

Welcome to Digital Learning

Josephinum Guide to eLearning and Policies



What Will Digital Learning Look Like?



- Students will login to Schoology every school day until further notice.
- Students will have digital instruction, activities, and homework they MUST complete for each school day
- Students will follow our regular schedule. For example, Monday, March 16th will be a 'D' day. That means they will have work to complete for their 5th, 6th, 7th, and 8th period classes. Tuesday will be an 'A' day so they will only have work to complete for their 1st, 2nd, 3rd, and 4th period classes.
- Teachers and Administrators will be available every school day from 7:45am - 4pm
- Late work policies apply to all classes as will student attendance policies (more on that later)

What Do I Need for Digital Learning?

- Access to the Internet and a device (laptop, chromebook, Ipad, or even a smartphone)
 - The ability to watch and hear videos digitally
 - The ability to record video and audio
 - Access to Google docs and Schoology
 - Access to websites
 - Access to your Jo email
- Relevant school materials (books, notebooks paper, art journals, pens, etc.)
- Time Management - You will need to create a schedule to complete your work every school day
- Time and Space - you will need space that is free from distractions and disruption



Parents - What Do You Need to Do?



- Ensure you have proper internet connectivity to support digital learning. Josephinum is committed to helping support students with another option, who may not have internet connection at home.
- Designate a specified place for your daughter to work inside of your home.
- Discuss with your daughter how she will limit distractions while attending to schoolwork.
- Help your daughter design an at-home schedule that allows for breaks to support healthy eating and exercise habits.
- If your daughter becomes ill to the point they are not able to complete work at home, please notify Colleen Schrantz, at colleen.schrantz@josephinum.org or Renee Vai, at renee.vai@josephinum.org and fax or email a doctor's note to frontoffice@josephinum.org or (773)292-3963.

Parent Responsibilities

- Parents are responsible for communicating to the school and providing a doctor's note if a student is incapacitated to the point that they are not able to complete any work at home.
- If this is the case, parents must update the school administration when the student is able to start completing work. Administration will communicate with teachers, and the teachers will work with the students on make-up work and getting them caught up with the internet-based model.
- Parents are responsible for communicating to the school if internet connection is not accessible or if there is limited accessibility for the student while they are home and working on the internet-based model.
- Parents have the ability to check Schoology and message their students' teachers. You have access to your child's grades, homework assignments, and communication they receive through Schoology

Student Responsibilities



- Students must participate to the fullest extent in the internet-based schooling model based on each teacher's requirements. If a student is not present online when they are asked to be without an excused absence from a parent, then they will be considered unexcused and may have to make up work. Any late work turned in will be penalized based on each teacher's late work policies.
- If there are any technical difficulties causing the student to not be able to access the class or the class materials, the student must email their teacher as soon as possible.
- Students must manage their own time and stay engaged with their teachers and classmates. Check Schoology and email every morning, check email periodically throughout the day, ask teachers questions when you are confused, and try to stay in contact with your classmates.

Teacher Responsibilities



- Teachers must provide the equivalent of school work and/or instruction around the scheduled amount of class time per class meeting day (70 or 90 minutes) and no more than twice that amount of equivalent time of work.
- Teachers are responsible for planning and communicating to students the lesson plan and agenda through Schoology Updates no later than 8am the day class is scheduled to meet.
- Teacher will be accessible during the school day by email, Schoology messaging, gchat hangouts, or Zoom.
- If a student is not completing their work, teachers will be emailing and calling parents asap to inform them of this

FAQs

- **How long will we be learning from home?** - At this point, we are planning on returning April 14th. However, we will keep families up-to-date as soon as we learn any new information
- **Can we get into the building?** - No. After Friday, March 13th the building will be closed until further notice
- **Do we still attend events, practices, games, field trips, etc?** - No, any type of physical meeting is canceled until we reopen the building
- **Can I speak to my counselor?** - Yes, they are available during school hours. Use the QR code on the Counseling Schoology Page to make an appointment or email your counselor.
- **Do we still have IB Exams in May?** - Yes, until further notice this schedule will not change

FAQs

- **If I am sick do I still do work?** - If you are so sick that you cannot participate in work your parent needs to contact the school, just like a regular school day. You must have a doctor's note to be excused (this can be emailed to us, faxed, taken a picture of, etc.)
- **How can I help my student complete their work?** - Check Schoology (if you don't have access email renee.vai@josephinum.org and she will help you), help students make a schedule, help them find a good space to do work, check in with them, encourage them to ask their teachers, admin, or counselors for help
- **What happens if a classmate uses disrespectful communication to me online?** - Please report this to your teacher, counselor, or administrator asap
- **Do we still have the ACT on 4/4?** - No, it will be rescheduled. As of now, we do not have a plan for a new date but we will update you when we know more

Important Resource From Ms. Rodriguez

Dear Parents and Students,

In order to help Josephinum students get caught up and to stay on top of their academic work during this online learning period, please complete the following time management resources below with your child. These resources will help students keep track of their classes, maintain a balanced routine, and set weekly goals.

[Time Management Resources](#)



Sincerely,

Kelsey Rodriguez

kelsey.rodriguez@josephinum.org

RtI Coordinator

Important Resources and Links

- Free and low-cost Internet from Comcast:
 - <https://www.wxyz.com/news/national/coronavirus/comcast-offering-internet-essentials-package-free-for-60-months-during-coronavirus-outbreak>
- Schoology
 - <https://app.schoology.com/login>
- Chicago Department of Public Health
 - <https://www.chicago.gov/city/en/depts/cdph.html>
- Center for Disease Control and Prevention
 - <https://www.cdc.gov/>
- Tips for Parents of Online Learners
 - <https://www.methodschoools.org/blog/tips-for-success-to-parents-of-new-online-learners>

Contacts

- President: patti.tuomey@josephinum.org
- Principal - Sick Days and General Info: colleen.schrantz@josephinum.org
- Director of Curriculum - Class and Technology Issues: renee.vai@josephinum.org
- Dean of Students - Behavioral and Attendance Issues:
gerald.raines@josephinum.org
- Counselors and College Prep: yaritza.dejesus@josephinum.org (Director),
kelly.fuzetti@josephinum.org, olivia.landry@josephinum.org,
mary.oreilly@josephinum.org
- Front Office: frontoffice@josephinum.org
- IB Coordinator: anne.ross@josephinum.org
- Athletic Director: erik.ziolkowski@josephinum.org
- RTI Coordinator: kelsey.rodriguez@josephinum.org