

Dear SFA Students and Parents,

When we return after Spring Break, we need your continued partnership to successfully educate and structure distance learning for all of our St. Francis students. Please follow these guidelines between April 20 and June 12, 2020. Thank you in advance for your prayers and partnership.

**Zoom Guidelines:**

- Being on time benefits all students. Plan on being in the waiting room 5 minutes before the scheduled time for your Zoom conference.
- Have all of your materials ready just as you would in your classroom.
- Sitting upright at a desk or table is best for learning.
- Dress appropriately and be ready to learn.
- Please leave your video on with your whole face in the frame at all times. We want to see you!
- Sit close to your device so you can hear your teacher and your teacher can hear you.
- Zoom conferences with your teachers are not the time to eat or "entertain" everyone unless your teacher specifically invites a special theme or guests, e.g. no pets, making faces, showing items, etc.

**Attendance:**

- Attendance will be taken by way of at least one contact with homeroom teachers throughout the day. This can be done through email, response in Google Classroom, Seesaw, Zoom meeting or submission of assignments.

**Assignment completion and submittal:**

- Assignments will be given 24 hours for submittal in all grade levels, except for special projects with extended deadlines. Any assignments given at 8 am on Monday are due at 8 am on Tuesday.
- Students are given an additional 48 hours to submit their assignments for 70% credit. If an assignment is given on Monday at 8 am, the student has until Thursday at 8 am to submit for 70% credit.
- After 3 days, assignments will no longer be accepted for credit unless a prior arrangement is made with the teacher when the assignment is given.
- Students/parents in grades 3 - 8 are responsible for checking FACTS to confirm that assignments were submitted.
- Parents may also reference Sunday grade alerts from FACTS for updates on student growth and progress.

### **Technology Troubleshooting:**

- If you are experiencing difficulties with your iPad, please check the following:
  - Have you recently rebooted your iPad? We recommend doing this every other day.
  - Are the apps updated? These should be updated at night so that you are ready to learn during the day. Check your mosyle mdm app for updates that are pushed out from our IT Department
  - Is my Operating System updated? Check Settings, General, Software Update and be sure this is updated in the evening.
  - Tech issues are best solved with our IT Department, available 5 days a week during Distance Learning @ [techsupport@sfayl.org](mailto:techsupport@sfayl.org).

### **Communication with the Teacher:**

- We encourage students to communicate with their teachers via Google Classroom or Seesaw, depending on the platform the grade level is using.
- **Important:** It is a violation of C.I.P.A. (Children Internet Protection Act) for parents to use their child's Gmail or Google Classroom Account to communicate with the teacher or any other student.
- Please be sure you know the preferred method of work submission and communication with the teacher, either via Seesaw or Google Classroom. Students should collaborate with teachers during the regular school hours of 8 am - 3 pm. Teachers will have an out of office message from 3:00 pm - 8:00 am every weekday to prepare for the next school day and take care of their own families.
- Student work will be excused due to technology issues only if the student submitted a tech support request the same day to SFA at: [techsupport@sfayl.org](mailto:techsupport@sfayl.org) and our IT Department can verify the issue as unresolved.