

SISTER THEA BOWMAN CATHOLIC SCHOOL
eLEARNING PLAN
2020-2021

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OVERVIEW

Sister Thea Bowman Catholic School developed this eLearning Plan for times when it is not possible to conduct school under traditional models. The goal of this plan is to create consistent, effective instructional and learning expectations for teachers, students, and parents/guardians; ensuring students receive meaningful instruction and constructive feedback with effective academic measures in place.

ACADEMIC REQUIREMENTS

All students enrolled in Sister Thea Bowman Catholic School are required to participate in video teleconference (ZOOM) sessions and complete assigned work, assessments, and projects on eLearning days. The Illinois State Board of Education requires every student to complete at least 5 clock hours of academic work per school day. Academic work can be a combination of direct teacher instruction via video teleconference, online work, reading, class projects, labs, and/or individual work.

Refer to the Zoom and eLearning etiquette in the appendix for expectations to follow for eLearning

ATTENDANCE

All teachers will be taking attendance daily. Students are required to attend classes every day that school is in session. During ZOOM sessions students will keep their video on the entire time. If a student is unable to participate by video due to technical problems this should be discussed with the teacher. Parents/guardians should inform the school of a student absence by calling 618-397-0316/4926 **AND** email the student's teacher.

ZOOM SESSIONS

Part of a student's academic learning will be participating in Zoom sessions with their teacher and classmates. Students and parents/guardians will be provided Zoom access information and if the information changes all will be notified. Students are required to attend all sessions unless prior permission is granted by the homeroom teacher. If a student cannot attend a ZOOM session, it is the parent/guardian responsibility to contact the teacher to explain the reason for the missed session.

Refer to the Zoom and eLearning etiquette in the appendix for expectations to follow when using Zoom.

STUDENT PACKETS

Student resources will be sent home at the beginning of the school year. Any additional materials will be sent home as necessary, and families will be notified by the teacher or principal with pick-up information. If you need to drop off materials for a teacher, please bring it to the office and ensure materials are all labeled with student name and grade.

ACADEMIC MATERIALS

Students will be given books from each class, including consumables, as determined by the teacher. If a student needs additional materials, please contact the homeroom teacher, and additional materials may be provided for pick up.

VIOLINS

Students will continue violin instruction when eLearning. All students will have their violins, which must be well protected and cared for by both student and parent/guardian. Violin and/or violin case replacement or repair

can cost up to \$350, so please make sure violins are stored and cared for correctly. Mr. Tinge can be reached via email at ptinge@srthea.org.

COMPUTER DEVICES

All students will be issued a Chromebook to use for their schoolwork 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 ISSUES

If a student has technology 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: breaton@srthea.org, or at (618) 623-7107 Mon - Fri 9AM – 3 PM. If you cannot get in touch with anyone, please contact the school office.

ADDITIONAL ACADEMIC MATERIALS

Teachers will provide or send home additional items such as news articles, books, poems, science materials, etc. for use by the students to complete class work. If a student needs additional materials such as construction paper, printed copies of online, or project materials, they need to identify this to the homeroom teacher. We have many books for our students to read. Some will be sent home by teachers for specific reading assignments.

GOOGLE CLASSROOM

Google Classroom allows the teacher to create classes, distribute assignments, grade and send feedback, and see everything in one place. Google Classroom allows students to track classwork and materials, share resources and interact in the class stream or by email, submit assignments, get feedback and grades.

See Appendix for instruction on using Google Classroom

ONLINE MATERIALS

Teachers will utilize online resources as main teaching tools or to augment available printed materials. Students will use school provided computer devices, or personal computer devices to use online resources. Teachers will assign specific dates/times for completion or submission of online assignments or assessments, and they will provide timely feedback on mastery of the assignment or assessment.

COMMUNICATION

Teachers will use several methods to communicate with parents/guardians, the main communication will be through Google Classroom. For texting or phone calls, we need to have that communication through a parent/guardian, or appointed adult's phone for everyone's protection. ZOOM Sessions can be accessed through a student device, as it is a group session.

Teachers will be teaching from 8 AM – 3 PM on school days. They may adjust hours as necessary to accommodate student learning schedules. Each teacher will provide Office Hours once per week for additional family and student help.

EVENING OFFICE HOURS AND TUTORING

Every teacher will offer office hours one evening a week. This time will be for the parents to discuss questions or concerns with the teacher or for the teacher to provide tutoring. Appointments are not required but recommended to ensure the teacher has availability. Parents/guardians can email their students teacher to set up their appointment or tutoring.

If a student, parent, or guardian requests tutoring and the teacher is not available the school has support staff and will make arrangements needed for the student to receive the tutoring requested.

See appendix for office hours.

OPTION C

Parent/Guardian must ensure they keep phone and e-mail information updated in Option C, so teachers can easily reach out to you with updates, issues, or reminders. If you have any issues with Option C access, contact the office at 618-397-0316, and speak with the principal or leave name, a detailed message, and current contact information.

QUESTIONS AND COMMENTS

Any questions specific to an assignment should be directed to the teacher through their preferred contact process. If you need to discuss your student and or assignments in more detail, teachers will have a weekly evening contact session for family members to touch base, or you can arrange a time directly with teachers.

If there are general eLearning questions or comments that are NOT urgent, please complete a contact us form at www.stbcs.com or email info@srthea.org and put eLearning in the subject field. Our staff will monitor this mailbox and forward your message to the appropriate staff member and/or respond to you directly.

If you have an urgent eLearning issue and need to speak with someone immediately, the school can be reached at 618-397-0316/4926 Monday – Friday 8am – 4pm.

COUNSELOR SUPPORT

Sister Thea Parents, Guardians, and Families: Have questions, concerns, need someone to speak with? We will be setting up a schedule to reach out to students. If anything is needed please contact the office

APPENDIX

Kindergarten

Teacher: Mrs. Beth Smith

Email address: Kindergarten@Srthea.org

Office hours: Tuesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

Kindergarten (Ms. Smith):

To join the Zoom meeting click here: <https://zoom.us/j/7271711760?pwd=N1RQUWIIYVV3cFVWTkZJSIRvSTdCZz09>

Meeting ID: 727 171 1760 Passcode:

1st Grade

Teacher: Ms. Kianna Jordan

Email address: firstgrade@Srthea.org

Office hours: Mondays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

1st Grade (Ms. Jordan):

To join the Zoom meeting click here:

<https://zoom.us/j/9254788962?pwd=QS83dDFtM0FTdGZ3a2ZUMEVGZ3FSdz09>

Meeting ID: 925-478-8962 Password:

2nd Grade

Teacher: Mrs. Janee Baldwin

Email address: secondgrade@Srthea.org

Office hours: Tuesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

2nd Grade (Ms. Baldwin):

Meeting ID: 908-028-1479 Passcode:

