

SISTER THEA BOWMAN CATHOLIC SCHOOL
COVID 19 SCHOOL CLOSURE
eLEARNING PLAN

Contents

OVERVIEW1

END OF ACADEMIC YEAR REQUIREMENTS2

 End of Year: MAY 15, 20202

 4th Quarter Grades2

 4th Quarter Letter Grade:2

 4th Quarter “Incomplete” Grade:2

 4th Quarter Grading Example:2

REPORT CARDS.....3

END OF YEAR SCHOOL RESOURCE DROP-OFF, PACKET PICK-UP.....3

 DROP-OFF DATES and TIMES3

 RETURNED / DROP-OFF MATERIALS3

 DROP-OFF PROCEDURES4

REGISTRATION4

 REGISTRATION PACKETS4

SUMMER SESSION5

 VIDEO/TELECONFERENCE SESSIONS5

 COMPUTER DEVICES5

 TECHNOLOGY PROBLEM5

 COMMUNICATION5

COUNSELOR SUPPORT5

MEAL PROGRAM.....6

GRADATION.....6

OVERVIEW

The following eLearning Year Close-out and Summer Session Plan will provide information on how the 2019-2020 Academic School Year for Sister Thea Bowman Catholic School in East St Louis, IL will be completed and how Remote Learning Summer Session will be conducted.

END OF ACADEMIC YEAR REQUIREMENTS

End of Year: MAY 15, 2020

The Diocese of Belleville made the last official Day of school for Sister Thea Bowman Catholic School and all other schools in the diocese **Friday, May 15, 2020**. This was the last day of formal classes.

May 18 - May 22 is to be used by students to finish outstanding packets / work to “raise grade” or to replace an “Incomplete” grade with a letter grade. Parents/Guardians will work directly with teachers to coordinate missing work completion and submission for grading.

For students who have not completed their 4th Quarter work as required, Parents/Guardians will be contacted by teachers for make-up work requirements.

4th Quarter Grades

Students will receive a letter grade or an “Incomplete” for 4th Quarter in their subjects.

4th Quarter Letter Grade:

4th Quarter letter grades will be based on one of the following:

1) **4th Quarter grade is the average of Quarters 1-3 grades:** Student maintained the same level of work mastery or a lower level of work mastery as compared to Quarter 1-3 grades. Or, no work was assigned for this subject through eLearning.

2) **4th Quarter grade is based on 4th Quarter work:** Student has done work above Quarters 1-3 average.

4th Quarter “Incomplete” Grade:

An “Incomplete” will be given for any student completing less than 50% of their work, to include Learning Session attendance and Packet Completion as recorded and determined by each teacher.

Parents/Guardians will have to work with each teacher to determine the work needed to replace an “Incomplete” with a letter grade.

All work needs to be completed by May 22, 2022. Students with an “Incomplete” grade after that time, will receive an “I” on their report card, and they will need to do Summer Session to replace the “I” with an appropriate letter grade.

Students failing to replace the Incomplete will not be able to register at Sister Thea Bowman Catholic School until the work has been completed.

4th Quarter Grading Example:

A student has the following grades: 1st Qtr = A; 2nd Qtr = B; 3rd Qtr = C. The average is a B.

1) For the 4th Quarter, they can get no lower than a B, as that is the average of Qtr 1-3.

2) If they do really well in eLearning, the teacher may give them a grade higher than a B.

- 3) If they did not participate, they will get an “I” for Incomplete.
- 4) If there was no 4th Qtr work for this subject, they will receive the average of Qtr 1-3, in this case a B.

REPORT CARDS

Report cards are planned to be mailed out by June 5, 2020. If any report cards are completed before May 27, they will be in student materials for pick-up on May 27/28.

END OF YEAR SCHOOL RESOURCE DROP-OFF, PACKET PICK-UP

DROP-OFF DATES and TIMES

The dates will be Wednesday, May 27, or Thursday, May 28.

The time windows will be from 7:00 AM until 5:00 PM each day.

All families must pick a time window from those two days/times. A sign-up link will be sent to each family’s cell phone and/or e-mail based on the one we have listed in Option C.

Any family who is not able to come during the specified dates/times must contact the school at sistertheabowmanschool@srthea.org and ask to be contacted to set up an alternative time.

All items are due by Friday, May 29, 2020.

RETURNED / DROP-OFF MATERIALS

Teachers will provide a specific list of materials to be returned by the family. These will include, but are not limited to:

- 1) Violin (instrument, case, bow, blanket). Clean and in great condition.
- 2) Borrowed Chromebook or iPad. Clean and in great condition. Must have power supply also. Please return in supplied carry bag.
- 3) Borrowed Textbooks. Each teacher will provide a specific list of books needed. Clean and in good condition.
- 4) Library Books. Clean and in good condition.
- 5) WiFi HotSPot. This is for families who checked one out.
- 6) Additional materials identified by the teacher or school that are school property.

