



Saint James School is exploring a variety of ways for teachers to share content with students online and to provide learning experiences using online platforms. We have been trying to stay ahead of this and our teachers have been working on a plan to have online instruction that is aligned with our curriculum. I am trying to send out information as I have it for you.

Students are excited about the opportunity to try distance learning and we are glad to offer a different learning experience that supports students' 21st century skills and our mission of supporting innovative, creative, and critical thinkers. We are changing and improving this plan daily but this document will help families get started with online learning.

#### **Daily Expectations of Students and Families:**

Students need to check in with their teachers daily. We need at least 80% participation.

Check Google Classroom. Students in grades 4-12 need to check their Google Classroom every day and all students will work with their teacher on Zoom. If you cannot meet with the teacher at that time, let the teacher know and the session can be recorded to view at a later time.

Develop a schedule. School is in session, just virtually. Parents and students will receive information from their teachers about when and how classes will be taught, and when they are available for support.

Ensure your student has a device. Do your children have a computer and access to the internet? If not, please let the office know if you need a device. We are going to lend out Chromebooks for those students that need them but they do have to be returned in good working order.

#### **What support will I get from the school district?**

Resources. Students will be given age appropriate packets, books and/or supplies to complete work at home during the distance learning days. Students will utilize Google Classroom and Zoom to receive their content.

We hope to have packets going home on Wednesday. We ask that you do not start on them early because the teacher has specific plans for these packets to coincide with their instruction. Please just put them aside and they will be used, if we have to close.

Teacher Availability: Teachers will continue to check their portland.diocese.org emails to answer any questions that you might have.

### **How does my student access their School Google account?**

Use any browser to access Gmail.

Navigate to Gmail.com and log in using the following information:

The username/email address is "[First Name].[Lastname"@cathedme.org

(example: john.smith@cathedme.org)

○ If your student has forgotten their email password, please contact Mrs. Naimey and she can reset the password to abcd1234

### **How does my student access zoom?**

Log onto zoom. When a teacher prepares a lesson, s/he will invite you to join the lesson. You will either receive a URL or a code to log into the class time.

### **When do I go online?**

Your homeroom teacher will send times for learning. The younger students will be with their homeroom teacher most of the time but the older students may be logging off with one teacher and then logging into another teacher, just like they switch classrooms throughout the day. Specialists will also still provide activities for learning.

### **What if my child works with Mrs. Gervais or Mrs. Roche?**

These teachers will hold a zoom conference with their students, as well.

### **What if I have problems?**

Mrs. Naimey will act as the IT person supporting those having difficulty. Please contact her via email and let her know what the problem is and she will get back to you in a timely manner.

Right now, the students are really excited about this opportunity. This is new to all of us but my staff has been working hard to make this rigorous and relevant. Thank you for your patience.