3rd Grade

Teacher: Mrs. Latrisha McGee

Email address: thirdgrade@Srthea.org

Office hours: Wednesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

3rd Grade (Ms. McGee):

Meeting ID 630-870-188

password:

4th Grade

Teacher: Ms. Skylah Hunter

Email address: fourthgrade@Srthea.org

Office hours: Tuesdays 5:00 – 6:00pm

ZOOM ACCESS INFORMATION

4th Grade (Ms Hunter):

MEETING ID: 814 477 3611 Password:

5th Grade

Teacher: Rev Tracy Holloway-Wiggins

Email address: fifthgrade@Srthea.org

Office hours: Tuesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

5th Grade (Rev Tracy):

Meeting ID: 448 606 1658 Passcode:

6th Grade

Homeroom Teacher: Mr. Paris Grimmatt

Email address: sixthgrade@Srthea.org

Office hours: Thursdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

6th Grade (Mr. Grimmatt):

Meeting ID: 815 968 1957 Password:

7th Grade

Homeroom Teacher: Mrs. Annamary King

Email address: seventhgrade@Srthea.org

Office hours: Tuesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

7th Grade (Ms. King):

To join the Zoom meeting click here: <https://us02web.zoom.us/j/84378307028?pwd=M3pEcGxzczjVWaW84eGlxZjNqNjEwdz09>

Meeting ID: 843 7830 7028 Passcode:

8th Grade

Homeroom Teacher: Ms. Mary McGeathy

Email address: eighthgrade@Srthea.org

Office hours: Wednesdays 6:00 – 7:00pm

ZOOM ACCESS INFORMATION

8th Grade (Ms Mary):

Meeting ID: 739 0361 3710 Password:

Artisans

Violin (Mr. Phil):

Meeting ID: 793 933 3964 Password:

Spanish (Mrs. Celia Fishman)

To Join the meeting:

[https://us04web.zoom.us/j/7178045482?
pwd=c2JmcEVyNGV2Z1NLUWF2dDhRUkhYdz09](https://us04web.zoom.us/j/7178045482?pwd=c2JmcEVyNGV2Z1NLUWF2dDhRUkhYdz09)

Meeting ID: 717 804 5482 Password:

Religion (Sr. Sharon)

Meeting ID: 747 535 2841 Passwords

Study (Ms. Spencer):

Meeting Id: 982 4686 9674 Password:

Sister Thea Bowman Catholic School Office Hours

Kindergarten

Ms. Beth Smith Tuesdays 6:00 PM - 7:00 PM

First Grade

Ms. Kiana Jordan Mondays 6:00 PM - 7:00 PM

Second Grade

Ms. Janee Baldwin Tuesdays 6:00 PM - 7:00 PM

Third Grade

Ms. Latrisha McGee Wednesdays 6:00 PM - 7:00 PM

Fourth Grade

Ms. Skylah Hunter Tuesdays 5:00 PM - 6:00 PM

Fifth Grade

Rev. Tracy Holloway-Wiggins Tuesdays 6:00 PM - 7:00 PM

Sixth Grade Homeroom

Mr. Paris Grimmett Thursdays 6:00 PM - 7:00 PM

Seventh Grade Homeroom

Ms. Annamary King Tuesdays 6:00 PM - 7:00 PM

Eighth Grade Homeroom

Ms. Mary McGeathy Wednesday 6:00 PM - 7:00 PM

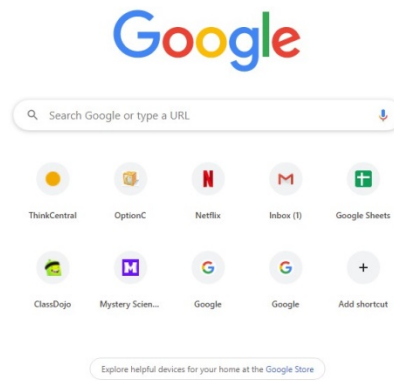
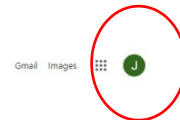
GOOGLE CLASSROOM

Google Classroom will be used by all teachers and students. This is a tool that allows the teachers to efficiently manage their classroom. It allows the teachers to create classes, post assignments, organize folders and view work in real-time. Included are tutorials to help navigate joining a new class, how to use Google Classroom and how to access homework and assignments.

We also have included a video tutorial to help students and families start using Google Classroom: https://www.google.com/search?rlz=1C1GGRV_enUS809US809&ei=xogPX70IDZPVtAbtlozYAQ&q=how+to+use+google+classroom+for+students&oq=how+to+video+google+classroom&gs_lcp=CgZwc3ktYWlQARgBMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABBHMgQIABHmAGD6EmgAcAF4AIABAlgBAJlBAJgBAKoBB2d3cy13aXo&sclicent=psy-ab#kpvalbx=_ogPX4D9JtWC9PwPI_Sp2Ac29

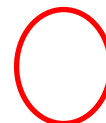
Joining a new class on Google Classroom

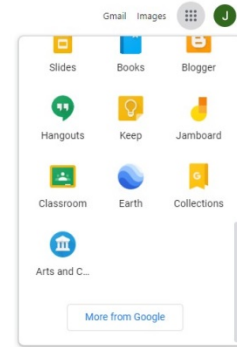
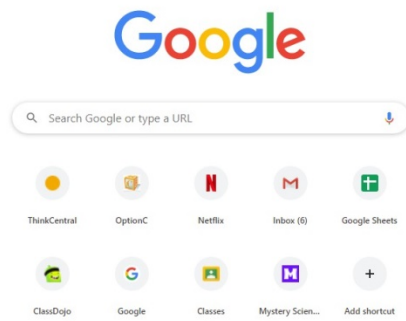
1. Go to www.google.com (You may receive an invitation through email; if so click the invitation link with in the email.)
2. Check the top right corner and make sure you are logged into google with the students google account.



3. In the top right corner click the nine dots and scroll down until you find the Google Classroom icon.

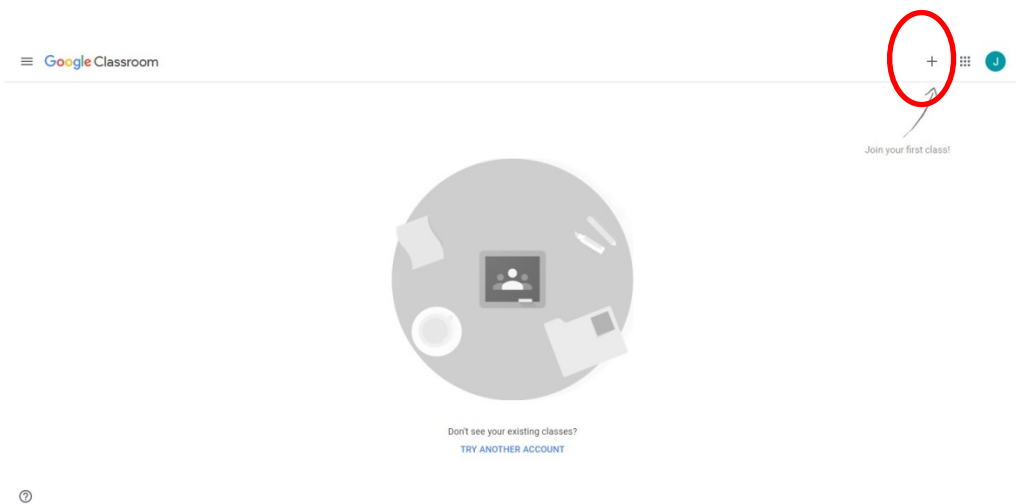
4. Click the Google Classroom icon.



