



ST. MICHAEL'S REMOTE LEARNING PLAN

Our goals are to support and maintain our St. Michael's community and to deliver a remote learning program that is in the best interest of our students.

Remote learning for ALL students will begin on MONDAY, MARCH 23.

St. Michael's teachers will strive to engage students in a remote learning environment that reflects our commitment to academic excellence and creates a place where we find new ways of connecting and creating with our students and families. Teachers will focus on the areas of lesson development, knowledge sharing, and skill building in ways that emphasize core concepts and discovery.

That said, we recognize parents and caregivers will have added responsibility in supporting students' online and offline learning experiences at a time when they are also trying to manage the demands of work, childcare, and other life/family obligations. The health and well-being of everyone is our first priority in this unprecedented time that requires us to think differently and re-set expectations as such. To that end, and with the best interests of our students, families and faculty in mind, St. Michael's has prepared a developmentally-appropriate program that is manageable for all.

Our remote learning plan does not look like a typical seven hour school day. We understand that multiple Lower School families may be sharing technology (i.e., one computer) and that it is unrealistic to think that all children in a household can simultaneously log into an online classroom or complete assignments. Nor do we believe it is good or productive for any of our students to sit in front of a screen for long periods of time.

As St. Michael's does small in a BIG way, we plan to start out small, allowing our students, faculty, and families to get comfortable in the new ways of remote learning and interacting. From there, we will modify and enhance our curriculum, instruction plans, and expectations as we gauge input and feedback from our faculty and families. It takes time to create and establish new routines. We are here to help and support our families through this transition as we want all of our students to thrive and succeed.

It is also important to remember that uncharted waters related to COVID-19 will require St. Michael's to make decisions quickly (perhaps daily), so please understand that the current guidance and orders from state and national authorities we are following today could be obsolete tomorrow. **The keys to our shared success are patience, flexibility, optimism, and kindness. Thank you for supporting us and each other—the St. Michael's community remains as resilient and caring as ever. For that, we couldn't be more grateful!**



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GUIDELINES

Conduct

- It is important to remember that although students will not be physically AT school during remote teaching and learning, they will still be IN school.
- Students should abide by our St. Michael's DRAGONS' values (and for our Middle School students, the Honor Code) in all that they do, even via remote learning.
- When using technology, each student should abide by our [**Technology Acceptable Use policy**](#) regarding online conduct and digital citizenship. (A reminder that when students are logged into our School network, they are NOT to use the Google Meet video conferencing or chat functions for personal use with friends.)

Dress Code

- A more casual dress code will be in effect while students are working remotely as we want them to be comfortable in their new learning environments. Please remember that many students will be meeting teachers and classmates in real-time video conferences so they should be appropriately attired. Also be mindful of what is in the background of video conference screens.
- Athletic attire and logos are acceptable. No PJ's, tank tops, or inappropriate phrases on clothing, please.
- As we want to foster our sense of school community and pride during remote learning, **EVERY FRIDAY is now Dragon Dress Day**. Students and faculty, show us your St M blue and white when you login online. Go Dragons!

Classwork Expectations

- Online classwork and independent work will be assigned in the context of the remote learning program. Students must model good time management as assignments may be due several days later, not necessarily the next day. All students are expected to prepare for their classes in order to show points of progress.

Progress and Feedback

- Teachers will evaluate progress in a number of different ways to ensure that students are meeting benchmarks and goals.



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TIPS TO PROMOTE SUCCESS

We are all about to do something pretty extraordinary. Yes, this is an uncertain time ... but you are also a part of history right now as this is the first time St. Michael's has gone "virtual." St. Michael's is here to help and support our families through this transition.

