



Full Time eLearning Plan

School Year: 2021-2022

Table of Contents

● Introduction	2
● Glossary of Terms	2
● Goals	2
● Communication	3
● Expectations for Teachers	3
● Expectations for Students	4
● Class Schedules	5
● Accountability and Grading	6
● Learning Support	6
● Expectations for Parents	7
● Contact Information	8

Introduction

This plan was developed for use if Saints Simon and Jude School is required to close the school building or select classrooms for a period of time. Such a closure might be mandated by a government entity, the Archdiocese of Philadelphia, or our own School Administration if it is determined that it may help mitigate the potential spread of COVID-19 within our community.

Glossary of Terms

- Virtual Learning - Learning that occurs at home when a student logs in to view the brick and mortar classroom through Google Meet linked to the Google Classroom page. (Other students are physically present in the classroom and the school building is open.)
- eLearning - Learning that occurs at home when the entire school or an entire cohort of students is under a quarantine restriction.
- Synchronous Classes - Class sessions in which every student in the cohort logs in to a Google Meet link at a pre-scheduled time for a live, video lesson with the teacher.
- Asynchronous Work - Assignments, videos, directions posted on Google Classroom for the student to complete independently.

Goals

- Provide high quality virtual instruction in accord with our School Mission.
- Provide clear, consistent structure and expectations for students, staff and families.
- Facilitate smooth transitions between brick and mortar learning and eLearning from home.
- Support students and families through consistent communication to meet the needs of all of our students.

Communication

School communications will continue as usual through the main office by phone and email. If you have any questions or concerns about your child's online learning at any time, you are encouraged to contact your child's teacher by email. Virtual parent/teacher conferences can be arranged through a Google Meet link. If a parent opts in to Google notifications, daily or weekly summaries of all Google Classroom announcements and assignments will be emailed directly to them.

Expectations for Teachers

Teachers will:

- Follow the posted eLearning class schedule for synchronous Google Meet classes.
- Follow the Archdiocesan guidelines regarding the scope and sequence of our full curriculum.
- Post asynchronous learning activities, lessons, assignments, and announcements on Google Classroom by 8AM daily.
- Create engaging learning experiences that introduce new topics, promote skill acquisition, and encourage critical thinking and problem solving.
- Provide direct online instruction through Google Meets synchronous classes, as well as posted videos, and presentations with audio.
- Coordinate instruction between faculty members for a consistent student experience within each grade level.
- Include opportunities for group work by using break-out rooms in Google Meets, or by assigning asynchronous work that requires collaboration between students.
- Provide feedback to students on their learning through a variety of modes - written Google Doc comments, virtual class conversations, email notes, and graded tests and projects.

Expectations for Students

Students will:

- Participate in daily synchronous and asynchronous learning activities with their teachers and classmates. See daily schedules posted in this document.
- Behave in a manner that is consistent with our expectations in the brick and mortar classroom setting.
- Continue to follow the guidelines for technology as set out by our [Policy for the Responsible Use of Technology](#).
- When attending a synchronous Google Meet session, students will:
 - Be on time for class.
 - Sit-up at a writing surface (desk or table).
 - Be prepared with workbooks and writing materials.
 - Keep microphones turned to mute unless invited to speak.
 - Keep the camera turned toward them.
 - Raise their hands as per regular classroom rules.
 - Use the bathroom before attending a Google Meet.
 - Refrain from eating during class.
 - Refrain from publicizing Google Meet connection information outside of the class cohort.
 - Refrain from taking screenshots or recording sessions.

Attendance:

- Grades 3-8: Students will mark themselves “Virtually Present” by 8:45AM on their Homeroom Google Classroom page.
- Grades Pre-K - 2: Teachers will record attendance in their daily Google Meet class.
- Teachers will report student absences to the office by 10:00AM.
- Parent Communication of absences will continue as usual through the main office by phone and email.

Attire:

- Students are required to wear an SSJ school uniform shirt (golf shirt, gym shirt, or logowear) during virtual on-camera learning sessions.

Home Workstations:

- The student's home workstation should include a chair and a writing surface (either a desk or a table).
- Consideration should be given to the background view at the student's workstation. To the greatest extent possible, workstations should avoid distracting backgrounds (bright windows, excessive toys, family pets, etc.).
- The ChromeBook camera view should be set to capture the full face and upper body of the student.

Class Schedules

Each morning a schoolwide morning prayer will be held either by recording or livestream in an effort to continue the whole school community connection.

Schedules will be condensed slightly from the usual classroom schedules. Click below to see the eLearning schedule for your child's class.

[Pre-K3 - Mrs. Kinka](#)

[Pre-K4 - Miss Mauer](#)

[Kindergarten K1 - Mrs. Land](#)

[Kindergarten K2 - Mrs. Glatts](#)

[Room 1 - Mrs. Clarke](#)

[Room 11 - Mrs. DiFlorio](#)

[Room 2 - Miss Zembruski](#)

[Room 12- Miss Stenson](#)

[Room 3 - Mrs. Schreiber](#)

[Room 13 - Miss Buoni](#)

[Room 4 - Miss Sullivan](#)

[Room 14 - Mrs. Farrell](#)

[Room 5 - Mrs. Kelly](#)

[Room 15 - Miss Whoriskey](#)

[Room 6 - Miss Tomasello](#)

[Room 16- Mrs. Langdon](#)

[Room 7 - Mr. Griffith](#)

[Room 17 - Mrs. Travers](#)

[Room 8 - Mrs. Dryfoos](#)

[Room 18 - Miss Graham](#)

Special classes will occur on the same day as they do in the brick and mortar schedule and will be asynchronous (Grades PreK-3) or a combination of asynchronous/Google Meet (Grades 4-8) according to the necessity of each special class/topic. This will be communicated from the Special teacher's Google Classroom page.

