March 20, 2020

Dear Guardian Families,

Good Afternoon! We hope everyone is staying safe, healthy, and adhering to the CDC guidelines regarding social distancing. The Department Chairs and Administration just met to discuss what Remote Learning will look like at St. Michael for at least the next two weeks. We will begin Remote Learning on Wednesday, March 25th. All teachers will work on March 23rd and March 24th preparing lessons. We will follow a Navy, Green, Navy rolling schedule, this means that students are to sign in to their Google Classroom for the classes on each designated day, just as if they were in the building attending school. For example:

- Wednesday - 3/25/20 - Navy - Blocks 1-4
- Thursday - 3/26/20 - Green - Blocks 5-7
- Friday - 3/27/20 - Navy - Blocks 1-4
- Monday - 3/28/20 - Green - Blocks 5-7

**Teacher Expectations:**
Monitor “attendance” via check in questions posted in Google Classroom
Be online and available during office hours, 10-12pm and 2-4pm daily
Post assignments by 8:30AM on respective days-Navy Day/Green Day
Respond to student/parent communications within 12 hours if communication is not received during office hours
Upload at least 2 instructional videos or host a Zoom Conference Call per section each week
Invite administration to join each classroom
Hold Zoom Conferencing, only if 2 or more students are available
Provide continuity of classroom instruction
Provide student feedback on work submitted
Grade work submitted in a timely matter

**Student Expectations:**
Be a learner and engage in learning
Participate in class activities
Complete assignments by assigned deadlines
Understand that assignments will be graded
Communicate with your teachers via online learning platform
Complete the check in question for each class between 8:30AM-10pm on the scheduled day, attendance will be taken this way and participation points will be recorded (2pts)
Parent Expectations:
Complete the Student and Family Information Assignment with your student on Wednesday
Establish and support structure and routine
Create a designated learning environment for your student
Assist your student when needed
Be patient with the process, this is a learning curve for all of us
Provide positive feedback and be supportive
Communicate internet, connectivity issues with the school
Understand where to find help

This is a new adventure for all of us and we need to remember that we all have the same goal - to provide the most consistent and robust educational experience for the students given the current circumstances. We are all being pushed outside of our comfort zone, please be patient as we learn new ways to communicate and learn. We plan to start simple and slow and will incorporate additional components as we learn and progress through this process. Most importantly we need to support each other and continue to pray for each other.

Many Blessings!

God’s Peace,

Mrs. Jodi Briggs          Mr. Kevin Page
Principal                 Assistant Principal