



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 16, 2020

TO: All Parents, Faculty, and Staff

FROM: Dr. Jason C. Briggs, Principal

RE: **COVID-19 Status Update #8**

Logistics for Remote Instruction

As we prepare to begin “official” remote instruction tomorrow, March 17, I would like to outline some additional information that will be helpful as this process begins:

1. As you know, our main mode of delivery for Grades K-8 will be via Google Classroom. Grades 3-8 will be completing assignments and submitting them using the tools available to them. Grades K-2 will generally be asked to print out, or copy by hand the posted, assignments. As our amount of time out of school becomes clearer, I will let you know how and when this work will be collected. I sent Google Classroom codes to Grades K-2 last week, and I will be sending the codes for Grades 3-8 today. Many of the students already have codes for their Google Classrooms in these grades, however, I want to confirm that everyone has them (just in case!)
2. In order to help maintain real-time interaction, I have set up a schedule of audio conference calls for each class to connect together and with their teacher. The schedule will be distributed, and there are instructions for how to access the conference call bridges. Please review the schedule and identify when your child’s class is having a call, and which “room” the class will be meeting in. **These calls are to be considered “mandatory,”** in that, the expectation is that all students will call in at the scheduled time and into the scheduled room. **All that is needed is a phone that can dial a New Jersey phone number** (cell or landline). Please note that the system will keep a record of the phone numbers which were part of the call. Obviously, the younger students will need assistance. Teacher will plan to use this time for reviewing work, checking assignments, conducting reading, answering questions, etc.



A 2014 National Blue Ribbon School of Excellence

3. Additionally, some teachers may choose to use other electronic means of connecting, including Zoom, GoToMeeting, Skype, etc. Certainly, it is highly encouraged that all students participate in these opportunities when they are set up so that the maximum amount of available contact time can take place. These virtual meetings are to be considered “highly recommended,” taking into account that there may be reasons that a particular student is unable to join. Zoom, Skype, etc. require an available device for a student. Some reasons that a student might have difficulty in connecting would include: unavailability of multiple devices at home, weak internet connections, the needs to share home resources among multiple students and parents who are working from home, etc.

I would like to reiterate that it is very important to maintain a schedule during these remote school days. Please use today, and these first few days of remote instruction, to establish the schedule that you will work for your home situation.

I am planning to “Facebook Live” prayer and morning announcements each day at 8:30am (once I figure out how to do this on the Facebook). Class conference calls are scheduled for Wednesday and Friday this week. Once we get through these first couple of days, we will have a better sense of how the plan is working, and what adjustments will make sense.

Be well!

Thank you.