- Set up a regular school workspace at home. Minimize distractions during the times students are "in class."
- STUDENTS:
 - Communicate, communicate, communicate. If you are asked to do an online video chat or discussion board, get on it quickly. Answer your emails and respond to your teachers promptly. Reach out to your teacher and ask questions if you are confused or overwhelmed.
 - Be present! Pay attention and participate fully in online and offline activities.
 - Be diligent about staying on task and completing assignments.
 - Exercise each day, take brain breaks, and maintain healthy eating and living activities.
- PARENTS:
 - Help students stay on top of their work. Our Dragons will need structure and guidance on time-management and deadlines, as well as checking daily assignments and schedules.
 - Establish times for your child to turn off screens. Encourage physical activity and creative play. As spring weather is upon us, encourage children to get active outside.
 - Communicate, communicate, communicate. We want to hear from you if you have ideas, kudos, frustrations, or if your family is overwhelmed.
 - If your students have cell phones, we ***strongly*** suggest that they place it in a different room from their workspace as it will greatly minimize distractions. They should not need it unless they are asked to take a photo of an assignment.
 - For grades 2-8, please ensure your child is checking their School email, Google Classroom and Google Calendar (Grades 6-8) on a DAILY basis. (More info on this is below.) Parents in Grades K-1 will need to log on to their child's grade level Google Classroom for class video conference times and remote learning activities.
- We ask that all families spend time talking about Remote Learning expectations and also carefully reviewing the division-specific plans and schedules.

WHAT IF YOUR CHILD (OR A FAMILY MEMBER) BECOMES ILL?

- **If your child is ill and unable to participate in Remote Learning activities, please send an email to your child's teacher (Lower School) or advisor (Middle School.)** If your child and/or an immediate family member is ill with COVID-19, we ask that you confidentially inform [Merrill Geier](#) (Lower School) or [Jessica Stargell](#) (Middle School).



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LOWER SCHOOL PLAN (Grades K-5)

Remote learning for ALL students will begin on MONDAY, MARCH 23.

The most important thing to keep in mind as we begin this journey is that this is the first day of school. It will take a very long time to do something that down the road will take no time at all. For those of you who are adept at using the sharing platforms, it will feel like everyone else is taking an inordinately long time, but this is what learning looks like.

GRADES K-5

During every school day, teachers will provide both times for students to work independently and collaboratively, using online and offline resources. The main goal of our first week of remote learning is to get students and teachers acquainted and comfortable with the technology they will be using.

Being ever mindful of the amount of screentime appropriate for younger children, we will provide opportunities for them to read, write, share ideas, explore, create, play, and move.

- **ACADEMIC TECHNOLOGY:** All teachers will use **Google Classroom** to post assignments, resources, and announcements. Your teachers, with support from our remote learning technology team (Dave Grossman, Sarah Munro, Wells Bridgforth, and Philip Tickle), will guide students on how to utilize the technology.
 - Each grade will have a dedicated Google Classroom page on which will be posted specific assignments by subject. *A full listing of Google Classroom codes is at the end of this document.*
 - Teachers may post lectures, videos, or demonstrations in Google Classroom for students to watch and respond to when working independently.
 - VIDEO CONFERENCING: Teachers will also use a group digital video conferencing tool called **Google Meet/Hangout**. Students and teachers can see each other and collaborate in real time through their computer screens. Students will access the Google Meeting through the grade's Google Classroom page. Teachers will set rules for how they want students to collaborate in the online classroom.
- **ACCESSING YOUR CHILD'S GOOGLE CLASSROOM:** Students in grades 2-5 have St M email addresses and are able to log into Google Classroom because they have done it in technology class with Miss Munro. However...



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- If students in grades 2 & 3 have trouble logging in to the classroom, they should contact [Wells Bridgforth](#).
- For students in grades 4 & 5, if there are problems logging into technology, please contact the homeroom teacher or [Philip Tickle](#).
- Grades K & 1 are different because PARENTS WILL HAVE TO CREATE Google email accounts for themselves if they don't already have one. Once a parent has a Google email (Gmail) account, the parent will be able to access the Google Classroom for the child.
 - If you DO NOT have a personal Google account you will need to create one to join the grade K or 1 Google Classroom. [Click here for directions](#).
 - If you DO already have a personal Google account, you can [click here to join the Google Classrooms](#) that apply to your student(s).
 - For students in grades K & 1, if there are problems accessing the technology, please contact the homeroom teacher or [Sarah Munro](#).
- **Google Classroom Tutorials for anyone that needs help:**
 - [How to join Google Classroom with a class code](#).
 - Here is also a [video tutorial](#) on how to join Google Classroom.
 - Here are two tutorials on using Google Meet/Hangout, the online video conferencing tool that will be used: [Tutorial ONE](#) and [Tutorial TWO](#).
- Students and parents will find a welcome greeting message on each class's page with an important link to the first Google Meeting.
- **SCHEDULE:** A learning schedule will be posted on the Google Classroom page. It may be just one day's expectations to begin, but expect the page to grow as students and teachers become accustomed to the platform. **Please make special note of online learning start times. The week will be structured on a Monday-Friday schedule, not the in-school A-G day rotational schedule.**
 - While we are going to be adding subject information and scheduling to our Google Classrooms, we know that the learning curve is steep. Therefore, for this Monday and Tuesday, we will be working on online etiquette, participating in the Google Meeting, accessing recording information, and other skills needed to be effective online learners.
 - Students will not receive instruction in enrichment classes, although enrichment teachers are launching Google Classroom sites with fun, supplementary activities should students wish to partake.
 - **Students should visit their Google Classroom regularly. Updates will be posted daily by 8:30 a.m.**



