

SJE Handbook Addendum for Distance/Blended Learning for SY 2020-2021

This document is in addition to or in the place of the St. John the Evangelist Handbook for this current school year. This handbook is divided into 2 sections. One for the distance learners and the other for the blended learners. Blended learners are considered distance learners when they are not on campus.

Service/Volunteer Hours- Suspended for the school year.

Fundraising- Postponed for the school year.

Section 1 Distance Learners

Academic Structure

The traditional grading system will be used to determine student mastery of grade level standards. The marking code is as follows for grades 4-8: A = 93-100; B = 85-92; C = 77-84; D = 70-76; F= below 70 (Failure). Teachers will provide the weight scale of the different assignment/assessment categories.

All grades and assignments will be posted on the Rediker Management System/Plus Portal for Grades 4 - 8. It is the teachers' responsibility to update the portal on a weekly basis to provide students/parents with graded and/or incomplete assignments. It is the parents' responsibility to check their child's portal and communicate any questions or concerns with their child and/or teacher.

Students in grades PreKindergarten - 3rd will receive a standards based report card that lists age-appropriate skills that will indicate progress. Teachers will provide consistent feedback on all assignments during the course of the marking period.

Report cards will be posted at the end of each grading period.

Communication

Teachers will be available through email and phone calls. Teachers will provide their email address and a telephone number that parents may contact them. Teachers are responsible to respond to parents within a 24 hour business day. Teachers are available by phone during regular school hours each school day from 7:40-3:40 during their planning periods.

Conferences/Meetings

Teachers are available to meet virtually with parents during regular school hours each school day from 7:40-3:40 during their planning periods. Parents will send meeting requests to the teacher and teachers are responsible for scheduling requested meetings within a week.

Attendance

Attendance and punctuality to all meetings is a vital part of student success.

All classes will begin at promptly 8:00. Attendance will be taken at each class meeting and will continue to be included on the students' report card and permanent record. Attendance will also count towards the student's overall participation grade.

If students are unable to attend, parents are responsible for contacting the class' teacher. Nonattendance will count as a 0 for the day unless the teacher is notified by the parent as to why the student was absent.

Dress Code

Students will wear a St. John's shirt during all of their virtual class meetings. This includes the white or grey polo, PE t-shirt, hoodie/sweatshirt, and any of the past years' Catholic Identity t-shirts. Please contact the front office for uniform order forms.

Code of Conduct

Students are expected to share in the mission of the school and behave accordingly. Students will adhere to the same Code of Conduct as explained in the official Handbook (pages 23-27)

Learning Environment

Student Expectations:

Students will attend each class' virtual meeting in an environment conducive to learning. This space should be free from any distractions ie, televisions, phones, gaming consoles, talking parents/siblings, etc.

Students will log in on time to their daily Google Meet sessions and log off once they are directed by the teacher that the class meeting is over.

Students should be sitting up during class, not lying in a bed or on a couch. Students should never have their heads and/or faces covered with blankets or clothing during class.

Students' cameras will be on at all times so that students can be seen during the entire class time. If the student's camera is not on this will affect their attendance/participation grade for that class meeting.

Students will remain on mute unless they are speaking. (No eating or gum chewing)

Students will use the chat option appropriately when directed by the teacher or for questions as necessary. The chat feature should not be used for messages during the class or for disparaging remarks about the work of any student including themselves.

Teacher Expectations:

Teachers will begin their virtual meetings promptly. At least 24 hour notice will be given if a meeting needs to be rescheduled.

Teachers will update their Google Classroom as needed and communicate consistent feedback as needed.

Teachers will record all virtual meetings and post them on their Google Classroom within a 24 hour period.

- *Please also see the Distance Learning Best Practices Tips located at the end of this addendum*

Section 2 Blended Learners

Arrival and Dismissal

Arrival will be from 7:40 - 8:00 am each morning. Students arriving after this time will be considered tardy. **It is critical that students arrive by or before 8:00 am. Frequent tardies may result in a student being removed from the blended learning program.**

Students with last names beginning with:

- A-F will be dropped off outside of Door 1 (the Religious Education entrance)
- G-M will be dropped off outside of Door 2 (the Development Office entrance)
- N-Z will be dropped off outside Door 3 (the Multi-Purpose Room entrance)

Students will be met one at a time and be screened by a Med Tech before entering the building. This screening will include having their temperature taken and parents answering the screening questions. Once students have been cleared they will enter the building and apply hand sanitizer and go directly to their classroom. The parents will exit through the designated gate.