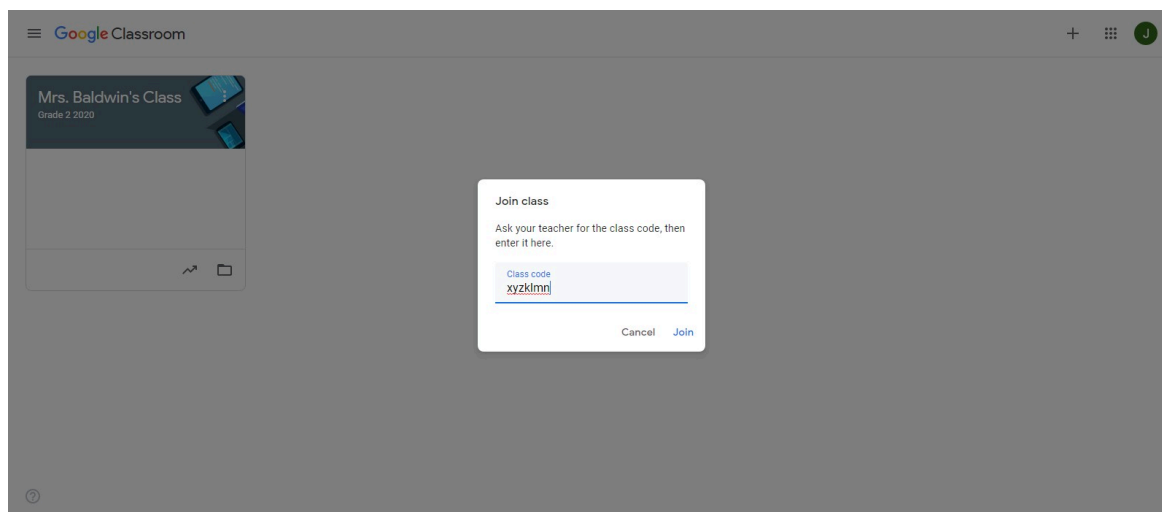


5. Click on the plus sign in the top right corner and

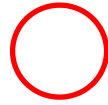
select join class.



6. Enter the classroom code that was provided by the student's homeroom teacher. Each class has a unique code.
7. After the class code is typed in, select join class.



8. A new class should appear on the screen. Click on the class. You have now joined a class on Google Classroom.



Google Classroom

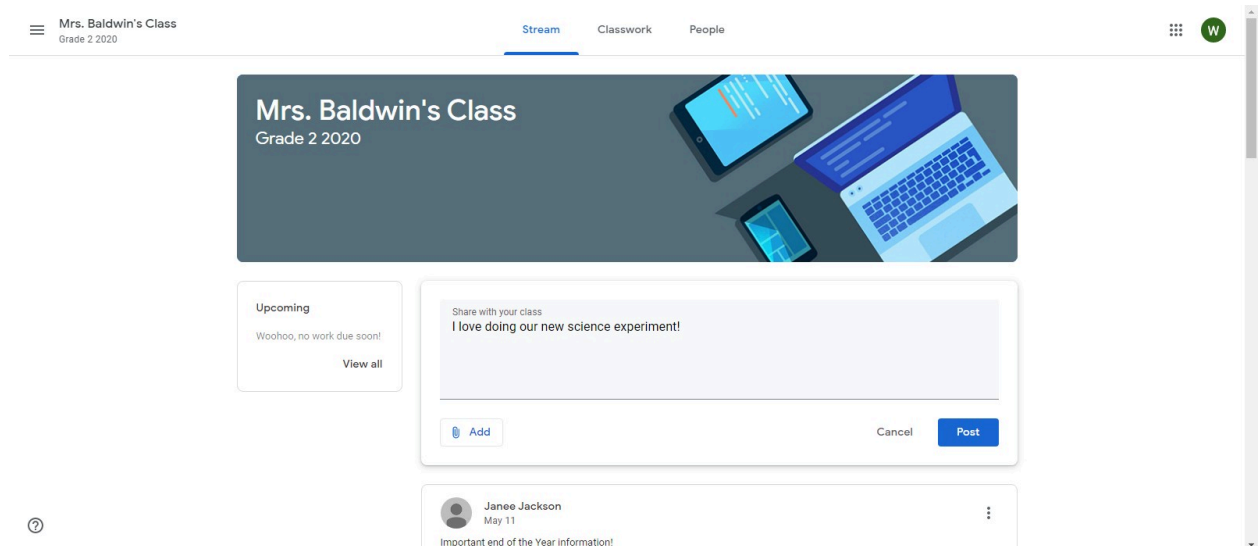


A class card for 'Mrs. Baldwin's Class' (Grade 2, 2020) is shown. The card features a header with the class name and grade, a main content area, and a footer with navigation icons. A red circle is drawn around the entire card, highlighting it as the subject of the instruction.

