



SAINT JAMES SCHOOL
Christ-Centered Academic Excellence

REMOTE (VIRTUAL) LEARNING PLAN

(In the event schools are closed due to
emergency)



OVERVIEW:

If schools must close due to weather, health, or other emergencies, Saint James School is ready to support our students while they must stay home by enacting our Virtual Learning Plan.

Virtual learning, also referred to as digital learning or e-learning, is using technology for teaching and learning outside of the traditional classroom setting. It enables learning to take place anytime and anywhere and does not require the instructor and the student(s) to be together.

Teachers are fully trained on the use of digital tools for learning including Google Classroom (Kindergarten – 8), Shutterfly (PreK3 & 4) and Zoom for virtual instruction and use best-practices to ensure that students reach their educational goals.

As long as Virtual Learning Days are conducted in accordance with Diocesan standards, Virtual Learning Days count toward the total number of school days and do not need to be “made up” throughout the year or at the end of the school year.

The Student/Parent Handbook applies to all school days, including Virtual Learning Days. Please be reminded that all other policies apply including: Ethical Use of Technology Policy, Harassment, Intimidation, and Bullying Policy, School Conduct Code, and students will be expected to continue to practice the twelve virtues in the Hearts on Fire program.



NOTIFICATION:

Saint James School will notify the families and students of the need for a virtual learning day(s), with as much advance notice as possible, via the Honeywell Instant Alert System, the school website (sjsbr.org), and the school’s social media pages (Facebook: Saint James School; Instagram: @sjschool).



ATTENDANCE:

Students will be expected to log in to their Google Classroom daily by 8:30 AM and attend all scheduled online meetings. If no student login is observed, the student will be considered absent for the day. Attendance will be posted in PowerSchool each day.

Students must use their names as their Zoom screen names. If the screen name does not match the class roster, the teacher will not allow entrance into the online classroom and the student will be marked absent.

In the event of an absence, a student is still responsible for completing the day's assignments.



VIRTUAL LEARNING DAY OVERVIEW:

Students will experience a combination of synchronous and asynchronous learning. Teachers are expected to post assignments on Google Classroom by 8:30 AM. Students in grades K-8 should access their Google Classrooms by 8:45 AM each day to see their assignments for the day. Students will also log in to online meetings with their teachers via Zoom based upon the schedule posted in Google Classroom and as communicated to school families.

- To receive daily instruction:
 - Students will meet with their teachers and follow a condensed schedule that follows the same pattern as the in-seat schedule with the addition of scheduled breaks and support periods.
- Online meeting schedules will be communicated to parents prior to the first day of virtual learning.
- Students will complete classwork either asynchronously (outside of online meetings) or synchronously (during online meetings). Students are expected to attend every online meeting and submit completed work per the teachers' instructions.
- All assignments will have a due date – whether a daily assignment or long-term assignment. Students are expected to submit assignments when due. Late assignments will lose points or not be accepted, at the discretion of the teacher.

- Lessons will be accompanied by formative assessments to ensure understanding of the material. Teachers will provide extra help for students who need it.
- Units of study will include summative assessments that may be in the form of paper/pencil tests, projects, presentations, or other alternative assessment.
- Teachers will provide extra help, as necessary, during the scheduled Support Period at the end of each day.
- Teachers will support students with ISPs by applying modifications and accommodations, as necessary.



COMMUNICATION:

Students in grades K-8 may communicate directly with their teachers via Google Classroom. Parents may communicate with teachers via school (.sjsbr.org) emails as found in the faculty directory on the school website (sjsbr.org). Teachers are not allowed to communicate with parents or students via text message.

Parents may communicate with school administration, main office, counselor, and other support personnel via emails listed in the faculty directory on the school website.



TECH SUPPORT:

If a student is having a problem with their school-owned device, they should contact Mrs. Ellen Corcoran (ecorcoran@sjsbr.org) for help in troubleshooting the problem. Mrs. Corcoran can also help with personal devices to some extent.

If a student is unable to access the Internet due to lack of connectivity, electrical failure or other extenuating circumstances, students or their parent/guardian should reach out to the teacher as soon as practicable to report the difficulty.



EXPECTATIONS:

Parent/Guardian expectations for Virtual Learning:

- Set aside a calm, quiet, distraction-free space for your child(ren) to work every day, preferably not their bedroom.
- Ensure that your child has the necessary school supplies in their home workspace as directed by the school and teacher.
- Ensure virtual learning equipment is available and charged.
- Try to keep a consistent schedule for completing classwork.
- Ensure that your child is attending online meetings, participating fully, and keeping their camera on and their face visible to the teacher.
- Help your child check Google Classroom every day.
- Check your emails or Google Classroom regularly for online meeting links.
- Communicate with teachers regularly via email or Google Classroom regarding any questions or issues that arise.
- If your child is having trouble completing work, email teachers to schedule a time for an online meeting.
- Check school-owned devices on a regular basis to ensure proper care is being taken.
- Help your child(ren) drop off assignments at the school, as necessary.
- Help your child(ren) pick up assignments at the school, as necessary.
- If your child can not attend scheduled meetings with teachers, please send an email to soffice@sjsbr.org and your child's teacher to explain why they will not attend.
- Reach out to the administration (sflorendo@sjsbr.org) if you have questions while the school is closed.

Student expectations for Virtual Learning:

- Sign-in to Google Classroom every day and complete assignments on time.
- Complete all paper assignments on time.
- Join online meetings as scheduled.
- If you are having trouble completing work, communicate with your teacher through Google Classroom or ask your parent to email your teacher to schedule an online meeting.
- Continue to abide by the [Ethical Use of Technology Policy](#) and take care of the school-owned equipment you are using.
- When attending online meetings, students are expected to have their camera on with the teacher able to see the students whole face.

- Respect the efforts of your teacher and fully participate in online meetings.

Teacher expectations for Virtual Learning:

- Post daily assignments before 8:30 AM every day. Assignments may not be added after this time.
- Post long-term assignments that include all parts and the rubric to be used to grade the assignment.
- Set up and facilitate online meetings using the Zoom platform giving at least 12 hours' notice.
- Follow the schedule of meetings as developed by the school administration.
- Take attendance for all virtual meetings.
- Check school email regularly – at least once in the morning and once in the afternoon.
- Communicate with students to address questions/issues via email and/or Google Classroom.
- Remain available throughout the end-of-day support period.
- Schedule private/small group online meetings using Zoom to conference with students/parents if necessary, to address issues/questions.



STUDENT AND FAMILY SUPPORT:

- Our school counselor will remain available to support students while they are at home. To the best of our ability, our counselor will continue to provide academic and mental health support. Parents should email the school counselor, Kristin McInerney, for support at kmcinerney@sjsbr.org.
- Should a telephone call or video conference be valuable in supporting the student, parents must provide permission for the student to meet with the counselor.
- All parent forums will be held as scheduled.



CATHOLIC IDENTITY:

- School Masses
 - Masses will be livestreamed via Facebook Live.

- Daily Prayer
 - Daily prayers will be emailed every morning at 8:40 AM via Honeywell.
- Retreats, Prayer Services, other activities:
 - All scheduled retreats and prayer services will be conducted via Zoom.
- Monsignor Cronin will offer small group meetings for family faith life, via Zoom.
- Teachers will continue to direct student-led service projects – at least one per year. Plans will be modified to a virtual model, if necessary, to complete the project.
- The Pastor and Principal will always be available to support students, staff, and parents.
- The Principal will continue to hold “Coffee & Conversation” forums via Zoom. Each cohort or group will have the opportunity to join a forum twice per year.