



ST. FRANCIS XAVIER
A Jesuit Catholic Elementary School
Preschool - 8th Grade

Distance Learning Protocol for Students & Parents

Should SFX ever have to close its campus for an extended period of time, the school administration will enact this Distance Learning Protocol at its discretion. Families will be notified of any closures and opening dates via a phone message and email. All students and parents should be attentive to what is outlined below and regularly check their email for updates.

Utilizing Google Classroom (grades 3-8) and parent email (PK-2) as our Primary Digital Platform

We will utilize Google Classroom, email, and Gradelink as the hub for all classes. All teachers will post expectations **by 8:10 a.m. each day**. Students and parents should look at Google Classroom or email for details. Per usual, this should include:

- 1) What is happening that day/what the activities are/where students can find directions and material.
- 2) What is due that day and how it should come in (Google Classroom and Email)
- 3) What the homework is/where students can find it/when it is due.

Students in grades 3-8 are responsible for **checking each class on google classroom at 8:10 a.m. each weekday** and for being especially attentive to email during this time. Students should check email at least several times throughout the day. 3rd - 5th grade parents should strongly support their students. Grades PK-2 parents should check their email each morning.

Students should submit all assignments due **by 8 :10 a.m. on the due date**.

All teachers will have daily digital office hours that mirror the regular school schedule to give students an opportunity to ask questions and get additional help.

Digital Assignments and Activities

Teachers will facilitate assign activities to facilitate learning. Students should expect at least one assignment per class to be turned in per week, but more may be required depending on the nature of the course. Students should expect activities/assignments not to exceed the normal class and homework time. Gradelink is the primary form of communication with regard to the grade. Parents and students should continue to check gradelink to make sure assignments are completed, submitted, and graded.

What if students are ill or lose access to the internet?

If a student is unable to engage in digital work due to illness, parents/guardians should call the Nurses Office before 8:00 a.m. on each day of the absence. Faculty will provide extensions or exemptions as needed per the policy in the school handbook.

If a student does not have or loses regular access to the internet at home, students (6-8)/parents/guardians, should communicate with the teacher.

What can parents/guardians do to support their students?

- Check email daily for school communications and remind students to check their email for messages from the school and teachers.
- Create space and time during the day for students to focus on learning. Experts agree that students should use devices in a highly visible public spot at home like the kitchen, dining room, or family room where their screens are easily viewable by everyone.
- Help students formulate a plan to accomplish the required work for all classes every day.
- Assist students with troubleshooting any technology or learning challenges they may face.
- Encourage good sleep, physical activity, and normal illness prevention practices such as regularly washing hands, coughing into elbows, avoid touching faces, etc.

Resources

- [Centers for Disease Control Coronavirus resources](#)
- [Maricopa County Department of Public Health Coronavirus information](#)
- [Arizona Department of Health Services Coronavirus information](#)