



SAINT THOMAS ACADEMY

DISTANCE LEARNING PLAN



PHILOSOPHY OF DISTANCE LEARNING

Saint Thomas Academy remains committed to providing our cadets with an exceptional educational experience that highlights our four pillars and values of faith, integrity, respect and excellence - virtually. We will provide ways for cadets to engage mind, body and spirit while learning remotely. The Academy will remain true to our identity as a Catholic, all-male, college prep, military leadership academy.

Saint Thomas Academy's Distance Learning Plan allows students to continue their academic work through engagement with educational content provided by the teacher and completion of work outside of the traditional classroom space. Distance Learning provides students with the opportunity to approach learning in a different manner when conditions prohibit attending classes on the Saint Thomas Academy campus. As part of the distance learning process, students will be provided with the necessary virtual resources for each course in order to successfully complete course requirements.

SCHOOL-WIDE INFORMATION

- Saint Thomas Academy plans to implement Distance Learning. The timeline for this implementation is as follows:
 - **Tuesday (3/24) is the remaining day** during which students and families can gather necessary materials for Distance Learning. **The building has been cleaned and disinfected as per recommendations made by the CDC and MDH, yet we ask that these visits remain brief and for the purpose of picking up school-related items. Remaining building access hours are: Tuesday, March 24, 9:00 a.m. - 3:00 p.m.**
 - **Monday (3/23) and Tuesday (3/24)** are preparation days for faculty and staff
 - **Wednesday (3/25)** is the commencement of Distance Learning.
- Please plan ahead to ensure that the following **General Resources** are readily available for your son:
 - A plan to follow school hours, maintaining a routine, and regulating a healthy sleep schedule. The recommended school day is 9 a.m. to 3 p.m., with breaks for lunch and movement (*exercise*).
 - A quiet space to use as a dedicated workspace. Help your son by limiting distractions during school hours (*such as limiting access to his cell phone and gaming devices*).
 - A space to exercise and move regularly during the day.
 - A plan for regular check-ins with your son during the day with an adult caretaker
 - Access to work materials, notebooks, writing utensils, necessary devices and chargers, and a printer.
 - If, for any reason, you are unable to provide one or more of the above **General Resources**, please reach out to: bedel@cadets.com; jjurkovich@cadets.com; or mmechtel@cadets.com



- **Please plan ahead to ensure that the following Technology Resources are readily available for your son:**
 - Consistent access to the Internet
 - Access to a computer or iPad (*Middle School*)
 - A common space (*e.g. living room, kitchen /dining table*) for video conferencing and/or recording.
 - If, for any reason, you are unable to provide one or more of the above Technology Resources, please reach out to tmonosmith@cadets.com
- **If teachers and students and/or families meet via video conference, please note the following expectations:**
 - Video Conferencing is a tool to be utilized to provide students and staff with the opportunity for in-person conversations and tutoring in a professional, academic setting when the Saint Thomas Academy Campus is not available for on-site meetings. All Video Conferencing is to be scheduled for exclusively academic or professional purposes.
 - Login to your video conference from a common space. (Living room, kitchen, home office, etc.) Video conference meetings should NOT take place in a bedroom or any other private space.
 - Dress appropriately. Wear clothes that reflect Saint Thomas Academy's standards for out-of-uniform dress code.
 - Sit or stand at a table or desk. Refrain from lounging during a video conference.
 - Be mindful that everything in your camera frame is visible to all attendees.
 - Be mindful of what you are communicating.
 - Be on time and prepared.
 - Be focused on the content and agenda for the meeting.
 - Be respectful and courteous of all those attending.
 - Be aware that you are being recorded and are presenting your professional self.
- **Illness/Attendance During Distance Learning:**
 - If your son is ill and unable to participate in distance learning activities, please email each of his teachers directly, cc'ing Middle School Attendance at amcquillan@cadets.com or Upper School Attendance at attendancehs@cadets.com and/or your son's case manager (*if applicable*) to let them know and to make arrangements for making-up work.
- **Additional Resources:**
 - Counseling and Social Emotional Wellness:** The Counseling Team, Justin Larson (jlanson@cadets.com) and Jake Ingalls (jingalls@cadets.com) will continue to offer social-emotional support to students and families.
 - Parenting Support:** Tom Richardson (trichardson@cadets.com) and Missy Perry (mperry@cadets.com) will continue to be available to parents as an expert in parenting and mental health resources.
 - College Counselors:** Norma Gutierrez (ngutierrez@cadets.com) and Casey Erickson (cerickson@cadets.com) will continue to be available to Upper School students for college counseling support in the Upper School.
 - Learning Specialist Support:** The Learning Specialists, Katie Schultz (kschultz@cadets.com) and Erick Rome (erome@cadets.com), will continue to offer support to their students.
 - Faith Support:** Our Chaplain, Father Mark Pavlak, (mpavlak@cadets.com) will continue to be available as we know that our faith and the strength of our Catholic community are essential resources, especially during this challenging time.