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- **ATTENDANCE:** Online attendance will be tracked. This is not meant to be punitive, rather it is a way for us to understand if students have missed classes so we can ensure they do not fall behind. We do understand that based on family schedules, it may not always be possible for a student to log into a class video conference at the time it is scheduled to be live.
 - All Google Meet class video conferences will be recorded and posted on Google Classroom so students may go back and watch if they were unable to attend or if they have questions.
 - A student has “attended” when they have either joined the meeting or accessed and watched the recorded video, have accessed the Google Classroom, and can show progress on the day’s assignments.
 - Teachers will check in with parents if a student consistently does not attend online presentations or appears to be falling behind in class.
- **OFFICE HOURS:** Teachers will be available during set times for “office hours.” This is when students (and parents if needed) may email teachers to ask questions regarding their learning topics and assignments. **Teachers in the Lower School will post their individual office hours on their Google Classroom pages to begin.** At that time, teachers will either send email responses to student questions or set up Google Meetings to help with questions.
- **STUDENT SUPPLIES:** Students will need a family computer or mobile device (tablet/phone) with a web camera, and will use the information above for instruction in linking to the Google Classroom platform. They will also need any texts, binders, and standard school supplies normally used on Campus. In addition, if available, headphones or earbuds with a mic are helpful to make hearing and speaking much clearer in a digital-learning realm. **We encourage parents to download the Google Classroom and Google Meet /Hangout apps on any non-school devices that will be utilized.**

MIDDLE SCHOOL PLAN (GRADES 6-8)

Remote learning for ALL students will begin on MONDAY, MARCH 23.

During every school day, teachers will provide both times for students to work independently and collaboratively, using online and offline resources. As is currently standard in the Middle School, all core class teachers will use **Google Classroom** to post assignments, resources, and announcements. The main goal of our first week of remote learning is to get students and teachers acquainted and comfortable with remote learning and the digital video conferencing technology they will be using. (Parents, ask your children to show you their Google Classroom accounts.)



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- **SCHEDULE:** A learning schedule will be sent out weekly. The schedule for the week of March 23 is attached below. **Please make special note of online learning start times. These online class times also feed directly to each student's Google Calendar in Google Classroom for easy tracking.** The week will be structured on a Monday-Friday schedule, not the in-school A-G days rotational schedule.
 - For the week of March 23, core classes will meet online two times per week in allocated blocks of times.
 - Advisories will meet online next week at 9 a.m. Monday for 30 minutes and the rest of the week for 15 minutes at 9am.
 - To help students stay organized, assignments can flow directly to a student's calendar in Google Classroom. Your teachers, with support from our technology team, will remind students on how to utilize the technology.
 - Students will NOT receive instruction in enrichment classes, although enrichment teachers are launching Google Classroom sites with fun, supplementary activities should students wish to partake.
 - **Students should check their school email, Google Classroom, and Google Calendars regularly. Updates will be posted daily by 8:30 a.m.**
- **ACADEMIC TECHNOLOGY:** Each core class will have a dedicated Google Classroom page where specific assignments by subject will be posted. *A full listing of Google Classroom codes is at the end of this document.* Each advisory will also have a dedicated Google Classroom page.
 - Teachers may post lectures, videos, or demonstrations in Google Classroom for students to watch and respond to when working independently.
 - Teachers will also use a group digital video conferencing tool called **Google Meet**. Students and teachers can see each other and collaborate in real time through your computer screen. Students will access the meetings through the Google Classroom page of the class they are to attend. Teachers will set rules for how they want students to collaborate in the online space.
 - **Google Classroom Tutorials for anyone that needs help:**
 - [How to join Google Classroom with a class code.](#)
 - Here is also a [video tutorial](#) on how to join Google Classroom.
 - Here are two tutorials on using Google Meet/Hangout, the online video conferencing tool that will be used: [Tutorial ONE](#) and [Tutorial TWO](#).
- **ATTENDANCE:** Online attendance will be tracked. This is not meant to be punitive, rather it is a way for us to understand if students have missed classes so we can ensure they do not fall behind. We do understand that based on family schedules, it may not always be possible for a student to log into a class video chat.