Students will adhere to the hallway directional arrows and social distancing protocols.

Dismissal

Parents will begin parking in the front church parking lot of the school as per regular school carline dismissal. Cars will begin to be invited onto the school lot at 2:30. Students will be dismissed by grade level at staggered intervals and go directly to their cars beginning at 2:45. Once all students are dismissed and in their cars, cars will be invited to depart.

Dress Code

Students will wear either the St. John the Evangelist dress uniform or the PE. See handbook pages 17-18 for further details.

Health Regulations

Parents will have read and understand the COVID-19 Acknowledgement Form

Parents will work in partnership with the school to ensure the health and safety of the community by following and encouraging the following guidelines:

Students displaying any symptoms or having a fever in the morning, should not be brought to and will not be allowed into school. Students will not be permitted in the building if they have been given medication that morning to negate any symptoms or fever. Siblings should also stay home.

Students that have traveled outside of the state will not be allowed to attend school until they complete the appropriate quarantine time.

Face Coverings

Everyone entering the building will wear a face covering.

Students will wear his/her face covering when inside of the building. Several outside breaks will be taken throughout the day to allow students relief from wearing the face covering.

Students will need to bring in an extra face covering, a paper bag, and a plastic reclosable bag. These bags will be used to store the child's face covering while the student is outside.

Students will need to have a paper bag and a plastic reclosable bag to place their face covering into when they are outside and while they are eating their lunch.

Students will not be required to wear their face coverings while they are eating their lunch. Students will be given 20 minutes to eat lunch.

Students must remain 6 feet away from other students and teachers at all times.

Students must wash hands/use hand sanitizer throughout the day:

- Upon arrival to school
- Before and after putting on, touching or removing cloth face coverings or touching their face
- After blowing nose, coughing or sneezing
- After using the restroom
- Before lunch and snack time
- Before and after recess

Students are encouraged to bring their own small bottle of hand sanitizer to keep with them at their desk. Pre-Kindergarten and Kindergarten students should bring in a small box of baby wipes to use.

Students should be encouraged to not put their hands in their mouths.

Students will be reminded to wear their face coverings and to keep the appropriate social distance from other students and teachers. If students refuse to wear their face covering or have to be constantly reminded to wear it or to keep their distance, parents will be notified and the student may be removed from the blended learning program.

Lunch/Water Bottles

Students are responsible for bringing in their lunch and a snack each day. Parents should be mindful about packing items that their child can easily open on their own. This will limit touching of the food by an adult.

Students are asked to bring in at least 2 water bottles each day.

The school can not provide students with anything to eat or drink throughout the day.

Property/Supplies

Students will not share items. All student belongings will be kept separate in individually labelled containers or areas/desks.

Any materials or equipment will be disinfected after each use.

Students are responsible for bringing their workbooks, notebooks, and anything they will need to complete their assignments each day they are on campus.

Technology

Students will be given a personal device that they will use at school. This device will remain at school and will not go home with the student. All students need to bring to school a pair of wired headphones or earbuds. No wireless devices will be allowed.

DISTANCE LEARNING TIPS

The guidance below can help us all make the best of new and sometimes unfamiliar distance learning environments. It can help you be ready for some of the more practical aspects of learning from home.

1. Establish routines and expectations

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working overtime. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Everybody make your bed! Keep normal bedtime routines, including normal rules for digital devices. Adjust schedules to meet everyone's needs but don't default to staying up late and sleeping in. Encourage your child to create a schedule and set an alarm or timer to help remind them of their class meetings.

2. Choose a good place to learn

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Our teachers and staff will do the same.

3. Stay in touch

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful. Stay in contact with our classroom and support teachers, school leaders and counselor but understand it may take a day for us to respond. If you have concerns, let someone know.

4. Help students 'own' their learning

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice. At St. John's, your child usually engages with others students and any number of adults hundreds of times each day. Many of these social interactions will continue from a distance, but they will be different. You cannot replace them all, and that's OK.