Items that should not be returned to the school:

- 1) Consumable Workbooks. For example, the Journeys Notebook, GoMath Workbook, and Religion Books are not returned to school.

2) Student School Supplies. For example, pencils/pens, pencil boxes, binders, etc are not returned to school.

3) Violin or Chromebook / iPad are not returned if the teacher provides permission to keep it over the Summer for continued work/study. Each teacher will provide a list of exempted students to the office.

DROP-OFF PROCEDURES

***** ALL FAMILY/STUDENTS ENTERING THE GYM MUST BE WEARING A MASK! ***** You will not be allowed into the gym without a face covering.

1) Pull up in the playground parking area near the gym.

2) Only one person (Parent/Guardian) per family may enter the gym. Students must remain in the car, or next to their car in the parking area.

3) Parent/Guardian enters through the Red Cafeteria Door. They will bring their student's materials to the staff member, and place it on a table. The Parent/ Guardian will be responsible to open and bags or cases to show the staff member what they are returning.

4) The staff member will check off the materials. If all required materials are accounted for, the staff member will sign the checklist as complete. If any materials are missing, the staff member will notify the Parent/Guardian, and the checklist will be marked as incomplete with missing items noted. The parent/guardian must return with the missing items by Friday, May 29.

5) Once the parent/guardian completes the return process, they can collect a to-go meal, go to their student's packet location on the tables, pick up any remaining supplies, and leave through the white chapel door.

Some teachers have gone to all online learning, so please check with your teacher to see if you need to pick up paper packets. If your student needs a paper packet, please notify your teacher to make arrangements for it.

REGISTRATION

REGISTRATION PACKETS

We are starting Registration this week.

If you still have the Registration Packet we sent home in March, now is the time to return it. If you do not have your materials, you can get them off the website at: https://stbcs.com/online_forms/. If you have an issue, please call the office to request another packet.

We will be collecting Registration Packets on May 27, 28 during the End of the Year Drop-off.

Please bring it to the cafeteria during that time.

For the Registration Fee, please take a Regions Deposit Slip with you with your \$50 per student to any Regions Bank and make the deposit. PLEASE WRITE your student's name on the Deposit Slip along with the word "Registration". Please write the students name on and return the deposit receipt to the school in your registration packet or to the office.

The registration fee will remain \$50 until July 1, 2020. Please contact the school with any questions.

SUMMER SESSION

VIDEO/TELECONFERENCE SESSIONS

Students who are required to or invited to attend Summer Session will be contacted by the Summer Session host teacher or tutor. Students will attend videoconference sessions as scheduled, and they will complete all assigned work. Any scheduling or technology issues should be reported to the teacher and school office for resolution.

Summer Session Registration Forms will be sent to families via e-mail based on the Option C account. If you need the form in some other manner, please contact the office.

COMPUTER DEVICES

Computer devices (Chromebook or iPad) used during the Summer Session **are for school work use only.** Parents/Guardians are responsible to monitor the devices and to protect and care for the devices. Remote monitoring of device activity will be done by school staff, and families can be requested to return a device at any time for additional checks. All school Internet Use Policies will be in place.

TECHNOLOGY PROBLEM

If a student has problems, they should first try to contact their homeroom teacher for assistance. If the technical issue is much more involved then please contact Brother Tom Eaton at:

eaton.bowman@gmail.com, or at (618) 623-7107 Mon - Fri 9AM - 3 PM.

If you cannot get in touch with somebody, please contact the office.

COMMUNICATION

Summer Session Teachers will contact registered students be available from at least 9 AM - 2 PM on school days. They may adjust hours as necessary to accommodate student learning schedules. Check with your teachers for specific help schedules.

COUNSELOR SUPPORT

Sister Thea Parents, Guardians, and Families: Have questions, concerns, need someone to speak with? Please contact the office to arrange for a counselor to contact you about student concerns during the summer.

MEAL PROGRAM

We will discontinue the Meals To-Go program on May 29, as participation is low. If you rely on our Meals To-Go program, please contact the school at sistertheabowmanschool@srthea.org, or contact Mr. Nickerson at the office, so we can look at options.

GRADATION

We are planning a Drive-In Graduation Ceremony on Friday, June 5 at 10:00 AM (Rain Date: June 6 at 10:00 AM). This will be held outdoors with students and families arriving in their cars and parking in designated areas on the playground. Staff and friends may join, as long as they remain in their cars in designated spaces behind the graduates. More information will follow as we work through more ceremony details with our 8th Grade students and families on plans.

As always, if you have any questions, please send an e-mail to sistertheabowmanschool@srthea.org, or contact us at the office M-F from 8 AM - 3 PM.

Blessings, Health, and Peace,

Dan Nickerson
Principal