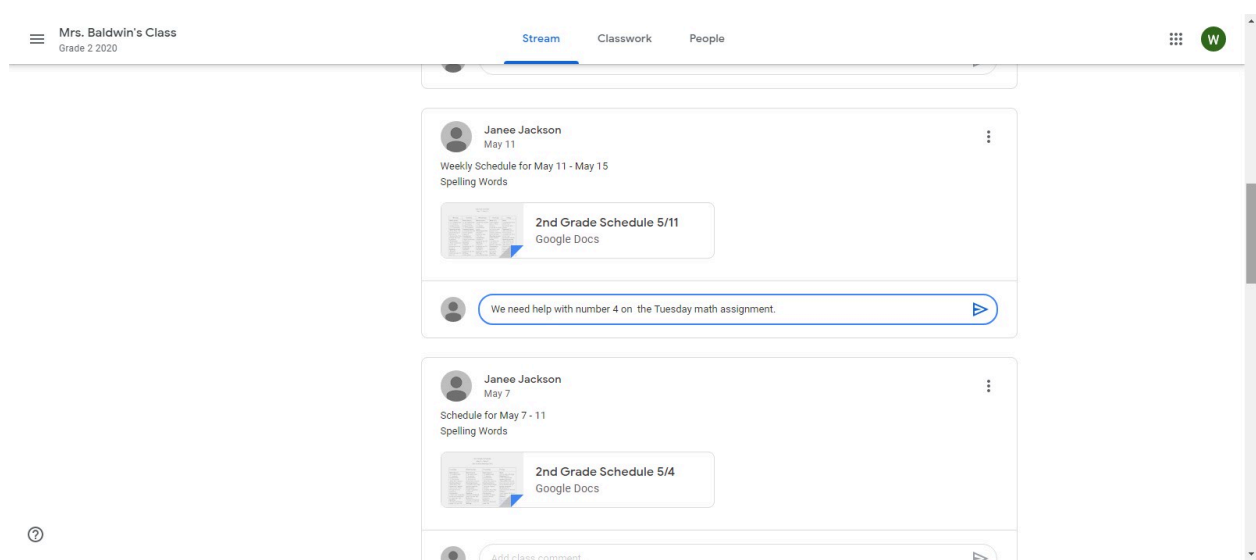


How to use Google Classroom

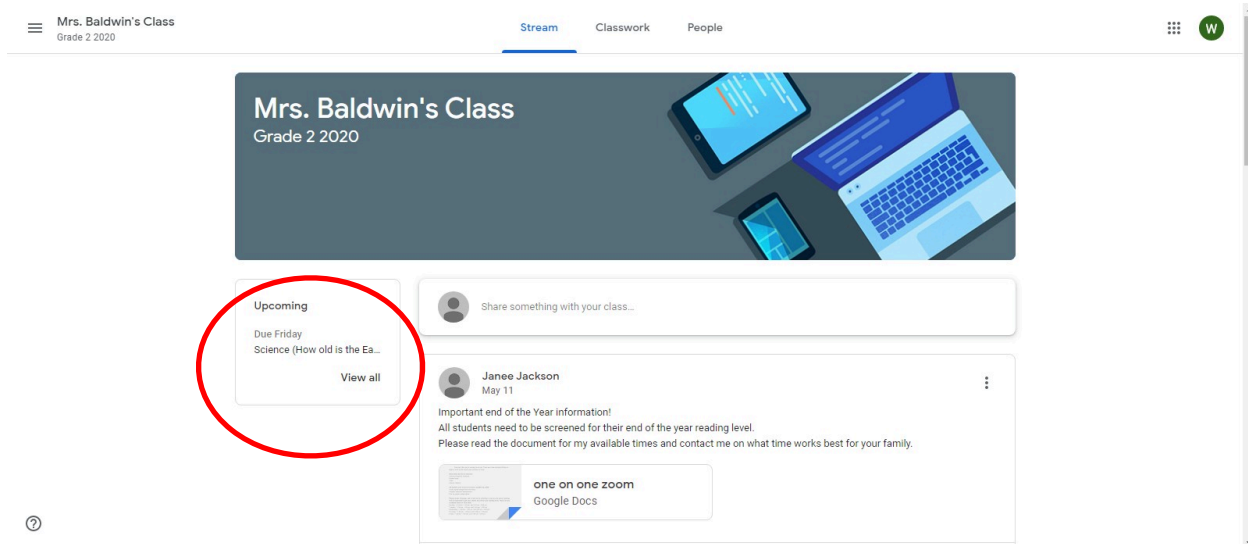
1. This is the main screen for each class on Google Classroom. Here you will see important messages from the teacher and new assignments.
2. At the top of the stream students and parents can post questions or say something they want to share. The teacher, other students, and parents will see this.
3. By clicking **Add** you can attach documents or videos.



4. When you are finished click **Post**. (This function may be disabled by the teacher.)
5. Also, you can comment on the teacher's or other students' posts.
6. Click the rectangle that says **add class comment** to begin typing.
7. When you are finished with your comment, click the blue arrow to post your comment.

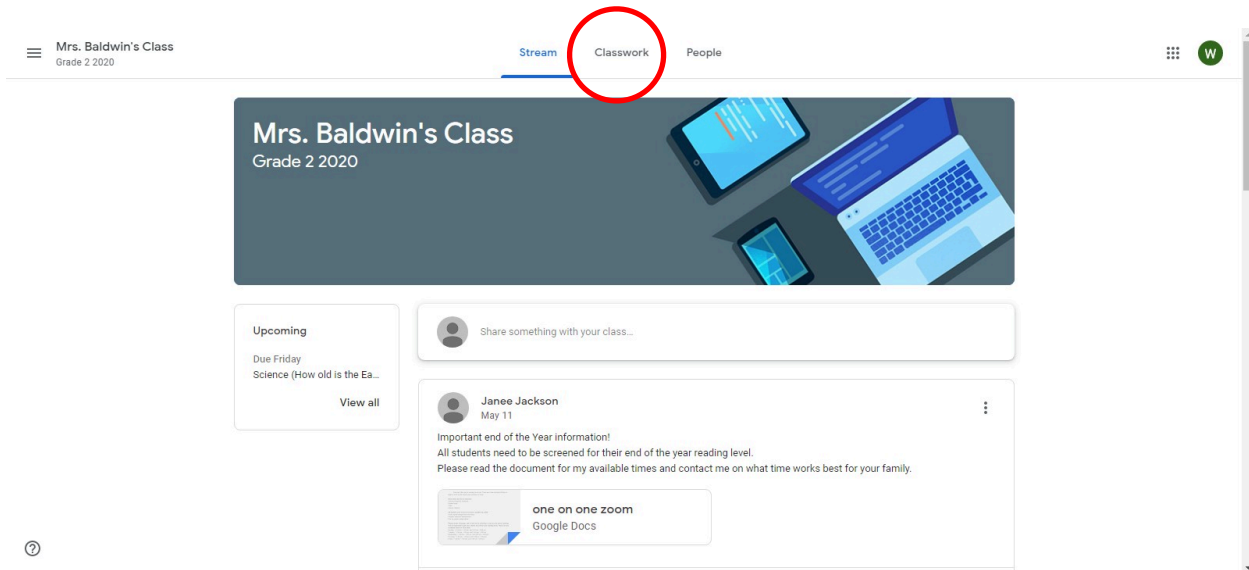


8. On the left side of the screen you will see a box labeled **Upcoming**.
9. This box will show you your assignments that are due within the week. This box will **not** show you the due dates for all your assignments.
10. Click **view all** to be taken to a new page, where you can see due dates for all your assignments.

