

HANDBOOK AND GUIDELINES FOR PARENTS AND STUDENTS

Expectations for Virtual Instruction and Learning During an Extended Closure or Quarantine

The goal of the SJ23 Remote Learning Plan is to keep children active and engaged so they can learn and grow, while also affording them with meaningful opportunities for connection and community. Teachers will provide opportunities for students to read, write, share ideas, explore, create, play, and move. To keep our students fully engaged, learning, and in community with each other during challenging times, the teachers will continue to update their learning platforms, gather resources and collaborate with one another to successfully support remote or synchronous virtual learning for all SJ23 students. Teachers have spent copious hours researching and vetting a vast amount of resources related to Virtual Instruction and Learning (VIL). These resources have been shared with one another in order to communicate and align curriculum and instruction across grade levels and subject areas. All resources and VIL information will be linked to our [school website](#).

In terms of Virtual Instruction and Learning, the intention is not to replace the experience a student would have in his or her physical classroom, but to support them with continued learning while away from the school campus. The lesson plans and activities teachers have organized will help students to progress to the end of the year goals. In the event of an extended closure, quarantine or if a family opts for virtual instruction, students will be assigned to online teaching and learning. Please know that we will be available to help answer any questions you may have regarding assignments and/or matters related to technology.

GENERAL OVERVIEW OF VIRTUAL INSTRUCTION

- All expectations for learning will be available on Google Classroom, Seesaw, Google Sites or other Learning Platforms chosen by your child's teacher. A variety of digital and/or traditional tools may be used for student learning, but all information about the learning students will be doing each day will be available on our school website. All classroom communications will be virtual/remote in the event of a closure or quarantine.
- **Students must check in with their teachers each day at 8:30 AM.** Check-in could be completing an assessment or assignment, completing a form or sending an email. Whatever the teacher has posted will require some type of response. See below for an example of what daily remote learning might look like.
- **All assignments are due by THE DUE DATE provided by the teacher, unless otherwise specified by your teacher. Please know that our goal is to allow some FLEXIBILITY along with ACCOUNTABILITY.**
- **Information about lessons will be available on your child's Learning Platform by 8:00 a.m. daily.**
- If students need support for any educational resources, we ask that parents and students connect with classroom teachers first.
 - Teachers and support staff are available via email (see below).
 - Teachers will also be available to provide support during their scheduled online office hours listed on their Learning Platform.
 - Amy McMullen, Dean of Student Learning, is available at amcmullen@stjohn23rd.school for questions or concerns.
- "Attendance" and participation will be monitored. Lack of either will be followed up on by teachers and administration.

- Reminder: ****[The Acceptable Use Policy \(AUP\)](#) will be enforced during Virtual Instruction and Learning Days. Please treat school devices appropriately****
- Parents and Students, please maintain a healthy work/life balance. Keep lines of communication open with your teachers and connect with your teacher if you are having difficulty. If you are in need of non-academic support, Kristi Klein will be available for a pre-scheduled virtual meeting. Please see her below for information about how to contact Kristi. In addition, Father Pat or Kelly Lemens are available for pastoral support. (See below for emails.)

STUDENT EXPECTATIONS:

- Students MUST log into their teacher's Learning Platform daily by 8:30 AM in order to be considered present.
- Students must adhere to the SJ23 Dress Code while on the screen.
- Students are expected to follow SJ23 Policies regarding Misbehaviour and Disciplinary Options to provide a safe and respectful environment for teachers and students.
- Students are expected to follow the Acceptable Use Policy (AUP) when utilizing technology. Proper behavior, as it relates to the use of computers, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. SJ23 reserves the right to monitor all technology resource activity through our Hapara platform.
- Online students will continue to follow and maintain all expectations contained in the SJ23 Acceptable Use Policy. Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others (besides a parent or guardian) or using other's usernames and passwords is strictly prohibited.
- Follow SJ23 grade-level expectations for the [digital citizenship pledge](#).
- Students are expected to check Google Classroom or other teacher communication formats daily. Teachers will provide scheduled office hours and a schedule for checking in with them individually.
- Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and
- Standards Based Assessments. (Students may be required to come to the physical school building for these assessments at a designated time).
- Students will attend virtual lessons with teachers and/or participate in asynchronous lessons daily.
- Students are to be an active participant in virtual discussions as instructed by the teacher.
- Students are to submit assignments as designated by the teacher. Assignments may be assigned with flexibility to submit weekly. (Example: Saturday by midnight)
- If a student fails to complete an assignment and there is no communication within 5 school days, then administration will contact the parents to arrange for a conference.
- Students must attend mandatory in person assessment days at the physical school building (when possible).
- It is expected that students keep online interactions positive and constructive.
- Report any technical issues through the Main School Office as soon as an issue arises.
sgraykowski@stjohn23rd.school
- Students will maintain best practices for virtual learning sessions.

