

Welcome to Digital Learning

Josephinum Guide to Remote Learning and Policies



What Will Digital Learning Look Like?



- Mondays, Tuesdays, Thursdays, and Fridays students will first login into their Advisory Zoom chat room promptly at 9am for attendance, daily announcements, and SEL and community-building activities.
- During Advisory they will login to Schoology to see each class agenda and when and how they will “meet” with their class or what work is required for the day
- Students must be prompt to each class and timely with the classwork due. Teachers may require students to log into a video chat like Zoom , Google Meets, gchat, or complete digital work
- Students will have digital instruction, activities, and homework they **MUST** complete for each school day
- Wednesdays will be a day to catch up on work, complete group work with classmates, and/or meet with teachers.

Digital Learning Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30am	Advisory	Advisory	Asynchronous Learning - students will work at their own pace Maintenance team will have an opportunity to clean the building	Advisory	Advisory
9:45-10:45am	Period 1	Period 5		Period 1	Period 5
11:00-12:00pm	Period 2	Period 6		Period 2	Period 6
12:00-1:00pm	Lunch Break	Lunch Break		Lunch Break	Lunch Break
1:00-2:00pm	Period 3	Period 7		Period 3	Period 7
2:15-3:15pm	Period 4	Period 8		Period 4	Period 8

What Do I Need for Digital Learning?

- Access to a reliable Internet connection, a device (laptop, chromebook, Ipad, or even a smartphone), and headphones that you can use during your class times
 - 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 a comfortable, distraction-free 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.
- Designate a specified place for your daughter to work inside of your home and/or decide on a schedule for when she will be going into the school building to complete her work
- Discuss with your daughter how she will limit distractions while attending to schoolwork.
- Help your daughter design a 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 and Renee Vai, at renee.vai@josephinum.org and fax or email a doctor's note to frontoffice@josephinum.org or (773)292-3963 (fax).

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.
- 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.

What Does Attendance Look Like?

- **DIGITAL** - Attendance will be recorded in Advisory at 9am. Students must click on the Advisory Class Zoom link to be accounted for. **If a student is absent from the Advisory Zoom call, families will be called, similar to the process we undertake when we are in person.**
- **BUILDING SUPERVISION** - Students must reserve their spot for the week on the days they want to come in the by Sunday night. We will only take the first 35 students who reserve a space. However, if there is an extenuating circumstance that requires you to come in, please contact us and we will accommodate. Students will check in at the office every morning between 8-8:59am for their health check. **If a student is absent from the building, families will be called, similar to the process we undertake when we are in person.**

What Does Attendance Look Like?

- For synchronous classes being on time means logging into the platform assigned by your teacher each day (Zoom, Google Meets, Docs, Gchat, or Hangouts, etc.) at the beginning of each class
- For asynchronous classes you will not have to record your attendance and may complete the work on your own time by the deadline the teacher sets.
- You will receive a tardy if you are 3 minutes or later to the start time of your class

Teacher Responsibilities

- Teachers will provide the following maximum amount of work per week for students which includes a combination of synchronous and asynchronous work:
 - 12th - 4 hours per class (240 minutes)
 - 11th - 3 hours per class (180 minutes)
 - 10th - 3 hours per class (180 minutes)
 - 9th - 2.5 hours per class (150 minutes)
- Teachers are responsible for planning and communicating to students the lesson plan and agenda through Schoology Updates by 9am the day class is scheduled
- If a student is not completing their work, teachers will be emailing and calling parents asap to inform them of this



Safety Protocols While in the Building

- The building will be open and remain open from 8:00am- 3:45pm
- When approaching the building, students should make sure their face covering is on appropriately
- Upon entrance, students will review the list of COVID symptoms to ensure they are symptom free as well as get their temperature checked. If their temperature is above 100.4 degrees the student will be sent home
- All students, teachers and staff are asked to remain 6 ft. apart from one another.
- All students will be assigned a space designated for our students who would prefer to complete their digital work from school that will be supervised.
- Hand sanitizing spaces have been created throughout the building as well as specific protocols for the bathroom, lunchtime and how to use the hallways

Student Services

Services Provided

The Student Services Department provides a comprehensive counseling program that attends to the personal, social, academic, and college and career planning needs of all students. Services include individual and small group counseling, academic support, crisis intervention, and post-secondary planning.

Counseling Process

Teachers, parents/guardians and students can use this [form](#) to request an appointment with their counselor. The counselor then coordinates an appointment with the student. The counselor will provide telehealth services to students when needed.

