

# Saint James Elementary School

2020-2021



## REMOTE LEARNING PLAN





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## REMOTE LEARNING GUIDELINES FOR PARENTS AND STUDENTS

- Designate a workspace for remote learning. Keep supplies (computer, texts for school, paper, pencils, etc.) easily accessible and organized.
- **Given the extraordinary nature of online learning, even higher behavioral expectations for school are required.** When behavior expectations are not met, teachers may report this to the Administration, as they would when at school. The Administration will communicate with students and families as needed.
- We respectfully ask that parents not interact with the virtual classroom as this causes a distraction for both the students in the class and the teachers who are instructing. If this happens, teachers have been instructed to end the session for the remote learner and will notify administration of the situation. If you have questions or concerns, we ask that you please contact the teacher via email.
- All students should attend online classes with video on and microphones muted. Students are required to be on camera so the teacher is able to see them during class.
  - If a student is off camera for an extended period of time without notifying the teacher, the student will be marked absent for the class.
- Please have your child refrain from using any backgrounds (outer space, beach, etc.) on the computer screen.
- Please note that eating is **only** permitted during designated snack and lunch time when students are off-line.
- Please be aware that the chat function is visible by all class participants, so be mindful about what your child types within Google Classroom. Any and all communications online are subject to our school's policies and protocols as set forth in the Student Handbook.
- Ensure that your child joins class on time and follows all instructions given by the teacher. **Teachers will be taking attendance for each class period.**
- When attending classes online, all class work, test and quizzes must be handed in by the end of the class period unless teacher has advised otherwise.
- **To help maintain the integrity of our on-line learning** and maintain trust with your teacher and other schoolmates, students will not share videos, documents, chats, etc.
- Students must adhere to the Saint James Elementary School Acceptable Usage Policy: [Acceptable Usage Policy](#).
- **Keep distractions to a minimum.** Keep only the tabs needed for your work open.
  - Students should not be showing their pets or their siblings on their computer screen.
  - Students should not be singing, playing with toys, eating, listening to music, or discussing non-subject materials during times of instruction.
  - Students should not have their cell phones on or near them.



- Students **MUST** wear their school polo during all Google Meets.
- **School policies concerning academic integrity still pertain.** Each student is expected to do their own work.
- Parents are advised to check the Genesis Parent Portal to stay informed on student's progress.
- Your child's teacher will advise as to where to look for information pertaining to assignments and any other school related information.

### Remote Schedule

- **Grades Kindergarten to Grade 8**
  - Students in grades K to 8 will follow their regular schedule with modified times.
    - **Period 0**      **8:00-8:10**      **Homeroom (Must log on for attendance, prayers and announcements).**
    - Period 1      8:15-8:45
    - Period 2      8:50-9:20
    - Period 3      9:25-9:55
    - **Snack**      **9:55-10:05**
    - Period 4      10:10-10:40
    - Period 5      10:45-11:15
    - **Period 6**      **11:20-12:00**      **Lunch**
    - Period 7      12:05-12:45
    - Period 8      12:50-1:20
  - Teacher office hours are 1:30PM to 2:30PM. Emails and phone calls will be addressed during those hours only. Messages received after 2:30PM will be addressed the following school day.
- **Preschool**
  - Students will need to log in at 9AM.
  - Instructional time will be 9AM to 12PM with a combination of videos, live instruction and independent constructive time.
  - Classroom teachers will communicate specified times that students will need to be logged on.
  - Teacher office hours are 1PM to 2PM. Emails and phone calls will be addressed during those hours only. Messages received after 2:00PM will be addressed the following school day.