Accountability and Grading

Teachers will assess and grade students in the online environment much as they would in the brick and mortar setting. Teachers will be as flexible as possible with assignment deadlines while maintaining clear expectations and accountability. Teachers should communicate with students and parents in the event that a student's grade begins to decline significantly or the student is not engaged in online learning.

Students will demonstrate and/or apply their learning using the following types of assessments: quizzes, tests, projects, essays, portfolios, etc. Students are expected to complete the assessments in the same honest manner as they would at school.

Whenever possible, teachers should consider alternative forms of assessment, such as projects, participation in a synchronous session, videos or portfolios. When designing online assessments, teachers should consider the following:

- Assessments should be open book/open notes.
- Students should be responding to subjective questions whenever possible to avoid "Google-able" answers.
- To the greatest degree possible, students should be asked higher-order thinking questions that require application or synthesis of knowledge, instead of basic recall questions.

Learning Supports

The Chester County Intermediate Unit will continue to provide services for remedial math, reading, speech and language, and counseling to those eligible for these services. The CCIU staff will offer individual and/or group meetings that will be coordinated with the students virtual eLearning schedule to avoid any conflicts.

Math	Ms. Helene Catrombone	helenecc@cciu.org 484-312-0041	Monday, Tuesday, and Thursday
Reading	Mrs. Patti Tulske	pattit@cciu.org 610-505-4639	Monday, Wednesday, and Thursday

Speech and Language	Mrs. Blair McNamara	BlairM@cciu.org 610-505-4639	Monday, Tuesday, and Thursday
Guidance	Mrs. Heather Coulter	heatherco@cciu.org 484-746-9030	Monday, Wednesday, and Thursday

Expectations for Parents/Guardians

We at Saints Simon and Jude School understand the challenges of a virtual learning environment for students, guardians, and teachers. Please know that our school's teachers and administrators are available to help your students succeed while supporting them through these unprecedented circumstances. Please feel free to contact us regarding any questions and concerns you may have.

The most important thing you can do as a parent is to help your children feel secure, safe, and supported during their eLearning experiences. To help your child's eLearning experience run smoothly, please review a few suggestions below.

- Communicate with your child's teacher.
- Help your children establish a daily routine for their scheduled work.
- Ensure your child's daily attendance is recorded and that they are following their synchronous virtual lesson schedule.
- Establish a quiet and comfortable work space for your child.
- Check posted grades on Option C periodically.
- Monitor your child's technology use to be sure that it is inline with the Responsible Use of Technology Policy.
- Review the **Expectations for Students** section of this document carefully with your child especially in reference to their at home workstation.
- Notify your child's teacher when your child is struggling academically, emotionally, or having difficulty following their daily routine.
- Stay positive!

Contact Information

Administration

Principal	Sister Regina Elinich	srelinich@simonandjude.org
Administrative Secretary	Mrs. Maureen Conlon	mconlon@simonandjude.org
Pastor	Rev. Michael Gerlach	rectory@simonandjude.org
Advancement Director	Mrs. Jennifer Appaneal	advancement@simonandjude.org

Pre-K and Kindergarten

Pre-K3	Mrs. Kinka	mkinka@simonandjude.org
Pre-K4	Miss Mauer	mpmauer@simonandjude.org
Kindergarten K1	Mrs. Land	dland@simonandjude.org
Kindergarten K2	Mrs. Glatts	dglatts@simonandjude.org

Elementary School (1st grade - 5th grade)

Grade 1 Room 1	Mrs. Clarke	cclarke@simonandjude.org
Grade 1 Room 11	Mrs. DiFlorio	kdiflorio@simonandjude.org
Grade 2 Room 2	Miss Zembruski	bzembruski@simonandjude.org
Grade 2 Room 12	Miss Stenson	lstenson@simonandjude.org
Grade 3 Room 3	Mrs. Schreiber	mkschreiber@simonandjude.org
Grade 3 Room 13	Miss Buoni	gbuoni@simonandjude.org
Grade 4 Room 4	Miss Sullivan	msullivan@simonandjude.org
Grade 4 Room 14	Mrs. Farrell	cfarrell@simonandjude.org
Grade 5 Room 5	Mrs. Kelly	mkelly@simonandjude.org
Grade 5 Room 15	Miss Whoriskey	kwhoriskey@simonandjude.org

Middle School (6th grade - 8th grade)

Grades 6	Room 6	Miss Tomasello	ktomasello@simonandjude.org
Grades 6	Room 16	Mrs. Langdon	blangdon@simonandjude.org
Grades 7	Room 7	Mr. Griffith	mgriffith@simonandjude.org
Grades 7	Room 17	Mrs. Travers	llehane@simonandjude.org
Grades 8	Room 8	Mrs. Dryfoos	jdryfoos@simonandjude.org
Grade 8	Room 18	Miss Graham	dgraham@simonandjude.org
Gr 8 & honors	Math	Mrs. Mobile	smobile@simonandjude.org

Honors Math

Honors Math (grades 5-8)	Mrs. Mobile	smobile@simonandjude.org
Honors Math (grade 4)	Mrs. Biddle	lbiddle@simonandjude.org

Special Subjects

Library	Mrs. Battista	jbattista@simonandjude.org
Spanish	Sra. King	jking@simonandjude.org
Physical Education	Mrs. Fasano	mfasano@simonandjude.org
Art	Miss Crowley	kcrowley@simonandjude.org
Music	Miss McIntyre	jmcintyre@simonandjude.org
Technology	Mrs. Biddle	lbiddle@simonandjude.org