

## [St. John the Evangelist Distance Learning](#)

Distant Learning for St. John students will include online classroom learning lessons, activities, and experiences that will be facilitated by the teachers daily. The lessons will be delivered to focus on introducing and reinforcing grade-level concepts and skills the students need to learn.

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### **I. Distant Learning Mission:**

*St. John the Evangelist Catholic School aims to enhance 21st Century Learning - grounding ourselves in faith, hope, charity, and academic success. With the guidance of our Blessed Mother, we work together as a Catholic community to ensure the safety of all students and to elevate learning opportunities, making God known, loved, and served.*

*This mission is a plan that we aim to provide in a distant learning environment to ensure that student learning continues throughout the need for online learning.*

### **II. Classroom Instruction**

#### **Distant Learning Lessons:**

- Teacher's lessons will be delivered through daily scheduled Zoom classes.
- Teachers will work collaboratively online in Zoom class sessions to provide direct instruction, whole group/small group practice, and independent practice and assessments.
- Students will receive appropriate amounts of screen time and instructional support in the following areas of study: Religion, Science, Math, Writing, Reading, Social Studies, and Electives.

**Teachers will:**

- Establish daily routines and expectations
- Use **CHAMPS** to define classroom and on-line expectations of behavior for EACH instructional approach (Direct instruction, Whole/Small Group practice, and Individual work).
- Create opportunities to practice skills, engage in discussions, solve problems and apply learning
- Provide feedback to students to deepen their understanding
- Teachers and support staff will be an ongoing resource to students for guidance and advice.
- We will remain flexible as we all learn together about what works best
- We will regularly communicate with you through weekly updates.

**Technology Needs at Home**

- Students will need a Chromebook with a working webcam and headphones
- The home must have internet access
- Students **must sign in to their device using their St. John email address and password.** Teachers can assist with changing passwords if needed.
- Students must use Google Chrome as their web browser at all times to avoid complications. (St. John technology standard is the Chrome/Chromebook environment for students)
- All parents must create a Google account to view or update email messages your child receives from their Google Classroom account. (Let us know if you need help)
- Software to include Zoom, SeeSaw, and Google Classroom

**III. Contacting Your Child’s Teacher**

<p><b><u>Kindergarten</u></b> Ms. Arrellin <a href="mailto:aarrellin@stjohntucson.org">aarrellin@stjohntucson.org</a></p> <p>Mrs. Villaescusa <a href="mailto:jvillaescusa@stjohntucson.org">jvillaescusa@stjohntucson.org</a></p>	<p><b><u>1st Grade</u></b> Ms. Ramirez <a href="mailto:mramirez@stjohntucson.org">mramirez@stjohntucson.org</a></p> <p>Mrs. Borquez <a href="mailto:iborquez@stjohntucson.org">iborquez@stjohntucson.org</a></p>	<p><b><u>2nd Grade</u></b> Mrs. Valadez <a href="mailto:dvaladez@stjohntucson.org">dvaladez@stjohntucson.org</a></p> <p>Ms. Bernal <a href="mailto:mdbernal@stjohntucson.org">mdbernal@stjohntucson.org</a></p>
<p><b><u>3rd Grade</u></b> Mrs. Cuen <a href="mailto:ycuen@stjohntucson.org">ycuen@stjohntucson.org</a></p> <p>Mrs. Plummer <a href="mailto:eplummer@stjohntucson.org">eplummer@stjohntucson.org</a></p>	<p><b><u>4th Grade</u></b> Mrs. Menor: 4-1 Homeroom / Religion, 4-1 &amp; 4-2 Math and Science <a href="mailto:tmenor@stjohntucson.org">tmenor@stjohntucson.org</a></p> <p>Ms. Yusko: 4-2 Homeroom &amp; Religion 4-1 &amp; 4-2 Language Arts/ Social Studies <a href="mailto:fyusko@stjohntucson.org">fyusko@stjohntucson.org</a></p>	<p><b><u>5th Grade</u></b> Mrs. Leon: 5-1 Homeroom/ Religion, 5-1 &amp; 5-2 Math and Science <a href="mailto:leon@stjohntucson.org">leon@stjohntucson.org</a></p> <p>Ms. Aguilar: 5-2 Homeroom &amp; Religion 5-1 &amp; 5-2 Language Arts/ Social Studies <a href="mailto:maguilar@stjohntucson.org">maguilar@stjohntucson.org</a></p>
<p><b><u>6th Grade</u></b> Ms. Escalante: 6-1 Homeroom/ Religion, 6-1 &amp; 6-2 Language</p>	<p><b><u>Junior High - 7th &amp; 8th Grades</u></b> Dr. Mendoza - Science <a href="mailto:smendoza@stjohntucson.org">smendoza@stjohntucson.org</a></p> <p>Mr. Menor - Math <a href="mailto:nmenor@stjohntucson.org">nmenor@stjohntucson.org</a></p>	



