whether making an appointment with Mr. Lederer would be helpful or if an outside therapist would be helpful. Parents and guardians can also seek therapy for themselves or their families from an outside agency or service provider. A few local agencies and mental health providers are offering their services online.

- [The Child Mind Institute](#) offers telehealth services for parents and teens including:
 - [Facebook Live video chats](#) with expert clinicians (10:00am and 4.30pm).
 - [Remote evaluations and telemedicine](#)
 - [Phone consultations](#) for follow-up about Facebook Live events and other questions about the best way to manage kids at home
 - [Daily tips](#) for parenting during the crisis, via email
- [Evergreen Counseling](#) is a group practice in Berkeley with clinicians that offer telehealth services.
- [DOT Center](#) in Oakland is a group practice that offers telehealth services with therapists who have experience with and are passionate about working with people who identify as people of color.
- [Kaiser Permanente](#) Accessing mental health and wellness benefits.

Sadly, [domestic violence](#) has risen worldwide during this health crisis. For information or support for yourself or a loved one, visit the [National Domestic Violence Hotline](#) website.