



# St. Augustine Catholic School

67901 Howard St. Richmond, MI 48062

Phone: 586.727.9365

Fax: 586.727.6502

March 19, 2020

Dear SAS Families,

One week ago, your children were in our classrooms. Now we are about to embark on a new way of teaching them remotely. This is something that none of us were prepared to do; yet, here we are facing the reality of having to deliver home based and online instruction regardless. I believe that many of us might find the idea of this to be overwhelming, since it is entirely new territory. We will all need to exercise a great deal of patience with each other as we learn together.

As a staff, we are wholly committed to delivering instruction to your children even if we have to use less traditional methods. Thankfully, our school is blessed with an incredible group of teachers who immediately began figuring out the best way to handle this challenge, learned how to use new tools like screencasts, and made sure this will be ready to go for your kids by Monday. It isn't possible for me to include every detail of how this will work in this letter, especially since we can't anticipate every challenge that lies ahead as we begin this new format next week. What I can do to help is provide you with some basic information regarding our plans as a school. Also, be assured that if you haven't already received correspondence from your child's teacher which provides more specific details pertaining to their plans, you will receive it soon.

## **General expectations / Requirements for online instruction:**

- Teachers will not be planning a full day's worth of lessons each day with every subject. In other words, students are not going to need to be in front of a computer for the same number of hours they would spend in a classroom on any given day. We realize that some families will be sharing devices among multiple family members. Teachers have also made every attempt to integrate the subjects as much as possible.



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- All teachers will post a checklist on their website each week by Monday morning for parents and students. The checklist will contain the lessons/activities that are expected to be completed each week. These activities can be completed at a pace that works for your family, depending on device accessibility. Activities for the week will need to be completed at the end of the week, which is considered Friday at 3:00, in order for students to be ready for the next week.
- Pre-K-3 will use their google sites as a lesson platform for students and parents, unless an alternative platform has already been established that families are familiar with. If you have not regularly visited our teachers' google sites, they are easily accessed via our school website, [staugustinecatholicsschool.com](http://staugustinecatholicsschool.com) > **click on staff directory > scroll down to the teacher you are looking for, and click on the button to “step into” their classroom.**
- 4-8 will use Google Classroom as a lesson platform for students as well as post checklists on their google sites for parents to view. Again, if you have not regularly visited our teachers' google sites, they are easily accessed via our school website, [staugustinecatholicsschool.com](http://staugustinecatholicsschool.com) > **click on staff directory > scroll down to the teacher you are looking for, and click on the button to “step into” their classroom.**
- Specials teachers will post activities for each grade level on their websites. [staugustinecatholicsschool.com](http://staugustinecatholicsschool.com) > **click on staff directory > scroll down to specials, and click on the button to “step into our specials”.** This will take you to a landing page, where each individual specials teacher has a linked site where they will be posting activities for kids. These activities will serve as optional enrichment at this time. Families are encouraged to create a schedule for their students to complete these enrichment activities; for example: Spanish- Monday, Music- Tuesday, Art- Wednesday, P.E.- Thursday, and Technology- Friday.
- Parents are responsible for monitoring their child's progress in completing their lessons. We realize that when learning is done in the home, parents by default assume more responsibility in supervising and making sure that their children are completing assigned



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work, since the teachers' ability to monitor is greatly reduced. We appreciate any support you are able provide in this area.

## Delivery methods:

- Teachers are experimenting with many different options, including screencasts and recorded videos in which they can provide instruction to students. Based on the grade level, content, and student needs, these options and their use will vary.
- The following is a basic outline of what you need to access for each grade level:

Grade / Teacher	What you need to do
Daily Attendance/Announcements	Visit <a href="#">Mrs. Lenn's google site</a>
Preschool / Mrs. Cattivera	Home packets, visit <a href="#">Mrs. Cattivera's google site</a>
TK / Mrs. Blissett	Home packets, visit <a href="#">Mrs. Blissett's google site</a>
Kindergarten / Mrs. Perry	Home packets, visit <a href="#">Mrs. Perry's google site</a>
1st grade / Mrs. Hayes	Home packets, visit Class Dojo & <a href="#">google site</a>
2nd grade / Mrs. Vivano	Home packets, visit <a href="#">Mrs. Viviano's google site</a>
3rd grade / Mrs. Kauffman	Home packets, visit <a href="#">Mrs. Kauffman's google site</a>
4th grade / Ms. DeJonckheere	Visit <a href="#">Ms. DeJonckheere's google site</a> & students will log into google classroom
5th grade / Ms. Hampton & Mrs. Lenn	Visit <a href="#">Fifth grade's google site</a> & students will log into google classroom
6th-8th grade Religion & SS / Ms. Pecorilli	Visit <a href="#">Ms. Pecorilli's google site</a> & students will log into google classroom
6th-8th grade Math & Sci / Ms. Savoyard	Visit <a href="#">Ms. Savoyard's google site</a> & students will log into google classroom
6th-8th grade ELA / Mrs. Nader	Visit <a href="#">Mrs. Nader's google site</a> & students will log into google classroom
8th grade Blended Algebra / Ms. Gibbons	Students will log into Ms. Gibbons' Blended Algebra google classroom for instructions
Specials Classes	Visit <a href="#">Specials google site</a> for activities



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## **Grading / Feedback:**

- Feedback to students will be given on assignments, even if it is just a thumbs up.
- Teachers will continue to maintain an updated gradebook, although the amount of assignments being graded and/or point values may be slightly different than typical classroom instruction.
- Parents of grades Preschool-2, teachers will communicate with you by email if they have any information that you need to be aware of regarding your child's progress. Parents of students in grades 3-8, please monitor your child's grades in Teacher Ease so that you are able to stay updated on their progress.

## **Communication:**

- Teachers will be available to parents by email between the hours of 8 and 3, Monday through Friday. If emails are sent outside of that time frame, staff will respond within 24 hours, with the exception of weekends.
- Email will be used by teachers to communicate formally with parents.
- I will continue to communicate via TeacherEase and Remind. I am also available to parents via email; however, please email classroom teachers first regarding classwork and student progress related questions/concerns. If you email me, I will do my best to respond within 24 hours as well.

## **Typical Daily Schedule (suggested):**

- While the following is a secular example, you may adapt it through the lens of Catholic Identity, to include our shared Faith and time for prayer with the family.



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## COVID-19 DAILY SCHEDULE

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Before 9:00am	Wake up	Eat breakfast, make your bed, get dressed, put PJ's in laundry
9:00-10:00	Morning walk	Family walk with the dog Yoga if it's raining
10:00-11:00	Academic time	NO ELECTRONICS Sudoku books, flash cards, study guide, Journal
11:00-12:00	Creative time	Legos, magnatiles, drawing, crafting, play music, cook or bake, etc
12:00	Lunch	
12:30PM	Chore time	A - wipe all kitchen table and chairs. B - wipe all door handles, light switches, and desk tops. C - Wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap
2:30-4:00	Academic time	ELECTRONICS OK Ipad games, Prodigy, Educational show
4:00-5:00	Afternoon fresh air	Bikes, Walk the dog, play outside
5:00-6:00	Dinner	
6:00-8:00	Free TV time	Kid showers x3
8:00	Bedtime	All kids
9:00PM	Bedtime	All kids who follow the daily schedule & don't fight

- This is simply one way of managing a daily schedule. I suggest that you develop a schedule that works for your household and expect your children to adhere to it in order to keep everyone organized.
- Also, it will be helpful to choose a learning space for your child/children, whether it be a desk area, kitchen table, or whatever works in your home. Start preparing the area with necessary paper, writing utensils, books, etc.



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### Attendance

- We are required by the Archdiocese to track attendance. There will be an attendance form on our website that will need to be completed ONE TIME for EACH child every day. It is short, easy, and automatically date/time stamped. There is no expectation that this be filled out by normal school start time of 7:45 am; however, it does need to be filled out by 3:00 pm each day. Here is a [link to the form](#) if you want to take a peek. Please do not begin submitting attendance until Monday. Completing the attendance form does not earn students credit toward assigned work.

Families, while there are many unknowns regarding our plans to begin online instruction, let me assure you of the following that you can rely upon: Our teachers are highly qualified educators who are ready to work with you in this new format. Trust us. We know your children well, and have spent a great deal of time with them. We are ready to help you navigate any challenges as we embark on this new territory. Please let us know if there is something that we can do to improve or adjust so this works in the best way possible for us all. Most importantly, God is in control of everything. We need to rely upon Him. Sometimes it's hard to find the words, but we can simply say, "Jesus, I trust in You." Those are the only words we need.

May God bless you all,

A handwritten signature in black ink, appearing to read "Emily Lenn".

Emily Lenn  
Principal