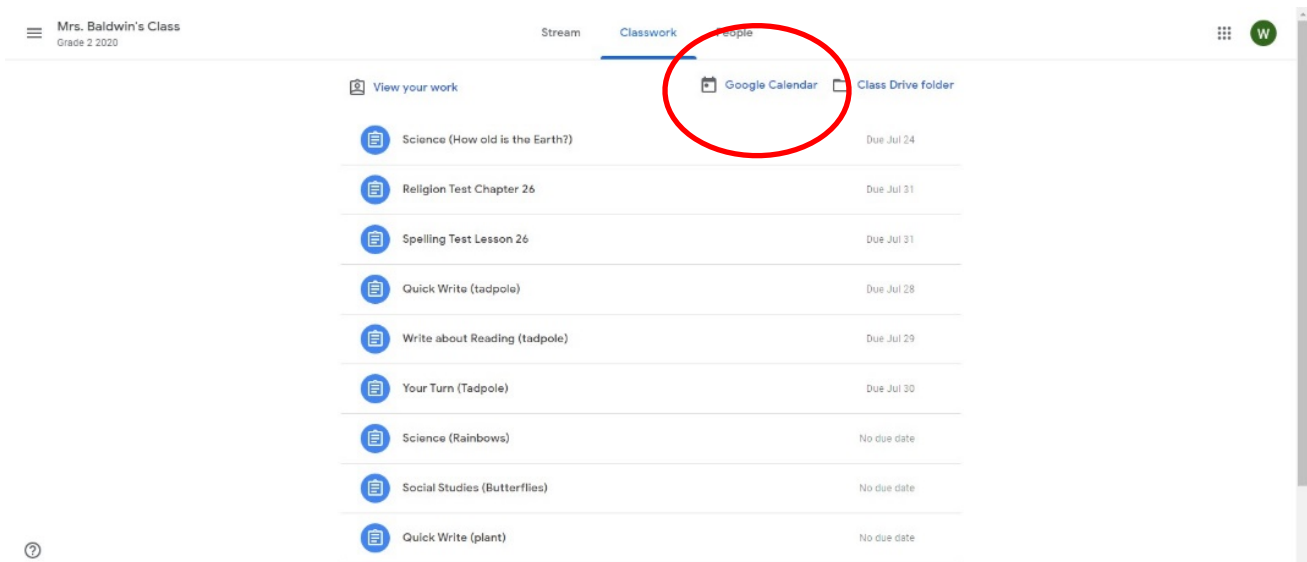


Classwork and Assignments on Google Classroom

1. At the top of the main screen on your Google Class, you will see three words Stream, Classwork, and People. You are currently on Stream.
2. Click **Classwork** to see all your assignments.

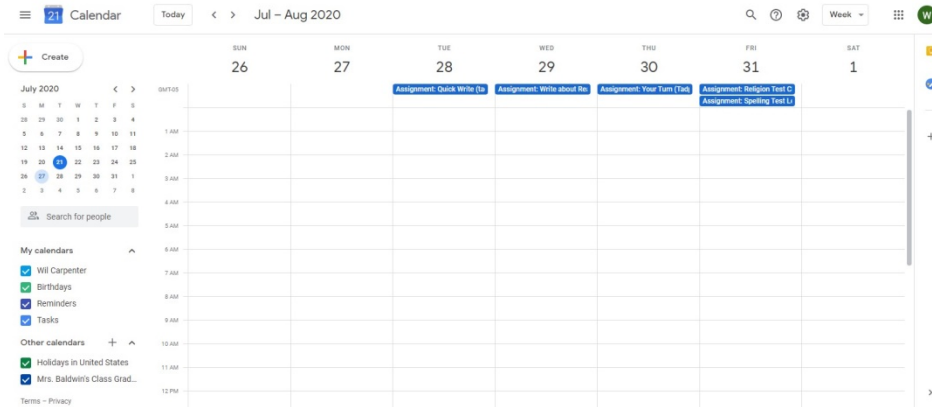


3. Here you can see all of your assignments and due dates.
4. By clicking **Google Calendar** you can see when your assignments are due in a calendar format.

