



**St. Joseph High School**  
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March 16, 2020

Dear Students, Parents and Guardians,

We are committed to continuing our teaching and learning as a community, even as we temporarily shift into virtual classrooms. The following is our remote learning plan, it will allow teachers to continue their instruction on a daily basis. As a Google School our faculty will deliver lessons, assignments and recitation sessions primarily via Google Hangout and Google Classroom. It is very important that students keep pace with instruction and with assignments.

These are important points for students, parents and guardians:

**Please note that unless a student is ill, attendance is expected in all online classes. If a student is not feeling well, their parent/guardian should email Mike Toro at [mtoro@sjhsbridge.org](mailto:mtoro@sjhsbridge.org). When appropriate teachers will assign make-up work.**

**Day one of closing - March 16th**

Assignments will not be posted. Day one will be used for teacher preparation, set up and simulation of Google Hangout.

**Phase One- Mar 17th-20th (begins on the second day of closing)**

**Attendance will be recorded by each Homeroom teacher via Google Classroom from 8:20-8:30am. During this phase students will post their attendance online, similar to signing-in during homeroom each morning by responding in their Google Classroom Homeroom Class.**

Faculty will post course material and assignments to their classes' Google Classroom pages by 8am each morning, on days when their classes would normally meet. Students will be required to submit assignments by the teacher specified deadline.

At their discretion, Teachers *could* schedule a Google Hangout session during their regular class time. Students will be notified a day in advance.

Tests and quizzes will not be given during this phase, some exceptions apply.

On Friday March 20th, Excell groups will meet from 8:30am-9am. Teachers will use this opportunity to determine how students are adjusting to our virtual school. Students who have not yet found a high school for the upcoming academic year will be gently encouraged to visit other high schools' webpages.

Guidance Counselors and Administrators will be available during this phase to communicate with Parents, Guardians, and/or students via email or a scheduled phone call.

**Phase Two (the second week of closing and onward)**

**Homeroom check-in will continue to occur from 8:20-8:30AM**

**Online Classes will be in-session Monday through Friday from 8:30AM until 3:37PM, including tenth period and tutoring sessions. Students will follow their daily schedules through Google Hangouts, except study periods and SAT prep.**

1. Students must follow their regular schedules, starting with Homeroom check-in between 8:20-8:30AM.
2. Students must check Google Classroom regularly for assignments that teachers have posted or announcements that they have made.
3. Teachers will send invitations for their Google Hangouts sessions or post the session link on Google Classroom.
4. The Google Hangout session will either be a lesson or a session where the teachers will be available to answer questions that students may have. All students are required to sign in. Teachers will take attendance and will notify Ms.Prime if a student is missing and “a cut” will be issued to check on missing students. Examples of google hangout lessons: a teacher may meet with their class for 20 minutes to review assigned work, teach a topic and give instructions for individual work for that lesson. Students would then leave the Google Hangout to individually complete their work, while the teacher would work with individual students providing extra help or feedback. All teachers will have the option to post videos of themselves teaching a lesson.
5. All students and teachers should begin class on-time for each session and follow expectations on decorum, effective sharing etc. If a teacher has not signed in 5 minutes past the class time please email Ms. Prime or Ms. Schaeffer.
6. Assignments must be submitted via Google Classroom or Castle Learning, based on teachers’ assignments.
7. Students should be checking their email multiple times a day. Communication with teachers during this time is essential for success.
8. Teachers will record assignments completed during this time as grades for the third quarter, homework or participation. Formative and summative assessments will be given at the teachers’ discretion. All major assessments will be scheduled via the test calendar, ensuring that no more than two major assessments will be given each day.
9. Students are expected to approach time at home as if they are in school. By that we mean that they must follow a daily schedule, adhere to the dress code and guidelines for behavior that we have outlined for them, and during school hours, be in contact with teachers and classmates to learn new material. They should not view these days as days off.

Guidance Counselors and Administrators will be available during this phase to communicate with Parents, Guardians, and/or students via email or a scheduled phone call.

### **Remote Learning Expectations for Students:**

- Students must follow the technology and character conduct guidelines as detailed in the student handbook.
- Check your email frequently.
- Be simple, clear and polite in anything written. Emails should be professional.
- Submit your own work. Do not share your work with others or do anything to risk plagiarism.
- Set up a dedicated workspace. It is recommended that this is NOT your bedroom and NOT near a television.
- Take breaks as needed. Consider ways to make your breaks screen-free.
- iPads must be charged and ready for use to be considered prepared for class.

### **Expectations for students during Live Google Hangouts Sessions:**

- Sign in on time.
- Dress in a manner consistent with the school's guidelines for dress down days.
- Be an active participant.
- In order to be fully engaged in the online sessions, turn off phone notifications and we suggest you close other browser windows during online sessions to limit distractions and technical difficulties.
- Students will need materials (paper & pen) for note taking during live google hangouts since notability may not be accessible while going live on the same device.
- Be mindful of background noise; participate in online sessions in a quiet place, and be sure to mute yourself when you are not speaking. Communicate with others in your home about when you will be online and what you will be doing.
- Students are to follow digital citizenship and not screenshot or take photos of students or teachers during class. Any student caught not in compliance will face disciplinary actions as outlined in the student handbook

### **If a student is having technology issues or iPads issues while classes are held online, the following procedure must be followed:**

- Students should email [technology@sjhsbridge.org](mailto:technology@sjhsbridge.org) with a detailed explanation of the problem. Do not email the technology teachers' personal emails.
- If the problem cannot be solved remotely (and movement within NYC is allowed), the student must make an appointment with Mr. Mobijohn for the following Monday between 10am and 1pm.

### **Important information for parents:**

- Help your daughter keep to established routines, including what time she goes to bed and what time she gets up.
- Help your daughter separate rumor from reality.
- Ensure your daughter takes reasonable breaks and has some screen-free time each day.
- Ask your daughter how it is going, and encourage her to reach out to the appropriate faculty member if needed.
- If your daughter will not be able to engage in online learning for a given day, please email Mr. Toro at [mtoro@sjhsbridge.org](mailto:mtoro@sjhsbridge.org) to report her absence by 10am.

Distance learning is new to all of us, and there is a learning curve. We will all make mistakes, but we must move forward knowing that we are all doing the best we can to be responsive in an emergency situation. If your daughter is struggling with something, please reach out to the faculty, guidance counselors, Ms. Prime, Ms. Schaeffer and/or myself. We are available to help any way that we can.

Please continue to check your emails as we will announce any extended closure by the end of the week.

Let us continue to pray for the health and well being of all, and that we will be able to return to a normal routine very soon.

Best Regards,

Ms. Maysa Antonio  
Principal