Best practices for virtual learning sessions

- Consider the environment behind you that can be seen in video chats and ensure there are no inappropriate images, materials, etc. for school.
- Mute audio when entering chats.
- Mute audio when not speaking.
- Be appropriate and respectful in your actions.
- Listen to the educator or individual speaking.
- Stay engaged throughout the lesson or activity.
- Ensure that all work is your own. (See [Characteristics of the Virtual Learner](#))

Help US, help YOU, help YOUR CHILDREN, be SMARTER and (Phoenix) STRONGER during time away from our building!

PARENT EXPECTATIONS:

In order for a student to be a successful virtual learner, a true partnership must be established between the parent, student, and the virtual teacher. It is imperative that all contact information be kept current in SCHOOL SPEAK. Virtual teachers will be communicating regularly with parents. Responsibilities of the parent are outlined below. These expectations must be agreed upon and followed in order for the child to successfully participate in virtual learning through St. John XXII Catholic School.

- Parents are expected to set up and maintain a daily work schedule for the student, including participation in virtual class meetings. Ensure your child(ren) clearly understands the times (schedule) during every school day when they should be focused on learning. Posting the daily schedule of academic and behavior expectations will help everyone stay organized and minimize stress.
- Parents are expected to set up a dedicated learning space in the home - free from distractions and interruptions (pets, siblings, television, etc.) Preferably in a family living area (not a bedroom or bathroom) where you can provide supervision, guidance, and ensure progress on assigned work is being made. If your child is struggling to find or understand materials, please have your child call a classmate or email the teacher.
- Parents are expected to check the VIL Learning Platform of your child's teacher daily for assignments and progress reports. All resources needed while students are not in the building can also be found on our [school website](#).
- How much work should be completed? How much time should students be working on school work on a daily basis?

As a general rule, students should be working on SCHOOL WORK (this does NOT include the time spent with teachers on live or asynchronous lessons)...

Grades 6-8: 4.5+ hours

Grades 3-5: 3.5 hours

Grades K-2: 2.5 hours

- **PLEASE NOTE: WEDNESDAYS WILL BE A DESIGNATED DAY FOR SPECIALS COURSES, INDIVIDUAL STUDENT SUPPORT and TEACHER/STUDENT or TEACHER/PARENT CONFERENCING..** This day will be designed for your child to connect with specialist teachers during their scheduled office hours or LIVE ZOOM to complete a FUN art project, PE activity, Spanish activity, extra Music time (instrument or signing practice) and time for fun! This also allows students work time and the ability to connect with classroom teachers during their office hours or complete assignments. Please note: Specialist teachers may design a schedule for students to

participate on their “regular” days, those teachers will contact families with the schedule for their subject area. **NO NEW ACADEMIC ASSIGNMENTS WILL BE GIVEN ON WEDNESDAYS!**

- Parents are expected to ensure that the student follows the SJ23 dress code.
- Parents are expected to adhere to the Code of Conduct.
- Ensure that the student follows the established classroom rules and expectations for virtual learning.
- Ensure that the student follows the SJ23 grade-level expectations for digital citizenship.
- Maintain open lines of communication (phone and email) with teachers. Attend one virtual parent-teacher conference per trimester.
- Ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc.)
- Communicate with the teachers who are supporting the student at home and a point of contact during the day.
- Parents are expected to support academic integrity by allowing students to work independently and by monitoring resources used.
- Parents are expected to ensure students are submitting assignments as directed by the teacher.
- Parents are expected to communicate any issues or questions promptly to the teacher via his/her preferred method of communication.
- Parents are expected to ensure the student attends mandatory testing/conference/check-in sessions virtually or on school grounds.
- Parents are expected to make arrangements to pick up needed devices, supplies and resources from school. Maintain these devices, supplies and resources and return to the base school at designated time.
- Parents are expected to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Parents are expected to read, review, and follow the SJ23 Acceptable Use Policy.