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<p><b>Arts/ Science</b>  <a href="mailto:fescalante@st.johntucson.org">fescalante@st.johntucson.org</a></p> <p>Mr. Salvatierra: 6-2 Homeroom/          Religion, 6-1 &amp; 6-2 Math/ Social          Studies  <a href="mailto:msalvatierra@stjohntucson.org">msalvatierra@stjohntucson.org</a></p>	<p><b>Mr. Ochoa - Writing</b>  <a href="mailto:aocchoa@stjohntucson.org">aocchoa@stjohntucson.org</a></p> <p><b>Mrs. Ochoa - Reading</b>  <a href="mailto:cochoa@stjohntucson.org">cochoa@stjohntucson.org</a></p> <p><b>Mr. McGraw</b>  <a href="mailto:pmgraw@stjohntucson.org">pmgraw@stjohntucson.org</a></p>		
<p><b>Music</b>          Mr. Molina  <a href="mailto:jmolina@stjohntucson.org">jmolina@stjohntucson.org</a></p> <p><b>Art</b>          Ms. Moore  <a href="mailto:bmoore@stjohntucson.org">bmoore@stjohntucson.org</a></p>	<p><b>Dance</b>          Mrs. Tolentino  <a href="mailto:ctolentino@stjohntucson.org">ctolentino@stjohntucson.org</a></p> <p><b>PATH</b>          Ms. Chavez  <a href="mailto:Yvonne.M.Chavez.28@nd.edu">Yvonne.M.Chavez.28@nd.edu</a></p>	<p><b>PE</b>          Mr. Anderson  <a href="mailto:randerson@stjohntucson.org">randerson@stjohntucson.org</a></p> <p>Mr. Contreras  <a href="mailto:lcontrares@stjohntucson.org">lcontrares@stjohntucson.org</a></p>	

## IV. Student Schedules

<u>Kindergarten</u>	<u>1st Grade</u>	<u>2nd Grade</u>
<p><b>3rd Grade</b>            August 13 &amp; 14:  <a href="#">3-1 Homeroom</a>    <a href="#">3-2 Homeroom</a></p> <p>August 17 - September 4  <a href="#">3-1 Homeroom</a>    <a href="#">3-2 Homeroom</a></p>	<p><b>4th Grade</b>            August 13 &amp; 14:  <a href="#">4-1 Homeroom</a>    <a href="#">4-2 Homeroom</a></p> <p>August 17 - September 4  <a href="#">4-1 Homeroom</a>    <a href="#">4-2 Homeroom</a></p>	<p><b>5th Grade</b>            August 13 &amp; 14:  <a href="#">5-1 Homeroom</a>    <a href="#">5-2 Homeroom</a></p> <p>August 17 - September 4  <a href="#">5-1 Homeroom</a>    <a href="#">5-2 Homeroom</a></p>
<p><b>6th Grade</b>            August 13 &amp; 14:  <a href="#">6-1 Homeroom</a>    <a href="#">6-2 Homeroom</a></p> <p>August 17 - September 4  <a href="#">6-1 Homeroom</a>    <a href="#">6-2 Homeroom</a></p>	<p><b>Junior High - 7th &amp; 8th Grades</b>  <a href="#">7-1 Homeroom</a>    <a href="#">7-2 Homeroom</a>  <a href="#">8-1 Homeroom</a>    <a href="#">8-2 Homeroom</a></p>	
<p>Music Class Link</p> <p>Art Class Link</p>	<p>Dance Link</p> <p>PATH Class Link</p>	<p><u>PE Links</u>          Mr. Anderson (Grades 4 - 8)</p> <p>Mr. Contreras (Grades K - 3)</p>

