



Saint Joseph the Worker Catholic Academy

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March 16, 2020

Dear Families,

It has been an extremely long week with constantly changing information and decision-making regarding the Coronavirus. We have taken every precaution at SJWCA and are happy to report that we have managed to keep our school community healthy. Over the last two weeks we have been working tirelessly to create a contingency plan for teaching and learning should we need to close in order to flatten the infection curve and increase social distancing. That possibility has now become our reality.

With our 1:1 device program in grades 1-8, Class Dojo, and Google Apps for Education platform, Saint Joseph the Worker Catholic Academy is fully equipped to create a truly robust distance learning curriculum.

Based on feedback from parents and teachers, we will **only be using Google Classroom in grades 1-8 as a complete learning management system (LMS)**. This means students do not need to manage different logins, apps and websites; all their assignments, grades and teacher feedback will be posted on Google Classroom. If students need to access other websites and resources, they will always be linked in their Google Classroom assignment post along with all the necessary instructions. Almost all sites including, but not limited to, EdPuzzle, Quizziz, NewsELA and Duolingo are a single sign-on with their SJWCA Google Account. Google Classroom will also hold all of their Pearson Realize assignments as they are directly linked; students no longer need to go to Pearson and use a separate login to access anything. It will all be in Google Classroom! At this time, Dreambox is the only account that requires its own login. An important thing to note is that some new features will be turned on so that teachers can video conference and communicate with students. This also means that students will be able to communicate with each other, so some additional monitoring of your child's activities may be necessary. We feel the benefits of allowing these apps to be used outweigh any negative impact.

Students in grades Pre-K3, Pre-K4 and Kindergarten brought home packets of work on Friday, March 13th to be completed in the event our school should close. These worksheets are one week's worth of work. Moving forward, more work will be posted on class pages or mailed to you if necessary. While the expectation is that our youngest students complete their lessons on paper, teachers will post additional content on Class Dojo to help engage your child at home.

While our teachers have been working with Google Apps for Education and other learning platforms all school year, this is the first time they are embarking on true distance learning. Please do not hesitate to contact your child's teacher if you or your child needs assistance or clarification. Ms. Nitzsche will also have office hours for parents and/or students who need additional support with technology.

Best,

Stephanie-Ann Germann
Principal

Essential Agreements for Online Learning at SJWCA

Platforms for Daily Use:

- Grades PK-K will use Class Dojo for their daily learning engagements and parent interactions.
- Grades 1-8 will use Google Classroom for their daily learning engagements and enable the guardian access to Google Classroom. This platform is already familiar to students. Consider this platform to be the home base for students.
- All core subject teachers for grades 5-8 will use Google Meet to provide one daily video conference opportunity for up to 30 minutes each.
- Ms. Nitzsche will use Email, Class Dojo and Google Meet for tech support during scheduled hours.
- Email and Class Dojo will be used to communicate formally with parents.
- **Click here for additional login/platform support for [grades 1-4](#) and [grades 5-8](#).**
- Ms. Nitzsche also put together a [Google Classroom Tour](#) for parents and students should they need additional support.

Attendance:

Although students will be interacting digitally with teachers, we need to keep attendance for legal purposes.

- Grades PK3, PK4 and K will record their attendance via a Google Form posted for parents to complete each day on Class Dojo.
- Grades 1-4 will fill out the same form, however this will be posted in their Google Classroom labeled Homeroom announcements. (Teachers will also post their office hours here weekly.)
- Grades 5-8 will fill out the same form, however this will be posted in their Google Classroom labeled Middle School Announcements. Attendance will also be taken during Meet sessions.
- The attendance form will be posted at 9am each day and the attendance window will close at 10:30am. You will NOT be able to access the form after 10:30am.

Expectations for Teaching and Learning:

Lessons

- Students in Pre-K3, Pre-K4 and K will receive additional resources and a video from their teacher via Class Dojo by 9am.
- Teachers will not exceed 4 lessons a day for students in grades 1-4 and 5 lessons a day for grades 5-8.
- Posted work is expected to take up to 30 minutes per lesson for students in 1-4 and up to 45 minutes for students in 5-8.
- Students in grades 5-8 will also sign-in via Google Meet for live sessions with their core subject teachers daily, these sessions will take up to 30 minutes.
- Students in 5-8 may work on research projects that are broken down by steps to simplify the process for students. Quality is more important than quantity as these projects may take place over several days.

Teachers

- Post to Google Classroom the lessons that are expected to be completed each day by 9am.
- Will track student progress daily to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.

- Feedback to students will be given on every assignment, even if it is just a thumbs up/check within 24 hours.
- Teachers in PK3, PK4 and K will include one video a day that students can look forward to. This may be a “Good morning!” video or an instructional video. Video lectures should not exceed the length of a mini lesson. Teachers in grades 1-8 may include videos and/or voice recordings as part of their lessons.
- Will monitor the morale of their class and the workload of the students carefully.
- Core subject teachers in grades 5-8 will abide by a weekly schedule of when Google Meet sessions will take place for your students. Each session should not be more than 30 minutes. There will only be one session a day per teacher, unless special circumstances occur.
- Self-contained classrooms in grades 1-4 will have scheduled office hours in which they are available to video conference with students via Google Meet. These office hours will be posted weekly.
- Please report student concerns immediately to parents via both email and Class Dojo. If needed, the teacher will discuss these concerns with admin. or the counselor. Teachers will do their best to remember to lead with understanding and an open mind.
- It is important for teachers to maintain a healthy work/life balance all while keeping lines of communication open between both students and parents. Please know that we are all here to support your child, however if you email or message outside of office hours, it may take longer for a faculty member to respond.

Office Hours: Office hours will be posted weekly in their Announcement Google Classroom.

Schedule for grades 5-8: Students will be required to complete assignments posted in Google Classroom for Math, Science, Social Studies and ELA daily. A Religion assignment will be posted twice a week and on the other 2 days they will receive a Spanish lesson. Ms. Nitzsche also will post a coding/tech activity at the beginning of the week due on Friday. Just like they are in school, they will have a lesson or guidance by a teacher before they begin written classwork. These sessions will last no more than 30 minutes and will be hosted on Google Meet. Teachers take attendance during every period in a normal school day in addition to morning attendance, this will be our method of "taking attendance" so it is very important that students be online at the scheduled times. See Schedule below.

Google Meet Schedule for Live Classes					
Period	Time	5	6	7	8
Period 1	9:00 - 9:30	SS	Math	ELA	Science
	9:30 - 9:40	Break			
Period 2	9:40 - 10:10	Math	ELA	Science	SS
	10:10 - 10:20	Break			
Period 3	10:20 - 10:50	ELA	Science	SS	Math
	10:50 - 11:00	Break			
Period 4	11:00 - 11:30	Science	SS	Math	ELA