For more information click [here](#).

MTSS: Academic and SEL Support

A Multi-Tiered System of Supports (MTSS) refers to a systemic, prevention-focused framework for addressing student Social and Academic needs through the integration and continuous improvement of systems and services. Students are assessed and monitored to collect necessary data. Based on the collected data, the MTSS team makes educational decisions about the intensity and duration of interventions. Students receive interventions based on the following tiers:

- Tier I: Encompasses the entire school with core instructions and basic interventions such as core Academic and SEL curriculum.
- Tier II: Involves small groups. Students here receive extra assistance in meeting Academic and Social-Emotional goals.
- Tier III: Here students receive intensive Academic or Social-Emotional interventions on a one-on-one basis or in small group direct instruction.

Student Life Events and Activities

Building Community is extremely important no matter if we are in person or miles away from one another. That is what separates our Jo community from other high schools

What to expect

- Daily motivators and prayer
- Weekly community builders, competitions and activities
- A fall spirit week

Sports and Physical Health

2020/2021 Athletic Scheduling Information

August 2020 Announcement

Josephinum's traditional fall sport of volleyball has been tentatively rescheduled for the new IHSA spring season (Feb. 15 – May 1). All IHSA sports season dates have been modified and the seasons are compressed.

View the [IHSA "Return to Sports" update](#) with the complete modified IHSA athletic schedule.

When sports play begins Josephinum will carry out the following..

- Students will be screened at the start of practice for temperature >100.4F/38C or symptoms of COVID-19 (fevers, chills, cough, muscle aches, headache, sore throat, runny nose, nausea, vomiting, diarrhea, or loss of taste or smell).
- Students must self-monitor for these symptoms prior to arrival at Josephinum. Any person with symptoms or a positive COVID-19 test, should not participate in practice, competition, or conditioning and should be referred to a physician for evaluation and only return after clearance to do so from a physician.
- Josephinum employees and students are asked to abide by the Chicago Travel Order which took effect July 6. Travelers entering or returning to Chicago from states experiencing a surge in new COVID-19 cases will not be allowed to attend open gyms, practices, or games and need to quarantine for a 14-day period from the time of last contact within the identified state.
- Students must be honest about their health, and stay home if they have any symptoms.

Adhering to these protocols and being honest about your health will ensure that all students continue to play in the coming weeks and months.

Sports and Physical Health cont..

Sports Physicals

Physical exams are required for participation in all 2020/2021 sports. The IHSA physical form can be found on our main Athletics page. Participating students must have a physical completed in 2020 on file at Josephinum before attending tryouts. Families can bring the physical form to any doctor to be completed. Once completed the document should be submitted to Josephinum Academy of the Sacred Heart.

Please note that physicals for incoming freshmen count as the necessary sports physical.

Feel free to email Josephinum Athletic Director at erik.ziolkowski@josephinum.org if you have any questions.

FAQs

- **How long will we be learning from home?** - We will be learning from home as long as it is the safest option for our students, families, staff, and faculty. We will keep families up-to-date as soon as we learn any new information
- **Can we get into the building?** - Yes. You may complete your work in a supervised and socially distant classroom or space within the building during specified hours.
- **Do we still attend events, practices, games, field trips, etc?** - We will be announcing activities, games, events, panels, and other extracurriculars that will be both virtual and in-person throughout the semester that will be safe and optional for students.
- **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.

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 IB Exams in May?** - As of now, we are preparing seniors to have their IB exams as scheduled in May 2021
- **Will we take the ACT?** We will be hosting the October session of the ACT that students may sign up for. We will also be offering ACT prep to juniors and seniors

Important Resource for Students

Dear Parents, Guardians, 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](#)



Digital Resources

- [Schoology](#) (Schoology accounts are issued to every student, parent, staff and faculty member. If you are not sure what your login info is please contact renee.vai@josephinum.org)
- [Josephinum Gmail](#) (Jo emails and passwords have been provided to all students, staff and faculty. If you cannot login please contact renee.vai@josephinum.org)

Potential Classroom Resources (students and teachers register for their own account with their Jo email):

- [Flipgrid](#)
- [Peardeck](#)
- [Youtube](#)
- [Screencastify](#)

Important 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>
- 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 and IB Coordinator - 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), olivia.landry@josephinum.org, mary.oreilly@josephinum.org
- Front Office: frontoffice@josephinum.org
- Athletic Director: erik.ziolkowski@josephinum.org