



March 13, 2020

Dear Parents and Students,

We hope all are doing well as we continue to navigate the COVID-19 situation. The faculty and administration have been working to finalize a protocol for online lessons in the event of a prolonged closing. If school is closed on Monday, March 16th, remote learning will begin at that time. Please begin to prepare for the possibility of switching to remote learning. Expectations for remote learning are as follows:

- Teachers will post lessons by 8 a.m. Monday through Friday. Lessons will be posted based on the cycle day on our school calendar. Lessons will only be posted for classes that meet that day.
- Students are expected to submit class assignments each day by 5 p.m.
- Loss of points for late/missing work is at the teacher's discretion.
- Teachers will submit attendance through PlusPortals each day. Students are considered present for class if their assignment is submitted to their teacher by 5 p.m. If the assignment is late, students are subject to be marked late/absent.
- Each day, students need to comment on their assignment, post in the stream (name and date), and/or submit other work for that day (whatever the teacher specifies for their assignment).
- As always, students are responsible for checking both the portal and the Google Classroom. Please be sure your notifications are on for Google Classroom. You may also want to install the Google Classroom app on your phone if you have not already done so. This will allow you to complete your work if you do not have a computer at home.
- A teacher's individual academic policy will apply during the remote learning period.
- Communication is important - if you are having any technical problems or concerns about the assignments, you are responsible for reaching out to your teacher.
- Sacred Heart Academy upholds a high degree of academic integrity. As women of heart and leadership we expect that, through this remote learning process, if a teacher expects individual work to be done, it must be done individually.

We thank you for your cooperation during this difficult time. We will continue to communicate updates to you as needed.

Thank you,

Mrs. Mulholland, Ms. Schreiner, Ms. Shirreffs, and Mrs. Walsh
The SHA Ed Tech Coaches, on behalf of the Administration Team