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Dear Parents-

Thank you for your prayers and patience this week. We are eager to keep working with the young people of Xavier to advance their spiritual, physical, academic and emotional well-being in the weeks to come. Decisions on events will be made on a case-by case basis as each event gets closer. We will continue to send weekly e-mail throughout this time of digital learning.

Digital learning will begin on Monday, March 23. The week of Monday, March 23 will be the final week of Term 3. ***Students are aware that any late or missing work from Term 3 must be submitted to the teacher by Monday, March 23 in order to be considered for credit according to the teacher's late work policy.*** On Monday, March 30, classes for Term 4 will begin. Students who have not picked up their Term 4 materials yet should come to XHS or send a parent to pick up the materials between 8-3 on Thursday, March 19 or 9-noon on Friday, March 20. If you have not picked up Term 4 materials by Friday, please [e-mail Mr. Mauthe](#) to arrange a time.

Counselors, learning services, international student services, and faculty will all be available via e-mail throughout this process. Please continue to allow us to serve you and your student. We are eager to make this the best possible experience for students and families.

Expectations and Procedures for Digital Learning

Expectations for Students:

- Students should check their school e-mail daily for important announcements and notes from their teachers.
- Students are expected to find a checklist *for each class* on the teacher's [PowerSchool Learning page](#) every school day. Students should check in by the time that class would start on that day (for example, check in on your first block page by 8:00).
- Students will always be given at least 24 hours notice before there is a real-time event that needs to be attended. All other assignments will be recorded or can be done throughout the day.
- Students are responsible for meeting the deadline assigned. If a student misses the deadline, the work will be considered late and will be graded according to the late work policy of the teacher.
- As digital learning creates many opportunities for academic dishonesty, there will be a strict "zero-tolerance" policy for academic dishonesty. This includes plagiarism, using someone else's work, cheating on an assessment, as well as conduct during a Google Meet, video assignment, or in a chat activity that fails to live up to the Xavier Honor Code.

Expectations for Parents

- Please use the links to the teacher's [PowerSchool Learning pages](#) as well as PowerSchool itself to track your student's progress. A parent will be able to see exactly what is expected of a student each day.
- If your student is sick on a "school day" and unable to meet the deadlines of the day, please call the office or **e-mail Mr. Mauthe**. He will let the teacher know to expect the student to be unavailable for the day.
- Always communicate specific concerns first with the teacher. If an issue persists, please contact Mr. Mauthe or Mr. Parish.
- Please understand that students will be expected to participate in video and audio conferences that will be recorded. The teacher will share the recorded conferences with the class, but the recordings will seldom be available through the teacher's PowerSchool Learning page. Students have been given guidelines for etiquette for video conferencing.
- As a general guideline, each class will have approximately 30-45 minutes of content for the student each day. In addition, the student should expect 45-60 minutes of homework each night for the typical class. This may vary from day to day and depending on the nature of the course.

Platforms for Daily Use:

- We will use PowerSchool Learning and Google Classroom for our daily learning engagements. All teachers will have the daily checklist of activities and assignments on PowerSchool Learning for parents and students.
- PowerSchool Learning, email and Google Meet groups will be used for communications between faculty and students.
- Email will be used to communicate formally with parents as needed.
- Google Tools will be used to submit work, for group collaboration, and for some presentations.
- Specific classes may require other platforms - students should communicate directly with the teacher if there is a difficulty with the educational platform.

Other School News

Service Hours

All underclassmen will have *the May deadline for service hours waived* this year. Students must still complete 80 hours of service (at least 20 for the parish) before graduation, but they are not required to demonstrate that they have done 20 hours during this school year.

Seniors will have their 20 hour requirement for this year waived as well. Seniors who owe hours from previous years will be responsible for those hours before they are allowed to graduate. Contact Mr. Mauthe or Ms. Wilda with questions.

Prayer and Intentions

We will be sending out a daily morning prayer to students, link to the [Lenten Prayer Book](#) and prayer intentions throughout the weeks when we are closed.

If you would like to add any prayer intention(s), [please fill out this form](#).

I will also be sending students a video with afternoon prayer and announcements, just to keep us all connected!

If you have any questions or concerns, please [e-mail me](#). I am very confident that our teachers will deliver a quality education and make the best of the weeks ahead. Join me in praying for health care workers, those suffering from the coronavirus, and all of us as we navigate this challenging time.

God bless,

Mike Mauthe
Principal