5. Begin and end the day by checking-in

In the morning, you might ask:

- What classes/subjects do you have today?
- Do you have any assessments?
- How will you spend your time?

- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?

These brief grounding conversations matter. Checking in allows students to process instructions they received from their teachers, and it helps them organize themselves and set priorities – older students too. Not all students thrive in distance learning; some struggle with too much independence or lack of structure. These check-in routines can help avoid later challenges and disappointments. They help students develop self-management and executive functioning that are essential skills for life. Parents are good life coaches.

6. Establish times for quiet and reflection

For families with children of different ages, and parents who may also be unexpectedly working from home more often, it's good to build in some time for peace and quiet. Siblings may need to work in different rooms to avoid distraction. Many families will need to negotiate access to devices, priorities for wi-fi bandwidth and schedules throughout the day. Noise-cancelling headphones are an idea. And one day a week is already planned for independent, low-stress learning. Reading is fundamental.

7. Encourage physical activity and exercise

Living and working at home, we will all need some room to let off steam. Moving (independently and together as a family) is vital to health, wellbeing, and readiness for learning. It's a great opportunity to practice exercising 'alone together' with digital workouts and online instructors. Set new fitness goals and plan hands-on, life-ready activities that keep hands busy, feet moving, and minds engaged. You may want to think about how your children can pitch in more around the house with chores or other responsibilities. Now's a good time to think about increasing personal responsibility and pitching in.

WHILE NO ONE IS SURE YET HOW LONG DISTANCE-ONLY LEARNING WILL CONTINUE, WE KNOW THAT IT WON'T LAST FOREVER. CHILDREN AND YOUNG PEOPLE TAKE CUES FROM ADULT BEHAVIOUR AND ATTITUDES, SO IT IS IMPORTANT TO COMMUNICATE CALM, CONFIDENCE AND OPTIMISM THAT WE WILL PULL THROUGH THE CRISIS TOGETHER. MANAGING OUR OWN EMOTIONS WILL HELP OUR CHILDREN STAY FOCUSED ON LEARNING AND LOOKING FORWARD TO ANOTHER SCHOOL YEAR.

8. Manage stress and make the most of an unusual situation

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. We have put in place layers of support for our students, so please don't hesitate to contact your child's teacher, school leader or support team if you need assistance or advice. In these circumstances, it's often possible to reframe challenges as opportunities: for spending time together, discovering new ideas and interests, investing energy and attention in activities that often get pushed aside by everyday tasks and responsibilities. Experts advise that it's a good idea to slow down, find beauty, enjoy unexpected

benefits, and express gratitude by helping others. The strength of the community at St. John's will help see us through.

9. Monitor time on-screen and online

Distance learning does not mean staring at computer screens seven and a half hours every day. Teachers will aim to build in variety, but it will require some trial and error before everyone finds balance between online and close-space offline learning experiences. Work together to find ways to prevent 'down time' from becoming just more 'screen time'.

10. Connect safely with friends, and be kind

The initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Help your children maintain contact with friends through social media and other online technologies. But monitor your child's social media use. Remind your child to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems so that everyone maintains healthy relationships and positive interactions.

READY FOR WHATEVER COMES NEXT

For now, learning is less focused on places and times that we are physically together, but here at St. John's, we still expect our students to learn every day. We are striving to become more:

effective learners - building new skills and discovering new ways to manage our own learning across time and distance.

confident individuals - adapting creatively to change and increasing our digital resilience.

caring contributors - staying connected in our virtual worlds, developing empathy for others and celebrating the communities that sustain us all.

TOGETHER, ST. JOHNS CAN DO VIRTUALLY ANYTHING!!

SOURCE:

<https://www.acs-schools.com/parents-guide-distance-learning>

Student & Parent/Guardian Acknowledgment

By signing this agreement, the guardian(s) acknowledge(s) that he or she has read the above addendum and reviewed its contents with the student. Both parent and student understand and agree to abide by those terms. Violations of this agreement may jeopardize enrollment at St. John the Evangelist School.

Student's Name

Parent/Guardian Name

Student's Signature Date

Parent/Guardian Signature Date