

St, John Vianney Online/Distance Learning Contingency Plan

Our Online/Distance Learning Contingency Plan will be in full effect on Thursday, March 19th and remain in effect until face-to-face classes resume. All students will be expected to participate in distance classes and activities to the extent that their circumstances allow.

School and Teacher Expectations

1. Teachers will provide lessons, activities, and resources online and in paper packets that will require an average of 2-4 hours to complete each day, depending on grade level.
2. We will utilize the following official school platforms to provide classes, classwork, and assessment:
 - a. Sycamore
 - b. G Suite for Education
 - i. Gmail
 - ii. Google Classroom and Google Meet for interactivity
 - iii. Google Drive, Docs, Sheets, Slides, etc.
3. Teachers will be checking their email regularly and will be available during published office hours.
4. During office hours teachers will be available for one-on-one contact via phone, email, or Google Hangouts Meet.
5. Teachers may attempt to provide live classes with Google Hangouts Meet, but we understand the challenges this may incur, and we are not requiring them to do so. Most of the classes and activities will be recorded, uploaded, or based on pre-existing resources, so that students can work on them at their own pace and schedule. Tools such as Google Hangouts Meet can also provide students and teachers with tools for live engagement during class time.
6. The various online platforms have multiple tools that will allow students to add posts to online discussions, upload documents, and engage with content posted by teachers. Teachers will provide instructions on how to use them.
7. Teachers who are absent for personal reasons or for illness will not be available during office hours to assist students. Families will be informed if a teacher is “absent” from their office hours.
8. The school will be flexible with work handed in during online/distance learning. There are many ways that work can be “handed in”: Paper packets can be returned, documents can be scanned or photographed and emailed or uploaded, work can be turned in to Google Classroom.

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Student Expectations

1. Ensure you have access to your Google and Sycamore accounts. If you do not have access to any of these, please have your parents or guardians contact your teacher by email (their email addresses are on the school website) or the office (office@sjvspokane.org) so you can get physical packets.
2. Ensure your digital devices are charged during class time and ready for daily activities.
3. NOTE: if you are using a cell phone, for safety reasons you should not have it plugged while actively using it. If a student is not able to access or interact with any content related to an assignment, they should email their teacher as soon as possible.
4. Follow the daily schedule suggested by your teacher as much as possible.
5. Read the instructions from your teacher carefully.
6. Have all school materials at hand (books, notebooks, and writing materials) and create an appropriate learning space for use during class time without distractions such as television, social media, or other apps.
7. Complete all assignments and activities assigned by the teacher and upload them into Google Classroom or the other platforms if teachers indicate so, or prepare them to be delivered to school according to the schedule.
8. Avoid using the electronic resources for non school/academic topics or activities.
9. Communicate using proper online etiquette.
10. Avoid procrastinating and allowing work to accumulate.
11. If you are ill or will be absent online, please have your parent or guardian contact the school as we do when we have face-to-face classes.
12. In extreme situations where Internet access is limited or impossible to acquire, use the paper and pencil alternative. Not participating in the contingency plan for the online learning program is not ideal.
13. Follow the SJV Technology Acceptable Use Policy as described in the St. John Vianney Family Handbook.

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Parent/Guardian Expectations

1. Support our online learning contingency plan. Show patience, flexibility and tolerance regarding the challenges we all will face in this endeavor. Should your child encounter difficulties in carrying out online tasks, you as parents can be a resource and a second channel of communication when students and teachers cannot solve issues on their own. For example, family members can suggest alternatives when specific resources/devices are not adequate for a student to complete a task
2. Ensure you have access to your Sycamore account to monitor your child(ren's) online learning. (if you do not please contact Joan Olson who can assist you jolson@sjvspokane.org)
3. Support your child(ren) about our online learning plan by talking to them about the importance of continuing their education, adhering to the schedule and managing their time (please do not do the work for them).
4. Monitor your child's use of school technology to make sure it is being used appropriately.
5. Follow the school's published schedule for picking up and dropping off work, if needed.
6. If your child is ill or will be absent online, please inform the office as you would during our face-to-face classes.
7. If you require technical assistance, contact the school office.
8. If you require a meeting with a teacher or the principal, we can schedule an individual conference call over the phone or through Google Meet. Please do not request teachers to provide their personal cell or home phone numbers. Email the individual teacher or the office with your request to meet.
9. If you have difficulties with your Internet access at home, use the paper and pencil alternatives and let the office know.