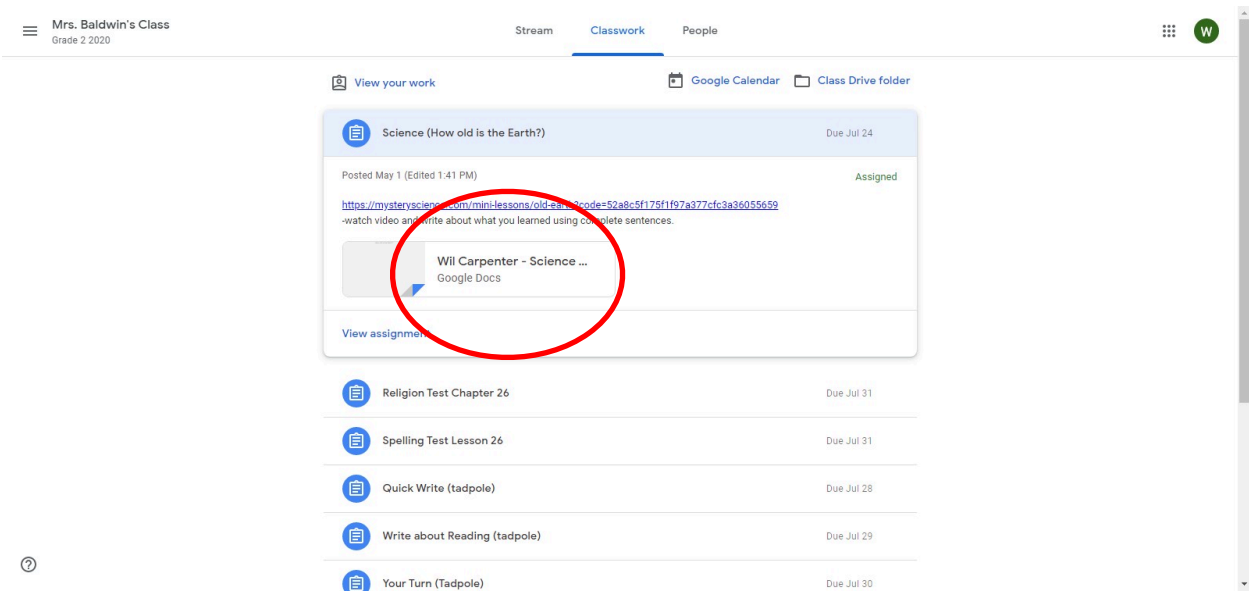


5. All of your assignments will automatically appear on your Google Calendar as they are assigned.

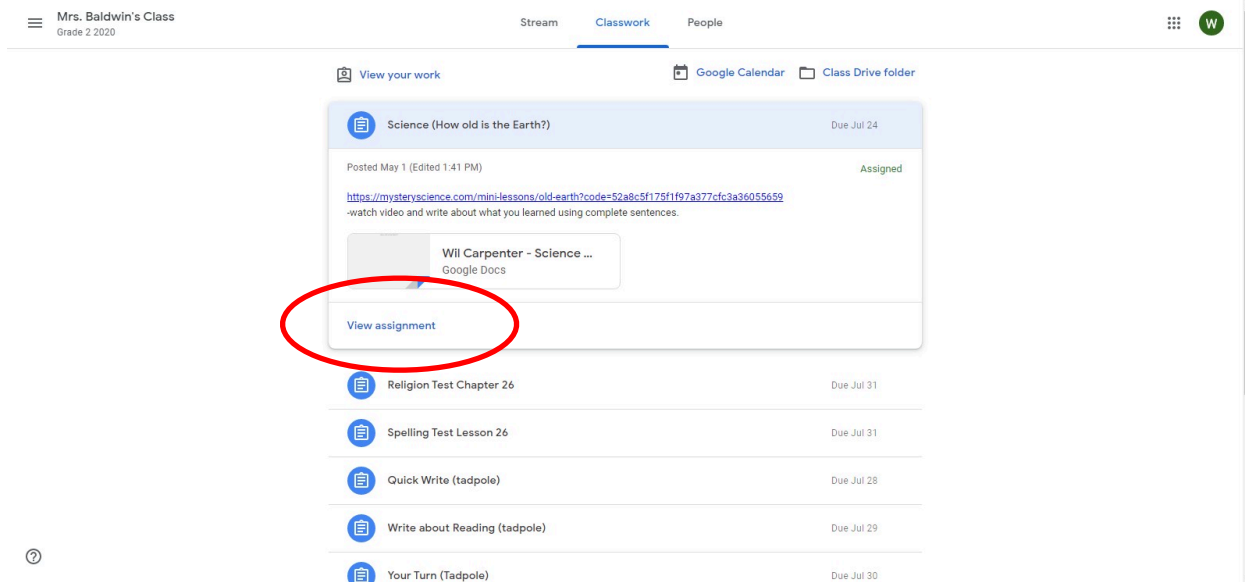
6. To complete an assignment, click the assignment you want to work.



7. Now you can see the description of the assignments and all attachments that go with the assignment. This assignment has a video.
8. To begin working on the assignment, click the box that has the student's name and assignment title. If it is a Google document it will also say Google Docs. This is an example of an assignment with a Google Doc.

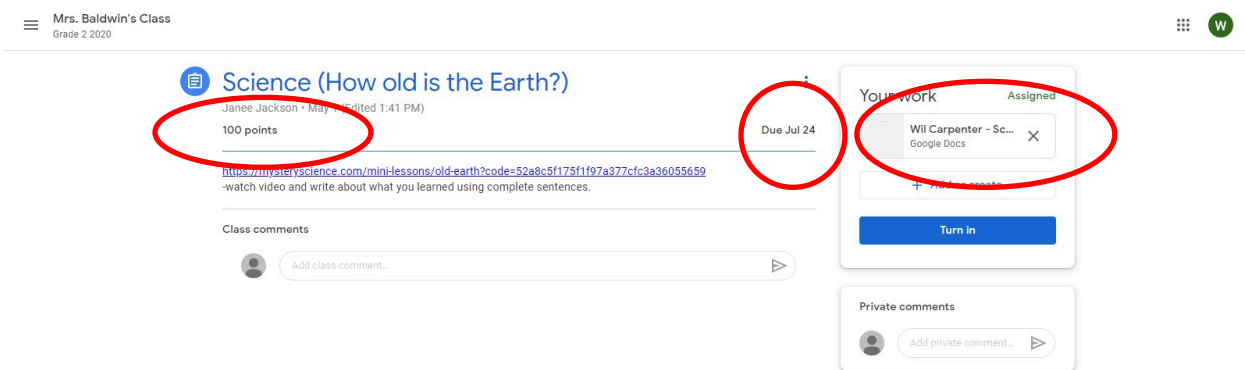


9. You can get more details and leave private comments to the teacher by clicking **View assignment**.

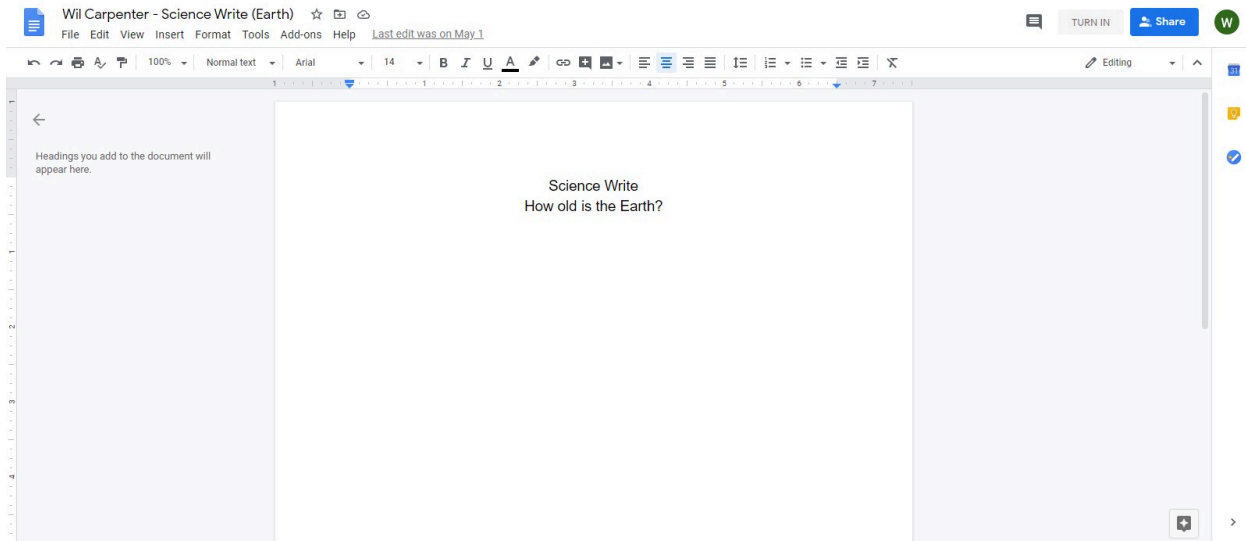


10. On the right side of the page is another box you can select to begin your assignment. You should not need to +Add or create an assignment.