✓	Student Remote Learning Daily Checklist
	I have logged into my teacher’s Learning Platform and checked the schedule, lesson plan, and assignments in each subject area.
	Grades 5-8: I have created a learning plan for the day. This plan includes: <ul style="list-style-type: none"> • list of what is due for each subject each day • office hours for the teacher that day • outline of when you will work on each class
	Grades K-4: I have helped my child create a learning plan for the day. This plan includes: <ul style="list-style-type: none"> • list of what is due for each subject each day • office hours for the teacher that day • outline of when your child will work on each class
	I have completed the required work for my class(es) and submitted the work as a record of my attendance. OR, I have checked in with my teacher to let him/her know that I am working on it.
	I have read for the appropriate number of minutes and have recorded it in the format my teacher requests.

Characteristics of the Virtual Learner:

Students who participate in a virtual learning program offered by St. John XXIII are held to the same academic, moral and ethical standards as students who choose face-to-face instruction in any of our classrooms. Academic integrity must be maintained at all costs. Virtual students who choose to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action and parents will be contacted should a violation occur. If violations are repeated, the student could lose the opportunity to continue his/her education through the virtual program. Please see the Parent Handbook from for expectations and consequences.

WHAT MIGHT REMOTE LEARNING LOOK LIKE?

1. Check in and Expectations:

The learning day will begin with a **Morning Meeting** or **CPR** and **Prayer** for each homeroom similar to the way that class would start on a normal day. The teachers will also have their daily assignments posted on their Learning Platforms. The assignments will clarify the learning targets and expectations for the day.

Make sure you have notifications set so that you and/or your child receive notifications from their teachers. Email your child's teacher (listed above) for instructions on how to set notifications if you are unsure.

2. Instruction (example):

Teachers may provide a mini-lesson using a video, a live video conference, using an interactive tool such as Zoom or Google Meets, or a written text that would need to be read. See guidelines for instructional time by grade level above.

3. Check for Understanding:

Teachers will ask students to submit some evidence of learning to make sure they understand the lesson being taught as well as answer any questions they might have about the learning content or skills being taught and learned.

4. Application of learning

If students are working on a project, paper, or preparation for a formative or summative assessment, they may be asked to apply what they have learned to that task. Teachers will be very clear about expectations.

5. Closure

Students may be asked to reflect on their learning at the end of the lesson or be given an opportunity to check in with their teacher.

How can students get the support that they would normally get at school?

Students and Parents may email the teachers that they normally work with during regular school day hours. **8:30 AM~3:30 PM** (See the following page for faculty and staff emails.)

Ms. Klein Principal kklein@stjohn23rd.school	Ms. Lisa Pre-3 lschmidt@stjohn23rd.school
Mrs. Gibson Art Teacher & Math Support cgibson@stjohn23rd.school	Miss Becker K4 kbecker@stjohn23rd.school
Ms. Bannon K5 cbannon@stjohn23rd.school	Ms. Olin 1st Grade rolin@stjohn23rd.school
Mrs. Jentges 2nd Grade cjentges@stjohn23rd.school	Mrs. Gallitz 3rd/4th Grade/ELA 3rd/4th Grade Religion lgallitz@stjohn23rd.school
Ms. Penkwitz 3rd/4th Grade Math 3rd/ 4th Grade Science & Social Studies apenkwitz@stjohn23rd.school	Mrs. Mogilevsky 5th/6th Grade Math/Science eschauer@stjohn23rd.school
Ms. Blank 5th/6th Grade ELA K5-8th Grade Spanish ablank@stjohn23rd.school	Ms. Herbst 5th-8th Grade Social Studies & Religion cherbst@stjohn23rd.school
Mrs. Lippe 7th/8th ELA mlippe@stjohn23rd.school	Mr. Chilinski 7th/8th Grade Math/Science achilinski@stjohn23rd.school
Mrs. McMullen Dean of Student Learning amcmullen@stjohn23rd.school	Ms. Kramer Music & Band rkramer@stjohn23rd.school
Mrs. Miller PE dmiller@stjohn23rd.school	Educational Assistants Mrs. Cox pcox@stjohn23rd.school Mrs. Masse gmasse@stjohn23rd.school Mrs. Krier skrier@stjohn23rd.school
Fr. Pat Wendt Pastor wendtp@stjohn23rd.org	Kelly Lemens Pastoral Associate lemensk@stjohn23rd.org