

St. James School
Virtual Learning Plan

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Excellent Minds. Exceptional Hearts.

Vision Statement

In partnership with parents, NHRCES will help students reach their full potential through academic excellence, spiritual development and acts of service in preparation to live productive faith-filled lives for God, their families and their communities.

Mission Statement

To teach the Word of God through academic and religious education, and to live the Catholic faith through service to each other and our community.

Philosophy

Saint James School is an integral part of Saint James Parish. The school and parish collaborate in passing on the Catholic faith and proclaiming the Good News of the Gospel. Our community seeks to nurture the students' relationship with and reverence for God. Acknowledging the intrinsic worth of each child, our community endeavors to create an environment which promotes excellent minds and exceptional hearts in our students. We also value the need for our students to become faith-filled responsible citizens who can contribute positively to the world. Students are encouraged to be of service, to recognize and respect diversity; and to grow in awareness of justice as found in Catholic Social Teaching.

Introduction to Virtual Learning:

St. James School is committed to delivering an engaging and faith-filled learning experience for all students even when circumstances impact our ability to provide that experience in-person and in the classroom. To lessen this, we have developed a plan to ensure that students are able to continue to learn with their classmates and interact on a daily basis. Through Google Classroom, Google Meets, and the G-Suite, students will

continue to engage with their teachers and classmates as well as communicate with their teachers. In addition, teachers will be able to monitor student progress and provide the necessary support to ensure that students' individual needs are being met. At this time, we will also look to the parents to provide input and support, as well. It is important that we work as a team and an SJS family to help our students be successful.

Virtual Learning Plan:

Parents will need to provide the office a minimum of 48 hours notice that their child(ren) will be utilizing the Virtual Learning Plan. As well, this is true for when the student will be returning to school. This is necessary for teachers to assemble work and other items that students may need. There is not a time commitment associated with virtual learning but it is best to stay with one option for a consistent time period - keep in mind this is also not a hybrid model (where a student attends school for 2 days a week and is virtual for 3).

Note: Your child's attendance is recorded by logging into each of their classes every day.

Procedure for Virtual Learning:

- Teachers will live stream their classes using Google Meet.
- Students will log into the class using their school email, as it is in session, using the code provided by the teacher.
- The student will be engaged in the class - as it is occurring - answering questions and having discussions.
- The student will be prepared - with all materials necessary for class (including having homework completed).

- The teacher will let the student know when/if they can log off - if the instructional portion of the class has ended.
- Students are able to email or otherwise communicate with teachers through Google Classroom if there is a need for clarification.
- Each teacher (including Specials Teachers) may have their own Google Meeting Room during the day - this is determined by the individual teacher.
- At times, it may be necessary to pick up materials or drop off assignments/materials at school.
- Students are expected to be in a shirt that conforms to the St, James dress code.
- ALL students will be expected to log into the live stream feed for the Divine Redeemer Parish mass, held at 9am every Tuesday. Since space is limited, students in the school may also view mass via this format. We are working with the Rectory to develop a rotation so all students sit in a live mass in the church. Information on the link will be forthcoming.

Expectations for Students:

- **Fully Engage** in the live classes. This means that you are on time, your **camera on your device is on**, and you are ready to learn.
- **Be prepared** - have all materials you need to be successful - including books, packets, whiteboards, and any other materials requested by the teacher.
- **Be actively involved** - for example, you are providing answers, raising your hand, and involved in meaningful discussion with the class.
- **Complete Assignments and Homework** and turn them in **by the due date** - just as if you are in class with the other students.
- **Ask Questions** - if you don't understand, it will be extremely important to ask questions by raising your hand or by emailing the teacher.

- **You are expected to fully follow our Code of Conduct and Internet Use Policy** – do not misuse the virtual platform.

Expectations for Parents:

- Ensure your child has a workspace that is free of distractions.
- Organization is important – work with your child the night before to make a schedule of classes and organize the materials they will need for their meeting times.
- Make sure that your child is logging onto classes on time and is participating/engaged with the activities and lessons.
- During class time, the students should be focused only on their school work – not eating, playing video games, or otherwise being distracted.
- Work with your child’s teacher to make sure that all assignments are completed appropriately and on time.
- Communication is key!

It is understandable that participating on a virtual platform is challenging and stressful at times. This is why it is vital to review these expectations with your child(ren) and have open communication with your child(ren)’s teachers. Please be mindful of the fact that the teachers will be working with students in class and out of class so an immediate response to emails may not occur but teachers will do their best to respond as soon as possible. As this is new for all of us, there will certainly be challenges we will encounter, but with patience and faith, we will work through them together!

In-Building Transition Plans:

The following are points for students who will be in-school learning. These are to provide you with an abbreviated overview on how we will be conducting learning inside the classrooms.

- Prek to Grade 1- Students will be self-contained and transitions will be only for Phys Ed and Music classes and breaks outside.
- Grade 2 to 4- Student transitions will be only for Phys Ed and Music classes and breaks outside. For Math, faculty will move into the student's homeroom and students will remain in place.
- Grades 5-8- Students will have minimal transitions between classes. Transitions will be limited to Math, Phys Ed, Art, Music, and some core subjects. The upstairs faculty will set a transition plan so that no student is passing another in the hallway.
- Stairwells- The stairwell by the Gathering Space will be up only, and the stairwell by Broad Street will be down only. The ONLY exception will be during car drop off before 7.45am.
- Lunches- Lunch will be held in the student's homeroom. Faculty are developing a plan on how to stagger lunch and outdoor recess to keep recess populations low and allow every student to get outside during this time. No shared playground toys, please.

Helpful Resources:

Google Meet Cheat Sheet: <https://support.google.com/a/users/answer/9300131>

How to Use Google Classroom for Parents: <https://www.youtube.com/watch?v=IgS-hoSIjnw>

Quick Guide to Google Classroom: <https://www.youtube.com/watch?v=2Iowi-gmbys>