



April 5, 2020

Dear St. Patrick School Families,

We pray that you had a blessed Palm Sunday. As Holy Week begins, we look forward to renewal and hope this Easter season and ask each of you to join as a family and reflect on the love that is being offered to all of us every second of our lives, even during this challenging time in our world. Be sure and join the Parish as it continues the Easter tradition by livestreaming the Triduum and Easter liturgies, beginning Holy Thursday, April 9 and continuing through Easter Sunday, April 12 with a 9AM Mass and an 11AM Mass.

As a reminder, our Easter/Spring Break begins on Wednesday, April 8 at noon and runs through Wednesday, April 15. School lessons on April 8 will primarily reflect the Lenten season and Holy Week. St. Patrick School will resume eLearning on Thursday, April 16. We hope everyone enjoys the much-needed time off! In addition to this reminder, I have a few more updates to share.

### **eLearning Guidelines**

As I had stated last week, because we are uncertain how long we will be conducting eLearning, the administration and faculty are working hard to determine how best to meet the needs of our students. As more classes go live, it has been necessary to provide some guidelines for how students should delineate their space. We respectfully ask that all parents assist us in this endeavor in order to keep the integrity of eLearning lessons and respect the teachers who are working hard to educate your children.

### **Participation in eLearning**

Student responsibilities and guidelines for eLearning are no different from our accepted and understood school policies and protocols. St. Patrick School's Acceptable-Use Policy and Parent/Student Handbook remain applicable to all students and other members of our community. St. Patrick School may, in its sole discretion, further revise or update the Acceptable-Use Policy and/or this policy at any time.

### **Delivery of eLearning**

The school will utilize Google's Education Suite core services, IXL, and other online platforms/tools deemed appropriate by the administration to conduct meaningful teaching and learning. Parents or guardians and students should continue to review their email regularly.

### **Utilization of St. Patrick School eLearning Platforms**

eLearning platforms utilized by St. Patrick School are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent from St. Patrick School is prohibited. Failure to comply with this directive may result in disciplinary action.

### **Acknowledgment of eLearning Policies and Procedures**

The St. Patrick School community understands and acknowledges eLearning as a continuation of daily teaching and learning, not only for our faculty and students, but also for their parents and guardians. It is critical to understand that platforms utilized by St. Patrick School during eLearning involve the following:

- When in a videoconference, those at the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, possible name, and background/surroundings) are viewable to others at the conference.
- Participants in a videoconference (or any other aspect of eLearning) are expected to conduct themselves as they would on the St. Patrick School campus. Students do not have to be in uniforms; however, they should be wearing school-appropriate attire.



- To avoid unnecessary distractions while eLearning is taking place, no pets are allowed during class time. Additionally, younger siblings should not be on camera while lessons are taking place.
- Similarly, backgrounds in a video recording or conference should be appropriate for viewing by the school community.
- Student's should be seated at a desk or table to create an appropriate learning environment. They should not be lying or reclining in a bed.
- During eLearning, an educational workspace is necessary. Student's are asked to do the following: minimize background noise by turning off the TV and radio; do not eat or drink; clear the workspace of distracting items such as toys; and turn off cell phones and all other devices.
- Participants' image, likeness, or voice may be recorded while utilizing eLearning platforms.
- During eLearning, students will be visible/audible to other participants (students and St. Patrick School employees) in the virtual lessons. It is possible that those in the participant's household will see or hear all the participants. Accordingly, eLearning sessions and communications should not be considered confidential.
- Students and parents may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms, unless specifically authorized by the St. Patrick School administration. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.

Although minimal, there may be risks related to the use of online platforms. Please review the Privacy Policy and Terms of Use for Google's G Suite for Education. You can find it [here](#). Other eLearning tools used will have their own privacy policy on their respective website. A student's participation in school activities via eLearning serves as the student's and parent's or guardian's acknowledgment and acceptance of St. Patrick School's eLearning program and adherence to the full St. Patrick School Acceptable-Use Policy, including this guideline policy.

It is also important for students to understand that the same expectations of behavior in the classroom apply to eLearning. A general rule to follow would be that if the behavior is not acceptable in the classroom at St. Patrick School, then it is not acceptable during elearning. The existing Handbook Policies with respect to technology and how we treat each other should be honored at all times in the eLearning setting. Some other suggestions to maintain proper eLearning behavior:

- Focus on the classroom conversation and activities.
- Read the directions carefully.
- Ask relevant questions to clarify the material covered or assignments given.
- Do not join sideline chats with classmates when the teacher is speaking or on topics that are not academic.
- Treat your teacher and classmates with respect in any communication.
- Always use your teacher's proper title (Mrs., Ms., Mr., etc.) Do not address your teacher by first name.
- Use clear and concise language.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Reread your own messages for friendliness and respect before posting or sending.

Should you have any questions regarding these policies, please direct them to your student's homeroom teacher. We appreciate your support in helping our students and teachers have a worthwhile eLearning experience.



### **Report Cards**

Report cards for all students will be emailed to parents before the Easter/Spring Break. Please note that comments are only included when necessary for improvement purposes as our teachers have been laser focused on instruction and teaching online during this challenging time. Should you have any questions regarding the report card, please contact the teacher via email.

### **Faculty and Staff Update**

While we know the students miss their teachers and their classmates, we also are aware that they miss the paraprofessionals in Early Childhood and other full- and part-time faculty and staff who work hard to make St. Patrick School such a special and heartwarming community. Please know that the paraprofessionals, specials instructors, and other administrative staff of St. Patrick School are all working hard behind the scenes to help make eLearning as seamless as possible. Father Bob and I are committed to ensuring that the changes we are going through do not put severe economic strain on the loving and caring members of our school faculty and staff. The Diocese of Paterson guaranteed that all employees be paid through April 4, 2020. However, to support the St. Patrick School faculty and staff members, we have committed to continue to pay all school employees for the remainder of the school year. We truly feel that this is a just, responsible, and compassionate use of school resources during these uncertain times.

Thank you for your continued support of St. Patrick School and our amazing team of faculty and staff! In partnership with you, we are able to not only make the best of a challenging situation, but we are still able to flourish as students, teachers and a community. We wish you a blessed Easter!

Wishing you prayers and good health,

Christine Ross, Ed. D  
Principal