

## **2020-2021 St. Edward Epiphany School Phase 3- Virtual School Guidelines**

Starting Tuesday, August 25, 2020, students at St. Edward Epiphany School will have the option to operate using our Virtual School Model. The goal for SEES Virtual School is to provide each of our students as much instruction and instructional support during regular school hours. This is a list of guidelines and expectations for students, staff and families of SEES.

We will be sending out a survey on August 1st for families to make a final decision about their choice to attend school on site or virtually. All families are encouraged to look at all information about how SEES is going to open, and make the best choice for your family. In order to allow for proper planning of instruction, we will allow families to make this choice on a quarterly basis. So, if you decide to start the year virtually, you will be able to switch to on site instruction after the first nine weeks.

This continues to be a very different and ever-changing time for our community and our world. This has been and will continue to be a learning process for everyone, but I can promise that our faculty and staff will do everything we can to make every student successful.

### **Teacher Responsibilities**

- All teachers, homeroom and elective, will post/email their daily or weekly assignments for students to complete.
- Each grade level will be organized into a grade level team. This team will include the two homeroom teachers, any instructional aides for that level and one additional faculty member. This grade level team will work together to interact with students and answer any questions that they may have during the school day.
- Grade level teams will work together to plan and will answer questions through email or Google Chat throughout the school day. When students have questions during the day, they will be encouraged to copy the entire grade level team. This will make the communication more efficient.
- Each grade level team will create a plan for Virtual instruction. This will be different for each grade or subject, but may include Google Meets, Zoom meetings or recording of class instruction. Administrators will work with each grade level team to ensure they have the proper equipment to meet their needs.
- E3 and school counseling services will all be available via email.

### **Student Responsibilities**

- Morning Prayer will begin at 8:30 am on Mr. Hamner's youtube channel. All classes on site and all students at home should log on at 8:30 am for morning prayer and announcements.
- Students should follow the directions of their teacher and complete their classwork following the daily schedule. Students should not work ahead if their teacher has posted

material for future days. It is important that we maintain a consistent instructional schedule for all of our classes.

- If students have questions, they can email or chat with their grade level team.

### **Parent Responsibilities**

- Parents need to let SEES administration know if they do not have the technology available at home to be on the internet. The school has devices that we can loan to any families that may need it.
- Please check your email and let your child's teacher and grade level team know if you are not receiving their emails.

If you have any questions, please contact Mr. Hamner or Mr. Andrew.