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- All Google Meet class video conferences will be recorded and posted on Google Classroom so a student may go back and watch if they were unable to attend or if they have questions.
- A student has “attended” when they have either joined the meeting or accessed and watched the recorded video, have accessed the Google Classroom, and can show progress on the day’s assignments.
- Teachers/Advisors will check in with parents if a student consistently does not attend online presentations or appears to be falling behind in class.
- **OFFICE HOURS:** Teachers will be available during set times for “office hours.” This is when students (and parents if needed) may email teachers to ask questions regarding their learning topics and assignments.
 - **Middle School Office hours FOR THE FIRST WEEK are Monday, Wednesday, Friday from 8-9 a.m. and 3-4 p.m.**
 - At that time, teachers will either send email responses to student questions or set up Google Meetings to help with questions
- **STUDENT SUPPLIES:** Students will need a family computer or mobile device (tablet/phone) with a web camera, and will use the information above for instruction in linking to the Google Classroom platform. They will also need any texts, binders, and standard school supplies normally used on Campus. In addition, if available, headphones or earbuds with a mic are helpful to make hearing and speaking much clearer in a digital-learning realm. **We encourage parents to download the Google Classroom and Google Meet /Hangout apps on non-school devices that will be utilized.**

**[CLICK HERE](#) for the MIDDLE SCHOOL
ONLINE LEARNING MEETINGS SCHEDULE BY GRADE/CLASS
for the week of March 26.**

Again, these online learning meeting times also feed directly to each Middle School student’s Google Calendar in Google Classroom for easy tracking. Parents: Please show this schedule to your Middle Schooler as they will be better prepared to understand the sequence next week.



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If you have a question about...	Contact
A learning activity or course assignment	The classroom teacher via email Please give teachers 24 hours to respond.
A technology issue	Dave Grossman, Director of Technology dgrossman@stmschool.net
How to retrieve an item from a locker or classroom	Mike Jackson mjackson@stmschool.net

UPCOMING PARENT CONFERENCES

You will be receiving an email in the next two weeks about quarterly parent conferences to be held digitally the week of April 13. More about this soon.

COVID-19 RESOURCES

We are continually updating our [COVID-19 webpage](#) with the most recent School updates, links to health organizations, health and wellness tips, and School contacts. Please check the new webpage often and consider bookmarking it for future reference.

SHARE YOUR REMOTE LEARNING FEEDBACK

If you have general questions or suggestions about Remote Learning at St M, we have created a new email address to collect your feedback. Email us at remotelearning@stmschool.net. This email will be checked regularly, and the appropriate division or department leader will respond to you in a timely manner. As always, you may contact your child's teacher, advisor, or division director for specific questions that relate to your child's needs.



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GOOGLE CLASSROOM CODES

Each faculty member for grades K-8 will keep an up-to-date Google Classroom page with assignments and supplemental material. Students (or parents in K-1) should check Google Classroom, Google Calendar (Grades 6-8), AND their school emails (Grades 6-8) daily. Classroom log-in codes are below.

- **An important note, the Google Classroom codes below ARE DIFFERENT than what was published in the School Directory in August as Google updated their platform in November. Middle School students are already using the codes below.**
- **As well, when your child logs into Google Meet for remote learning, please be aware that classroom online meetings WILL BE recorded and posted afterwards to the applicable Google Classroom page.**
- **Tutorial: [How to join Google Classroom with a class code.](#)**

LOWER SCHOOL CODES

Kindergarten: nzlkxmo

First Grade: hnbc7on

Second Grade: jbmxxob

Third Grade: uwfftmv

Fourth Grade: rfrou6q

Fifth Grade: nocnq6h

Enrichment (These fun, supplemental activities are NOT required during remote learning.)