## V. Students Getting Ready for the Day

### Students Getting Ready for the Day:

#### When Does School Begin?

- Each day will begin with a “Morning Assembly” for ALL students. **Please be prepared to promptly join us at 8:00 am for community prayer and important announcements**
- Assembly ends at 8:15 am.

#### Recommended Daily Morning Routines

- Say good morning to God, give thanks and pray for guidance and protection
- Change out of sleepwear into uniform polo or clothing that follows the school dress code.
- Eat breakfast, brush teeth, etc.

## VI. Attendance

### Daily Attendance:

#### Attendance online is no different than attendance in person

- Daily Attendance will be taken by the teacher of the first class your child attends for the day.
- Your child must attend all scheduled class sessions and school-related activities or events.
- Just as in the classroom, teachers will require that all students ask permission to leave their desks (or turn off their cameras). This will help ensure attendance accountability.

#### What if a child has to use the restroom, stretch, leave the camera for just a moment?

Again, all these things are absolutely permitted as long as the teacher has been made aware. Teachers will review and practice all on-line procedures to ensure that all students know exactly what to do and how to do it.

#### What if a student can't attend the entire day?

- If a student will not be able to attend class on a given day, **the teacher and St. John Office must be informed** of the absence (or partial absence).
  - Mrs. Bailey - (520) 901-1975
  - Mrs. Monreal - (520) 901-1979

## VII. Distant Learning Rules & Expectations

### Before Class

- Students should prepare for class by organizing their learning space.
- Gather all the materials that will be used for all class sessions
- Parents and children should check emails for any announcements, changes, or important information from the teacher(s) or school.
- Choose a neutral background or location suitable to be seen by teachers and classmates that will not be disruptive to the online class session instruction time.
- If a child or parent finds themselves confused, please be proactive and communicate with teachers to ask questions, get help, or extra support.
- Make sure you have a working camera and microphone (We need to see and hear you).

### During Class

- **Log-in on time** to ALL scheduled Zoom class sessions (K-8) and any scheduled related school activities or events.
  - **Check-in to each class**
    - Information may be verified by teachers, staff, and administration.
- **Students must use their first and last name** while on screen.
  - If the teacher does not recognize the student's name, they will be removed from the session.
- Turn **ON the camera, showing the student's entire face.** This is very important for attendance purposes. This is the same as being present in class. You would not have a picture in place of a student seated at a desk in place of their actual self.
- **Remember that you are on camera and participating in live recorded learning sessions**
  - Know that your teacher and fellow students can see what you are wearing, and your facial expression.

### Procedures During Class

- **Keep microphone muted** until called upon by the teacher to avoid extra background noise
- Once logged in, students should **participate fully in all Zoom class sessions from start to finish.**
  - You also **must open the "ChatBox"** so that you can see messages the teacher may send or type responses during class discussions or ask any important questions during the lesson.



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- Students will use **CHAMPS** to help guide their expected behavior through direct instruction, group work, and individual practice/assessments. (New students will be trained)
  - Avoid any chatting during the class session that is not relevant to the class discussion
  - Chat time will be used for questions for the teacher or for class discussion that the teacher will initiate
  - Personal chatting during class sessions is not permitted, nor is the use of cellphones at this time.
  - Keep all conversations and chat messages relevant to the current topic
- **Work toward completing class assignments during the allotted time and turn in** completed work when due through Google Classroom or any other format your teacher has asked you to.

