



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

4680 Nottingham Way, Hamilton Square, NJ 08690

Voice: 609-587-1131

Fax: 609-587-0322

Web: www.stgregorythegreatacademy.org

Rev. Michael T. McClane, Pastor

Dr. Jason C. Briggs, Principal

Mrs. Michele L. Rivera, Assistant Principal

MEMORANDUM

DATE: March 20, 2020

TO: All Parents, Faculty, and Staff

FROM: Dr. Jason C. Briggs, Principal

RE: **COVID-19 Status Update #10**

Academic Instruction Guidelines

We are quickly approaching the conclusion of the most unexpected week of school ever! We hit some bumps along the way, however, I think that overall, we came through it well and we are poised to have a much smoother week next week. Unfortunately, the likelihood of a swift return to our physical home looks very unlikely. As we move forward to next week, please note the following with regard to academic instruction:

1. Virtual meeting – Each class was scheduled to have a period of real-time interaction this week. The initial sessions were via the audio conference call system. For some grades and teachers, the audio system works well, yet for others it is not an ideal environment. Several teachers conducted “test-runs” with Google Meet this week. Moving forward, the individual teachers will choose which platform that they plan to use for the virtual classes, either Google Meet or the conference call system. They will post this information in the Google Classroom or email it to you. For students who have a Google Meet class, but do not have access to a device, there is an audio call in feature. Please email your teacher(s) to let them know if you need the audio information sent to you for classes.
2. Along with this update, I am including a copy of our weekly virtual class meeting schedule. The scheduled times for a student’s classes are **mandatory virtual class meetings** for the students. **These scheduled meeting times, and ONLY these scheduled meeting times, are mandatory.** Attendance will be taken for these virtual classes, and absences will count as absences from school. I need to keep records of student/teacher contact time. The reason that I have made an official schedule are, 1) In almost all cases, a student is likely “competing” for computer time, working space, and/or the home bandwidth/internet access with siblings or parents working



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from home. 2) Services, including those provided by Mrs. Foster, Mrs. Makenzie, Mrs. Persichetti, Mrs Yaccarino, ELA Lab, etc. are being scheduled to line up with the published schedule. Now, the possibility does exist that multiple students in a home may be scheduled for classes at the same time. In this case, please inform your teacher so that the telephone call-in feature can be used.

3. It is important that students at home are completing their work as independently as possible, otherwise the teacher will not know if the students are mastering the content. Please resist the temptation to correct every mistake that you see your son or daughter making. Certainly, if there is a great difficulty, contact the child's teacher. (Psst!!! I will let you in on a secret. Most teachers are pretty adept at knowing when something is not the child's work anyway... by know the teachers know your child's writing style)
4. Teachers in particular grades will be setting up "office hours," which I will be compiling and emailing out. The purpose of these office hours are to have dedicated weekly time for students to ask teachers questions, get some extra help, etc. The teachers may choose to be available for office hours via Google Meet, an audio conference call, or email exchange. These hours are dedicated to students – they are NOT parent/teacher conference times. Parents are always free to contact a teacher with a concern or question, but office hours are not the time. In other words, office hours are for the students!
5. Please be attentive to due dates/times. Teachers have been asked to set due dates/times for assignments in order to keep us on track. The times will be set to account for the fact that a child may need to wait until a parent comes home from work to assist the child.
6. If you know your child is going to be absent for a virtual class, please **email the teacher and copy me** ahead of time to inform us of the absence. This will save time so the teacher does not keep calling for a child who is not present.

Be well!

Thank you.