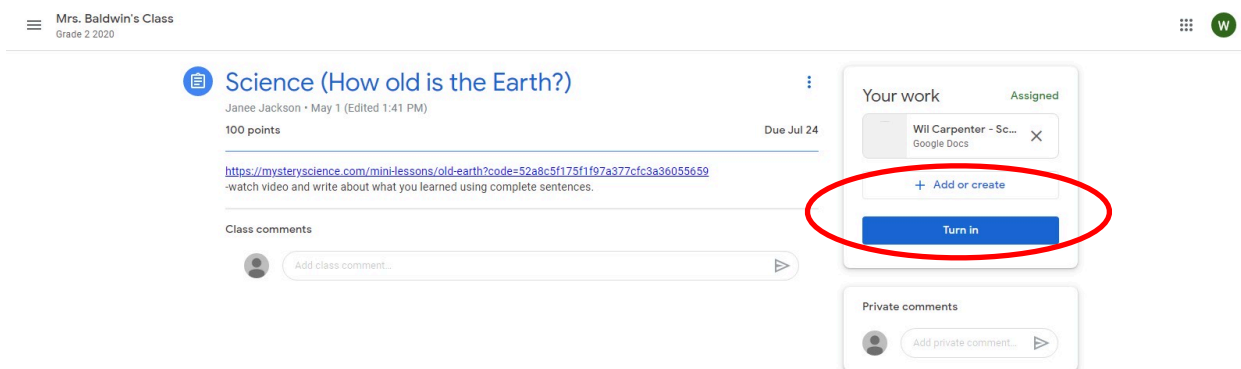
11. Here you can also see how many points the assignment is worth, the due date, and the instructions again.



- After clicking on the Google Doc that is on the right side of the page with the students name on it, a new page will open. Google Docs look like the image below. These documents function very similar to Microsoft Word documents.
- This is where you will type to complete the assignment. Google documents save your progress automatically as you are working.



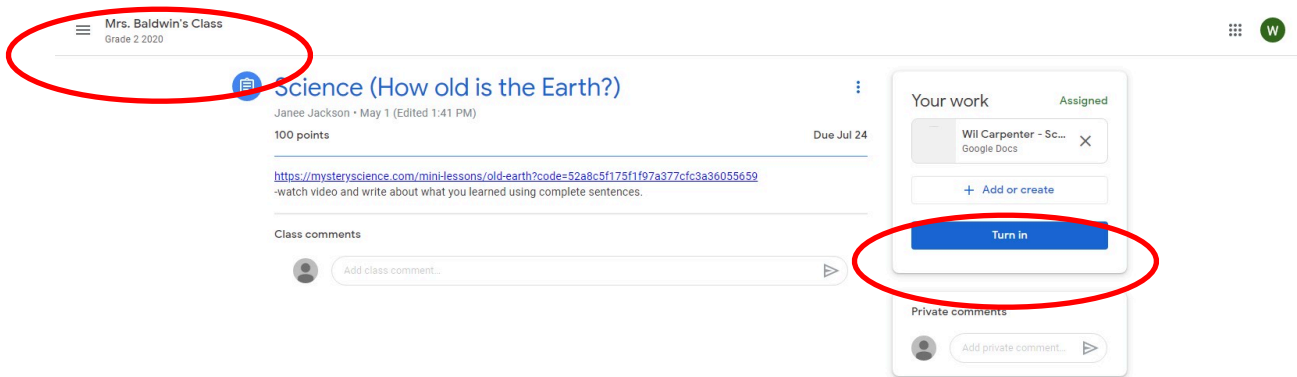
- When you are finished with the assignment and are ready to turn it in to the teacher, go back to Google Classroom and return to the assignment page again.
- Since the Google Doc automatically saves your work all you need to do is press **Turn In**.



16. Below your assignment, you can leave a private comment. Only the teacher will see this.

17. Final grades for assignments will be posted on Option C.

18. To return to the main screen, click the name of your Google Class in the top left corner.



©

ZOOM & eLearning etiquette

Expectations of Teachers

- ◆ Zoom access information should be listed on the schedule in the eLearning guide. When schedules and/or access information is updated Mr. Nickerson and Ms. Francine should be notified and updated schedules should be sent to the students and parents/guardians.
- ◆ Arrive professionally dressed in front of a neutral background at least 5 minutes before class.
- ◆ The teacher will enforce the classroom management throughout each Zoom session.
- ◆ If a teacher is going to be late on Zoom, they should text or email the parents as soon as possible.
- ◆ Teachers will turn off the chat option for students to chat each other in Zoom. Students should only be able to chat the teacher.
- ◆ The teacher will stop class at least 10 minutes before each Zoom session ends to issue homework, answer questions, etc.