### **7 Distant Learning Etiquette Tips**

**It is very important to remember that while distance learning may appear to be less formal than traditional classroom learning, the expectations are the same. Here are a few tips to help you:**

- 1. When engaging in dialogue, respect the opinion of others.**
  - a. Politely agree or disagree with others.
- 2. Avoid using texting or chat abbreviations or acronyms.**
- 3. Understand the tone of your writing. Reread your posts to help you find errors.**
- 4. Continue to use good manners and good grammar.**
- 5. Think before you speak and type.**
  - a. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom
  - b. If your teacher enables the Chat feature you may be able to participate by typing into the chatbox. Choose your words carefully. Practice using appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood. Avoid typing in all caps.
- 6. Be a good listener.**
  - a. Take the time to listen to what people are saying. Don't interrupt others.
  - b. Avoid being distracted with others around.
  - c. Be sure to keep other devices or unrelated programs off during class sessions
- 7. Being a participant in Zoom class sessions is a requirement, but also a privilege.**
  - a. Be Respectful, Be Responsible, Be Kind & Considerate during all class sessions.

**The following videos are visual demonstrations of what the expected conduct should be for students who are working in online class sessions:**

**[Rules of the Digital Classroom: Proper Etiquette for Online Learning](#)**

**[Rules in the Online Classroom](#)**



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### **During Your Break Time:**

- Between classes, students should take a brain break, stretch, get some exercise, walk around, use the restroom, get water or a snack, talk, sing, laugh, have a little fun exerting some energy.

### **After School:**

- **Students should Check-out and make sure their work has been completed.**
  - Information submitted may be verified by teachers, staff, and administration.
- **Check-in with God...Review your day and give thanks for all**
- Clean up learning space, get it prepared for the next day, follow any directions the teachers have given.
- Enjoy the evening, and remember students should get to bed at a good time. Staying up late -especially on electronics- will only make us tired, less alert, and irritable.

### **Student checklist to help in daily success:**

- Are you **signed in to your Google (Chrome) account** using **your St. John email address?**
- K-2: Are you **signed in to your Seesaw Account and log-in to your Zoom Meeting.**
- Are you **following your schedule** and **checking into your class(es)?**
- Are you **completing** and **submitting** your **assignments through Google Classroom** on the day that the assignments are due?
- Is your **learning space organized** so that you're prepared daily for learning?
- Do you **contact your teachers** or **classmates** if you find yourself confused and have **questions about class assignments?**

### **Turning in Assignments:**

- Students can submit classwork to their teachers in a variety of ways. The teachers will let them know.
- These may include: Texting pictures, scanning and emailing pictures, or uploading to Google Drive or Google Classroom.
  - K-3: These may include: Texting pictures, scanning and emailing pictures, or uploading to your Seesaw Account.
- **Late Work will NOT be accepted** *See policy in the parent-student handbook.*
  - Please inform the teacher(s) ahead of time to request extra time needed for a valid reason.
- If a student is absent, the student is responsible for making up the missed classwork.
  - Please request missing work from the teachers.
  - Students have the amount of days absent to turn in assignments missing work.

## VIII. Parent Support

As a parent what kind of support can I provide for my child's success in Distant Learning?

