March 13, 2020

Dear Parents, Guardians, and Students,

What an adventure! As we embark on this time of newness for all, I am grateful for our community here at Saint Joe. Even though this situation is very new, eLearning is not new to us, and has been in place for the last few years. In response to our present reality, we have adjusted some elements of our practice and updated protocols for an extended eLearning experience.

Many of our teachers spent their day today either learning new online strategies or introducing their peers to effective online practices. I have confidence in our faculty and in their desire to provide our students an authentic learning experience.

Regarding the extended eLearning process:

**Schedule**

On Monday, March 16, in preparation for extended eLearning, students will be welcome to pick up their belongings, per the schedule outlined by Mr. Kennedy (don’t forget your gym locker too!). Tuesday is a planning day for teachers. The eLearning magic begins on Wednesday. Beyond that, our extended eLearning schedule will follow this pattern:

Thus, the schedule for the first week is as follows:
- Monday 3/16 - Book pick-up / Teacher plan day
- Tuesday 3/17 - Teacher plan day
- Wednesday 3/18 - eLearning - WHITE DAY
- Thursday 3/19 - eLearning - BLUE DAY
- Friday 3/20 - eLearning - FLEX DAY

Beyond that, our extended eLearning schedule will follow this pattern:
- Monday - eLearning - WHITE DAY
- Tuesday - eLearning - BLUE DAY
- Wednesday - eLearning - WHITE DAY
- Thursday - eLearning - BLUE DAY
- Friday - eLearning - FLEX DAY

**Friday Flex Day**

Friday Flex day is a student work day, intended to allow them one day without new curricular material. Students will be able to request support from their teachers (refer to the office hours posted to Canvas), seek technical support from iHelp, catch up on work, and to seek other
additional support. We will require students to Check-In on Fridays to provide evidence of attendance.

**Attendance**
As many of our students already know, we “take attendance” per class by providing a Check-In. For extended eLearning, the Check-Ins will be due by NOON. This is different than before. During extended eLearning, teachers will submit attendance to PowerSchool by 1:00 p.m. Then the Office of Student Life will verify whether or not an absence is excused or unexcused.

**Student Illness**
Like a standard school day, if a student is ill, and unable to focus on his or her academics, parents and guardians must contact the Office of Student Affairs by email (mdavidson@saintjoehigh.com).

**Technology**
The iHelp Desk support team will check their emails regularly throughout the day to provide support and solutions to computer (software and hardware) and internet/connectivity issues. If in-person assistance is necessary during eLearning, please make an appointment in advance with Mr. Ben Davidson, bdavidson@saintjoehigh.com. Walk-in appointments will not be allowed.

*Do you have a functioning charger? If not, stop by the iHelp Desk on Monday to request one.*

**Internet Access**
We have supplied students without home internet access with hotspots, to ensure that every student has access to eLearning throughout the closure. If anyone experiences an internet outage, disruption of service, or other connectivity-related issues, please contact the iHelp Desk.

**Counseling**
We know that high schoolers, like adults, may experience apprehension, fear, or anxiety, particularly during uncertain times. Our Counseling Department will be available throughout the closure to assist our students. Counselors will continue to respond to email and provide social/emotional support from 8:00 a.m. until 5:00 p.m. Students may email their counselor if they need to talk to someone or to abate the effects of stress.

*Please note that course scheduling for 2020-21 will continue online. Look for communication from your counselor about your scheduling appointment.*

**Lessons and Assignments**
Teachers will continue to use Canvas to post assignments and provide instruction, and will communicate preferred methods of communication as well as office hours. Each day’s lesson will be posted on Canvas by 9:00 p.m. the evening before. Students’ academic work for a particular class is due by the next time that class “meets.” Each day of extended eLearning is a day of learning. Students are expected to engage in the lessons, effectively complete the work assigned and take ownership of their learning.

*We will post directions for parents to access Canvas our new resource page, COVID-19.*

**Modifications**
Modifications for students with an ISP or CALP will be applied as on a regular basis. Students
needing assistance from the Learning Strategies Department are welcome to reach out via email to Mrs. O’Shaughnessy at loshaughnessy@saintjoehigh.com.

**Teaching and Learning Methods**

In order to maximize student learning, teachers will apply a variety of instructional methods and online tools. This may include tools meant to replicate the classroom experience, such as live chats or video conferencing. Teachers will either record these live interactions or invite parents to attend, in order to maintain safe learning environments as defined by the diocese.

Working online from an alternate location may provide the opportunity for students to try different strategies for success than they may try at school. I encourage students to be mindful of our academic honor code while exploring new strategies.

Finally, I am grateful for this community, and for the support and understanding everyone has shown. We have laid out certain expectations for our students and teachers. Please know that we understand the unpredictable nature of this situation. We ask for grace and understanding for our teachers and staff as they support the health and well-being of their families, along with supporting our students in their academic endeavors.

Thank you for being willing to work together to make this a success.

Sincerely,

Ms. Mary P. Gallagher
Assistant Principal for Academics

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