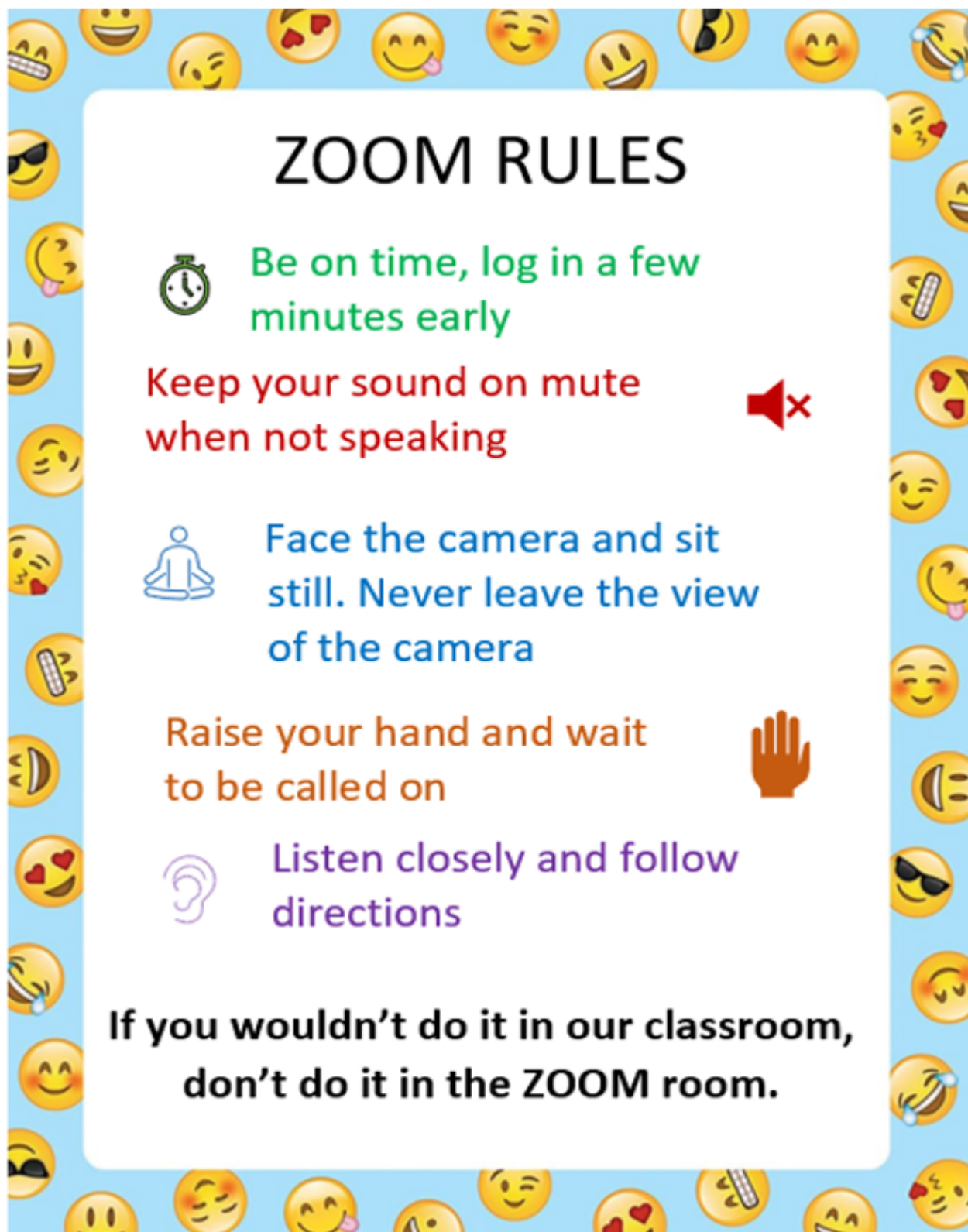
Expectations of Parents/Guardians

- ◆ DESIGNATED LEARNING AREA SET UP – Do this a few days before the first day of class
 - Choose a space that can be quiet and with good lighting. Neutral backgrounds away from windows are best. It is best to set up the chair, so it is facing away from the television.
 - Students will need a desk or table with a chair. They will not be allowed to sit on the couch or be in bed.
 - Students' devices, chargers, books, and materials should be in this area.
 - Class schedule/access information should be kept in this area.
 - If possible, provide headphones with a mic. This will help your student to focus on the voices in their meetings instead of noises in your house.
 - Pets should be kept in a different area if possible.
 - Families with more than one student should designate learning areas in separate rooms when possible to minimize distractions.
- ◆ SYSTEM SETUP – Do this a few days before the first day of class
 - Charge the student's device, ensuring student knows how and understands to keep device charged for school.
 - Make sure the student knows how to sign-in on the device.
 - Make sure your student knows how to get into a Zoom session, Google Classroom, their student email account, and any class specific websites/apps. Practice this if needed so they are ready on the first day.
 - Review this Zoom and eLearning etiquette guide and the Google Classroom guide with your student.
- ◆ Parents/Guardians should allow the student to be in class, as if the student were attending in person school. It can be distracting to the student to have a parent sitting next to them. Parents/Guardians are welcome to discuss with the teachers if they would like to be a part of observing their child in class.
- ◆ Parents/Guardians and family members should refrain from giving students answers, conversing, using profanity, being in the video, and/or giving the student reason to get out of their seats during a Zoom session.
- ◆ Never share a Zoom or meeting ID with anyone else, or the password associated with joining the meeting.
- ◆ Routines need to be followed when students are eLearning just like when attending in person school. Parents/Guardians be sure:
 - Your student sets an alarm to get up and be ready for school if needed.
 - Make sure the student has an appropriate uniform shirt available to wear.



- Be sure they have time to use the restroom and/or eat and get a drink before or between Zoom sessions. Students should NEVER have food or drink with them when using their device.
- Students are expected to maintain the same behavior and conduct during a Zoom class as they would during in-person class. This is an extension of the regular classroom and all school rules still apply.

Expectations of Students

- ◆ Students should take care of their personal needs prior to signing into the Zoom session. Personal needs can be any of the following: getting dressed in their uniform shirt, grooming their hair, eating, going to the restroom etc.
- ◆ Students should NEVER have food or drink with them when using their device.
- ◆ Students should sit in the designated learning area using a desk or table with a chair. Students are not allowed to sit on the couch or in bed.
- ◆ Students should keep their videos on throughout the entire class. If the teacher doesn't see them physically, they can be marked absent.
- ◆ Students should raise their hand and wait to be called on.
- ◆ Students need to be sure their device is charged or plugged in before logging on.
- ◆ Students should log into Zoom a couple minutes before the scheduled start time.
- ◆ Students can use headphones if they choose. It can make it easier to hear and focus on the meeting instead of noises in the house.
- ◆ Always keep the device on mute unless asked by the teacher to speak. When done speaking remember to put back on mute.
- ◆ Students should face the camera, try and sit still, don't get too close to the screen and should not make funny faces at the camera to avoid distracting others.
- ◆ Students should not talk with others in their home while in class.
- ◆ Students should not play with any pets while in class.
- ◆ Students should never take pictures or video of the meeting.
- ◆ Students should respect their teachers and fellow classmates.
- ◆ Never share a Zoom or meeting ID with anyone else, or the password associated with joining the meeting.
- ◆ Students can chat the teacher inside a Zoom session. Remember your comments must be appropriate at all times, not silly, no bad words, and stay on topic.
- ◆ Remember to sign out or "leave the meeting" when the session is finished.
- ◆ Students are expected to maintain the same behavior and conduct during a Zoom meeting as they would during in-person class. This is an extension of the regular classroom and all school rules still apply.
- ◆ If students are in a Zoom session and the teacher is not there, they should wait 10 minutes. If the teacher has not joined the session after 10 minutes one student should call the school and let Ms. Francine or Mr. Nickerson know.



ZOOM RULES

-  Be on time, log in a few minutes early
-  Keep your sound on mute when not speaking
-  Face the camera and sit still. Never leave the view of the camera
-  Raise your hand and wait to be called on
-  Listen closely and follow directions

If you wouldn't do it in our classroom, don't do it in the ZOOM room.

ZOOM ETIQUETTE

1. BE READY



HAVE ALL YOUR MATERIALS READY



CLOSE UNNEEDED APPS TO OPTIMIZE VIDEO QUALITY



LOG IN EARLY

2. LIMIT DISTRACTIONS



USE A HEADSET WITH MICROPHONE



CHOOSE A QUIET AREA (AWAY FROM OTHERS AND PETS, IF POSSIBLE)



SIT STILL AND LISTEN CAREFULLY

3. BE PRESENTABLE



TAKE CARE OF PERSONAL HYGIENE AND DRESS APPROPRIATELY



BE MINDFUL OF CAMERA ANGLE AND BACKGROUND LIGHTING



• ZOOM ETIQUETTE •

DURING A ZOOM MEETING



ALWAYS BE KIND AND
RESPECTFUL



USE THE "RAISE YOUR
HAND" BUTTON WHEN
YOU WANT TO SPEAK



TYPE YOUR
QUESTIONS INTO
THE CHAT BOX



MUTE YOUR AUDIO TO
AVOID DISTRACTIONS
AND BACKGROUND NOISE