- Create a special place for your child to work. You know them and what distracts them. You may need to remove the cell phone or video games, TV, etc., while in class. Help them keep it organized.
- Verify from time to time that all technology is working (Chromebook, camera, earbuds) and that your child has the supplies they needed.
- Remember everyone will be able to see and hear what the camera is picking up, so make sure they do not have it facing a busy background, and make sure everyone in the home is aware when your child is online.
- Check-in with your child throughout the day. The teacher will be guiding them, but it's good practice to show them that you're on top of them too by making sure they are following the daily schedule and routines - even if you're at work. A simple check-in with a verbal pat on the back will go a long way.
- If you need help or support, do not hesitate to reach out to your teacher(s) any time. We are all in this together.
  - We will reach out to you occasionally, so be sure to check emails regularly and respond back to teachers within 24 hrs.
  - If possible, use teacher office hours.
    - Be mindful when contacting teachers outside of their work hours (7:30am-4:00pm).
    - Teachers will respond to your questions or concerns in a reasonable time.
- How can you check on your child's progress?
  - Ask them to show you their classwork for the day. Ask to see their notebooks or tell them to tell you what they learned about today in a specific class.
  - You can use Google Classroom to verify missing assignments and reach out to teachers.
  - Check Weekly Monday Grade Reports (Junior High ONLY)
    - You can get these email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](#). (For the Guardian feature in Google Classroom)
- Above all, stay positive and encouraging.

## IX. Technology Support

Please see the **teacher for any technological issues that arise**. If the teacher is unable to resolve the problem, contact Campus Tech Support Administrator: Dr. Sean Mendoza and Judith Diaz (translator).



## X. Reporting Concerns

### What if I have an issue to report as a parent?

- Our school has a process in place that is designed to resolve issues for children and for parents. Working with this process is usually the best course of action. That does not, however, mean you can not take an active role in making sure things change if they are not going well for your child.
- In case of a question, comment, or concern with your child, teacher, class, or another student, the following guide can help you communicate your concerns effectively.
- Anytime you have a problem, question, or concern regarding any issue in or out of the classroom, **it is important that your child's teacher knows first**, especially if the issue pertains to the classroom or the actual teacher. However, if the issue is of a personal and sensitive nature, not pertaining to the classroom, you may set an appointment with the counselor, who will then communicate your concerns to the principal if necessary. Otherwise, **all classroom-related issues must begin with the teacher and follow the correct reporting protocol.**
- Going directly to the principal or above the principal first is not the correct form of communicative action and may only delay a resolution.
- Please know that the teachers want to help you. Many times parents are apprehensive to speak directly to the teacher with whom the issue is with; however, if the concern is with the teacher's class, it is important to give that teacher an opportunity to hear your concerns, reflect on it, and respond to you in an understanding and thoughtful manner.

Therefore, we respectfully request that you follow the **Reporting Protocol** for all Classroom related Concerns.

### [3 Step Reporting Protocol](#)

It helps to go into a meeting with something on paper or electronic documentation. Having a log of problematic issues that you can show the teacher will demonstrate concrete examples, and it will be easier to [partner with your child's teacher](#) to develop a plan to make things better for your child.

#### **Step 1: Talk with your child's teacher**

Talking with the teacher first and bringing documentation will help you be prepared as well as help your thoughts stay organized. Coming in a positive and organized manner will most likely get your problem resolved. Each teacher should provide their preferred method of communication: (e.g., Email, Google Classroom Chat, Text, Remind, Zoom, Google Meets conference, etc.)



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### **Step 2: Ask for a team meeting**

If your problem has not been resolved and you have attempted to discuss the situation with the teacher several times, then it is appropriate to request a team meeting - Where everyone who teaches your child, as well as support staff (Counselor, Intervention Specialist), can be there to listen to your concerns and help create a solution.

### **Step 3: Set an appointment with the principal**

If you have reached this point, you have exhausted all of your efforts in coming to a resolution to your concerns. Now it is an appropriate time to seek help from the principal who will see that you have followed the correct communication channels and are still in need of their help.

**NOTE:** If the situation is very personal in nature and it does not affect the classroom - perhaps you need advice or just a listening ear, you may need to set an appointment with our counselor, Ms. Rivera, who is here to listen, guide, and support our families and students.

**Choosing to skip any of these steps will only prolong the issue as the principal will redirect you to follow the communication channel first.**