- **Library -Mrs Wise:** sz6hk66 - coming soon
- **Health and PE -Mr. Kern & Mrs. Martin:** lv3wdsz
- **Lower School Music: Mrs. Childs and Mr. Tickle**
 - K-2 Music: j4ihma2
 - 3-5 Music: 75owhk5
- **Art: Mrs. Craig (All Grades):** l5n6xfu (this starts with a lowercase L)
- **Spanish: Ms. Gill**
 - Grades 2 and 3: gew5ris
 - Grades 4 and 5: wqnurlh

Keep Reading!

Mrs. Wise, librarian extraordinaire, asked us to share that the Junior Library Guild is offering FREE access to an extensive collection of e-books at elementary, middle, and high school levels.

Click [HERE](#) for access and more information.



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MIDDLE SCHOOL CODES

Mrs. Evans (Science/Math)

Science 6E: nn6o7bd
Science 6F: ytqksfk
Science 6G: j2gbgii
Pre-Algebra 7E: 2dyvq3g
Evans Advisory: 6r66n5y

Ms. Futrell (Social Studies)

8C: lvvjeyi
8B: xl5mmk5
8A: ernovih
7C: cgetv5r
7A: qxrp3qi
Futrell Advisory: hu22q7o

Mrs. Guyer (Math/Science)

Math 6E: an4rmmps
Math 6F: 3s67jnb
Algebra 7G: 7tdyrff
Life Science: enqqtlk
Guyer Advisory: pfi4cgq

Mr. Hayward (Math)

Geometry 8G: oq5hi7j
Algebra 1 8E&F: fx3c3fh
PreAlgebra (7F and 6G): frmxtott
Hayward Advisory: u7tmu3n

Ms. Hazelton (English)

English 6A: en4hwq3
English 6B: oxstu42
English 6C: cdpmmpy3
English 8B: oq5oy64
Hazelton Advisory: 4235ei7

Mr. McBride (History)

World History 6A: knvgdmv
World History 6B: ls7gsst
World History 6C: qjayer2
American History 7B: knjycyq
McBride Advisory: clggfrm

Sra. Schmidt (Spanish)

Spanish 2: 36hih65
Spanish 6A: 43mi7yk
Spanish 6B: h354m4u
Spanish 6C: hujnryq
Schmidt Advisory: sumjfi5

Mrs. O'Dell (English)

7A: b5hd3f
7B: avxcwuq
7C: flr2k76
8A: 6odlvlj
8C: jcifmkf
O'Dell Advisory: kqf3cib

Sra. Whitaker (Spanish)

7A: ffrww3l
7B: 2jcepdn
7C: qaj22sg
8B: mclsops
8C: bszhjjm
Whitaker Advisory: xuv325d

Mr. Winkler (Science)

Science (7): 7d4dnbs
Science (8): drvxcf6
Winkler Advisory: qizh7zx



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ENRICHMENT

These are fun, supplemental activities and are NOT required during remote learning.

Middle School ATT&L: Mr. Hansen

6E: 6uxhase
6F: wjlr4nw
6G: 32uonjf
7E: gytlpdw
7F: rhqqsmg
7G: vevqtb
8E: l7f57ky
8F: hge5q2f
8G: 2jvzbev

Music Lower School: Mr. Tickle/Mrs. Childs

K-2 Grades: j4ihma2
3-5 Grades: 75owhk5

Music Middle School: Mr. Tickle

6E - 2vi6gf4
6F - s4rojwb
6G - iyuh3gc
7E - r3evtxq
7F - 5mcdf4c
7G - fx267y3
8E - nblfeqn
8F - jj3a3m6
8G - 7j5j23z
Advisory: vdhkjiu

Health and PE: Mr. Kern & Mrs. Martin

Middle School: s7xzgnf

Design: Mr. Bridgforth

6E: 2fwvid2
6F: zqym4fx
6G: c22tcpj
7E: 667pul4
7F: 32vfxpz
7G: pqe5kjr
8E: nefmmg5
8F: 3o5gsxg
8G: cgqlgzp
3rd Grade: pjqe2q5
4th Grade: tnnmiwj
Advisory: yztdo77

Art (All Grades): Mrs. Craig

l5n6xfu (this starts with a lowercase L)

Libraries: Mrs. Wise and Mrs. Carpenter

Lower School: sz6hk66 - coming soon
Middle School: ruqa3an - coming soon

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