



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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Elective Remote Instruction

Policy and Procedures

Effective August 3, 2020

Rationale: The COVID-19 crisis has fundamentally changed the landscape of daily life in our nation since the full extent of the emergency became apparent. Everyday routines have been altered in ways that may have seemed unimaginable not that long ago. As we approach the beginning of the 2020-2021 school year, there are aspects of COVID-19 which are still yet to be discovered and/or better understood. There can be no debate that, regardless of one's personal opinions regarding the severity of the virus and efficacy of mitigation strategies, risk can be reduced but not eliminated. As such, St. Gregory the Great Academy recognizes that there are families who may not be comfortable physically sending their children back to school. As a result, policy and set of procedures have been developed to enable students to engage in Elective Remote Instruction while school is physically in session.

Policy: St. Gregory the Great Academy will make all reasonable efforts to use electronic means to engage students whose parents have elected remote instruction for all or portions of the 2020-2021 school year. In order to ensure that this type of remote instruction is sufficiently rigorous and serves the needs of the students, there are defined roles and responsibilities for parents, students, and teachers that are explained in the procedures below. Parents are cautioned to carefully consider the decision to elect remote instruction before taking this action.

Overview: Elective Remote Instruction at St. Gregory the Great Academy shall be "synchronous," meaning that students will use electronic means to participate in all classes in real-time. The instructional platform shall be Google Classroom, which will be used to broadcast the happenings in the classroom to the students at their homes. These procedures apply to Elective Remote Instruction ONLY; procedures for Whole School Remote Instruction will be issued separately.

Electing Remote Instruction: In order to facilitate proper planning and to make the process as smooth as possible, Elective Remote Instruction must be scheduled according to the following guidelines:

1. If a student is to begin the school year on remote instruction, the application form must be submitted by Friday, August 14, 2020. It is recommended, **though not required**, that a student who is to begin the year on remote instruction attend the first day of school in-person to meet teachers and take materials home.
2. Any student may BEGIN Elective Remote Instruction once the school year begins; however, all changes to Elective Remote Instruction **will take 48 hours to process**. The 48 hours will begin from the time that



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[THE FORM](#) is submitted. For example, if I decide on Tuesday, September 15th that I want my child to begin Elective Home Instruction, and I submit the form at 3:47 pm on the 15th, 48 hours later is September 17th at 3:47 pm. Thus, the first day of remote instruction would be September 18, 2020.

3. Any student may END Elective Remote Instruction at any time; however, the student may **not return to school until the first day of the week** following the parent informing Dr. Briggs of the intent to end remote instruction. NOTE: A student is only eligible to END remote instruction one time per trimester. This means that if a student in on remote instruction, ends remote instruction, and then begins remote instruction again, that child MAY NOT return to school again during the current trimester.
4. At the discretion of Dr. Briggs, the 48-hour processing period to begin remote instruction may be waived for an appropriate reason, for example, a child who needs to self-quarantine. This will only occur if Dr. Briggs can make the proper arrangements with teachers in less than 48 hours.

Role of the Parents: The parents of a student who is engaged in Elective Remote Instruction have the following responsibilities:

1. To register the student for Elective Remote Instruction using the proper means, namely [THIS FORM](#).
2. To ensure that the student has reliable internet access, a working device capable of accessing Google Classroom WITH A KEYBOARD, and a working webcam.
3. To facilitate transporting materials to and from school when absolutely necessary.
4. To have a working email address that does NOT end in @aol.com, @yahoo.com, or @verizon.net. These domains do not reliably receive email messages from our server.
5. To continue to remain current with all tuition payments and other fees as appropriate (either the Preschool policy or the K-8 policy)
6. To set a dedicated workspace free from distractions. Beds, recliners, and the like are NOT appropriate workspaces.
7. To report student absence by calling the school attendance line no later than 8:00 am.
8. To recognize that students should be completing the activities and assignments with their class, and to understand that parents who complete work FOR their child instead of WITH their child are harming their child's long-term academic growth. When students have difficulty completing independent work, the parents should contact the teacher for assistance.
9. To connect the student to all remotely broadcast Masses and prayer services.

Role of the Student: A student who is engaged in Elective Remote Instruction has the following responsibilities:

1. To access Google Classroom every day during the scheduled time for each class. Elective Remote Instruction will follow the daily physical schedule that a particular grade is following. Students on Elective Remote instruction must sign in to each class ON TIME. Consistent late arrival will jeopardize a student's place in the Elective Remote Instruction program because this will be highly disruptive.
2. To remain present via Google Classroom for all classes the entire day. **Students are NOT to disable their webcam during class.**
3. To participate in class according to the process that each teacher outlines for that class, and to follow all rules that the students who are physically present are expected to follow.
4. To complete all work in Google Classroom as assigned according to the due dates set by the teacher, including uploading any work that the teacher has requested.
5. **To join classes from the designated appropriate workspace and maintain appropriate classroom posture**, i.e. sitting or standing. Laying, eating, or other types of informal positions are NOT acceptable for remote class.

Role of the Teacher: A teacher who has students who are engaged in Elective Remote Instruction has the following responsibilities:

1. To access Google Classroom prior to the beginning of class and check that the remote student is able to see and hear the classroom. The camera should be oriented to capture the teacher and teaching space as best as possible.
2. To keep Google Classroom updated with all relevant material and instruction that has been presented to the class during the lesson. If material is needed for a class or will be handed out in class, the material should be noted or uploaded into Google Classroom before the class begins.
3. To receive all submitted work from remote students and assess it as appropriate.
4. To maintain contact with parents of remote students via email or videoconference as appropriate, especially if concerns develop.
5. To take all reasonable steps to engage the remote student into the classroom community.
6. To report absence of a remote student who is not listed on the daily absentee report.

Recommendations: The following items, while not strictly required, **are recommended** in order to preserve routine and maximize the remote learning experience:

1. Parents should begin the day with prayer at 8:15 am, preferably involving the entire family.
2. Students should wear their school uniforms while in remote classes.
3. Having a working scanner will help students submit work electronically; scanned 8.5x11 documents are generally of a higher quality than images taken on a phone.
4. The workspace should have all the needed materials neatly organized and available to the student.
5. A period of outdoor play should occur during the time that the student would normally have outdoor recess if the weather permits.

Modifications: Undoubtedly, these procedures will need to be refined as Elective Remote Instruction gets underway. Any revisions that are made will be communicated by Dr. Briggs.