UPPER SCHOOL

- **Distance Learning Material Pick-Up: Tuesday (3/24)** is the remaining day during which students and families can gather necessary materials for Distance Learning. **The building has been cleaned and disinfected as per recommendations made by the CDC and MDH, yet we ask that these visits remain brief and for the purpose of picking up school-related items.**
Remaining building access hours:
 - **Tuesday, March 24, 9:00 a.m. - 3:00 p.m.**
- **Access to Coursework:** Your son will use Unified Classroom as his platform to access all course content, turn in work, communicate with their teachers and classmates, etc.
- **Weekly Content Posting:** Teachers will post daily content by 9:00 a.m. on the Unified Classroom page for each course. Students should make a habit of checking each class page, each morning at 9:00 a.m. to stay organized and manage their time.
- **Work Load:** Students and their families should plan on 4-5 total hours of work per week for a standard class, 5-6 total hours of work for an honors class, 6-8 hours per week for an AP class.
- **Submitting Work:** Students will turn in work through Google Drive or Unified Classroom (*video, document, photographs of work, etc.*).
- **Office Hours:** Saint Thomas Academy's Distance Learning Program is asynchronous so there are no formal office hours. Teachers will publish windows of time during which they are more readily available to students on their Unified Classroom page and will respond to individual inquiries within 24 hours (*unless it's the weekend*). Students are encouraged to email teachers directly to set up a tutoring time.
- **Course Schedule:** We will follow the A-B-C rotation as noted on cadets.com/calendar and planners. For example, March 25 is scheduled as a C day, March 26 is an A day, and March 27 is a B day. There will be no set times when classes "meet." Rather, students will have work assigned that will be due on specific days in an effort to support time management and organization. Please refer to teacher guidelines for submission guidelines and submission date/time.
- **Longer-Term Adjustments:** If we move into a longer time period for distance learning, the above guidelines may change to best meet the needs of students and families. Updates will be sent at that time.
- **Technical Support:** For technical support please email Mrs. Monosmith and the Tech Support team at techsupport@cadets.com
- **All Other Needs:** If you need other support, please email teachers directly, Mr. Edel at bedel@cadets.com, or Mrs. Mechtel at mmechtel@cadets.com.



MIDDLE SCHOOL

- *Distance Learning Material Pick-Up: Tuesday (3/24)* is the remaining day during which students and families can gather necessary materials for Distance Learning. **The building has been cleaned and disinfected as per recommendations made by the CDC and MDH, yet we ask that these visits remain brief and for the purpose of picking up school-related items.**
Remaining building access hours:
 - **Tuesday, March 24, 9:00 a.m. - 3:00 p.m.**
- **Access to Coursework:** Your son will use Unified Classroom as his platform to access all course content, turn in work, communicate with their teachers and classmates, etc.
- **Weekly Content Posting:** Teachers will post daily content by 9:00 a.m. on the Unified Classroom page for each course. Students should make a habit of checking each class page, each morning at 9:00 a.m. to stay organized and manage their time.
- **Work Load:** Parents and students should plan on 4-5 total hours of work each day.
- **Course Schedule:** We will follow the A-B-C rotation as noted on cadets.com/calendar and planners. For example, March 25 is scheduled as a C day, March 26 is an A day, and March 27 is a B day. However, there will be no set times when classes “meet.” Rather, students will have work assigned that will be due on specific days in an effort to support time management and organization. Please refer to teacher guidelines for submission guidelines and submission date/time.
- **Longer-Term Adjustments:** If we move into a longer time period for distance learning, the above guidelines may change to best meet the needs of students and families. Updates will be sent at that time.
- **Technical Support:** For technical support please email Mrs. Monosmith and the Tech Support team at techsupport@cadets.com
- **All Other Needs:** If you need other support, please email teachers directly, *Mr. Jurkovich* at jjurkovich@cadets.com, or *Mrs. Mechtel* at mmechtel@cadets.com.

RESOURCES

- Check the Cadets.com/COVID19 for updated announcements
- Login to Unified Classroom to access Distance Learning content
- Tech questions? Please email Tina Monosmith at tmonosmith@cadets.com
- Curriculum questions? Please email your son’s teacher or Michelle Mechtel at mmechtel@cadets.com
- Attendance questions? Please email your son’s teachers directly and Upper School attendance at attendancehs@cadets.com or Middle School attendance at amcquillan@cadets.com