

## **Policies & Procedures – Flexible Instruction Day (FID)**

*These policies and procedures are subject to change to adjust to government & Archdiocesan directives*

### **Schedule**

**Monday, March 16, 2020** - School open 12pm-4pm to gather materials, if needed

**Tuesday, March 17, 2020** - Online instruction begins

### **Daily Attendance**

All students are to immediately join the Google Classroom Homeroom for their grade. The invitation has already been sent to each student. They can also join using the appropriate code below.

<b><u>Google Classroom</u></b>	<b><u>Code to Join</u></b>
Homeroom 9	exe2ohh
Homeroom 10	zjtxi7n
Homeroom 11	b3j2f6t
Homeroom 12	jatd5lm

Each morning a Google Attendance Form will be posted to the Google Homeroom for each grade. **This form must be completed BEFORE 9am.** In order for a student to be considered present for the day, the student must click on the link and complete the form. Robocalls will be sent to parents/guardians at 10am beginning 3/18/2020. Administrators will be calling parents/guardians of absent students as well.

If a student is sick, or unable to participate on a particular Flexible Instruction Day (FID), the parent/guardian must email from their registered parent email address Sr. Catherine [sr.cbones@neumanngorettihs.org](mailto:sr.cbones@neumanngorettihs.org) to inform her that their child will be absent for the day. This email will be considered the student's absent note. This does not excuse an absence but simply confirms that you are aware of your child's absence. These absences count towards your child's total for the year (the limit for the 19-20 school year is 15 absences). Normal attendance policies will still apply. Three (3) or more consecutive days of absence can be excused with an appropriate doctor's note. Please email a doctor's note no later than the day your child returns to flexible instruction to [sr.cbones@neumanngorettihs.org](mailto:sr.cbones@neumanngorettihs.org) . Please remember the school policy that 1-2 days of absence are not excused with or without notes.

## Daily Expectations of Students (for our school families to support)

- ❑ **Make a Schedule! Eat a healthy breakfast, log your attendance before 9am and get started!!** Reserve at least a 4 hour block of time each day to complete and turn-in your daily assignments. You should anticipate that this could take longer on some days. We recommend following the routine of your roster, for example completing and turning in the assignment for your 1st period class, then your second period class, and so on. Be sure to take a short break for lunch as you normally would.
  - ❑ Fill out the Google Form in your Google Classroom Homeroom before 9AM
  - ❑ Check your Neumann Goretti Gmail regularly
  - ❑ Check your Google Classroom for each course
  - ❑ Check your Powerschool for each course
  - ❑ If you are in a College Course, Educere, AVLI, Rosetta Stone or Apex course see “Special Programs” on page 4

## Assignments

Each teacher will email Parents/guardians and students with expectations while school is closed. This will include office hours, methods of communication, expectations of assignments and how/when students will turn in assignments.

- Posting for each course’s daily assignment by teacher
  - by 11:59pm the night before each FID but no later than 10am on the FID.
  - A corresponding assignment will be posted on Powerschool
  - Assignments are to be completed daily by 10:59pm
- Design
  - Each daily assignment should take about 30 minutes to complete
  - The expectations for how each assignment should be turned in will be communicated by each teacher
  - Daily assignments are due no later than 10:59pm.
- Grading
  - Assignments will count at homework, classwork, quiz, etc. which will be communicated by the teacher. We anticipate that group’s of assignments will be counted as major grades for the 3rd quarter and the 4th quarter as needed
  - Assignments are to be turned in on a daily basis no later than 10:59pm.
  - **Late assignments will not be taken and will be given a grade of zero**
  - Teachers will communicate their policy for turning in work for credit if you are absent

### **Teacher Office Hours**

- Teachers will be available for three (3) hours between the hours of 10:00am and 2:30pm on a FID to answer questions **via email** that students may have about the assignment.
- The hours have been communicated with parents/guardians by letter from the teacher and are posted in the Google Classroom for each course
- Any changes to office hours will be posted by the teacher in Google Classroom

### **Special Programs:**

**College Courses** - All students are to follow the directions of their professors for Manor, Neumann University, and LaSalle courses. ***Students should expect that daily work for these courses will be longer than 30 minutes.*** Students are expected to progress through these courses with minimal oversight from Neumann Goretti. However if a question or concern arises, please reach out to Mrs. Torres [gtorres@neumanngorettihs.org](mailto:gtorres@neumanngorettihs.org)

**Educere and AVLI Online Courses** - All students are to continue to follow the directions of their online teachers. ***Students should expect that daily work for these courses will be longer than 30 minutes.*** Students are expected to progress through these courses with minimal oversight from Neumann Goretti. However if a question or concern arises, please reach out to Mrs. Torres [gtorres@neumanngorettihs.org](mailto:gtorres@neumanngorettihs.org)

**Spanish 4 Rosetta Stone Course** - continue as instructed. However if a question or concern arises, please reach out to Mrs. Torres [gtorres@neumanngorettihs.org](mailto:gtorres@neumanngorettihs.org)

**Mr. Kelly's 7th (Comparative Gov.) & 8th Period (Psych)** - Mr. Kelly will email you daily with the work to be completed on Apex.

### **Helpful Links for Parents/Guardians**

Log into Google Classroom through your child's Neumann Goretti Gmail/Google Account

Powerschool: <https://aopcatholicschools.powerschool.com/public>

Comcast Internet Essentials: <https://www.internetessentials.com/>

## Guidance Office

Guidance staff available to you and your child during the Flexible Instructional Days (FIDs). All Guidance staff members will be available by email during normal school hours, and through virtual meetings as requested to address student needs.

Juniors in particular who have not yet had their 1:1 college meetings are encouraged to schedule a virtual college meeting by emailing Mrs. Hilk at [mhilk@neumanngorettihs.org](mailto:mhilk@neumanngorettihs.org). She and our college advisor, Ms. J, will be conducting the same 1:1 meetings that were taking place in school to get juniors ready for the college search and application process.

Students are also encouraged to contact their counselor via email if they need support, or have questions/concerns that they would normally address during the school day. These can be academic, social/emotional, college, etc., and can be addressed via email or by scheduling a virtual meeting. Parents are also welcome to contact their student's counselor to address concerns or schedule a time to talk.

### **Counselors and caseload:**

- **Mrs. Pizzuti:** 9th and 10th grade counselor, NCAA coordinator
  - [bpizzuti@neumanngorettihs.org](mailto:bpizzuti@neumanngorettihs.org)
- **Mrs. Hilk:** Guidance Director, 11th and 12th grade counselor
  - [mhilk@neumanngorettihs.org](mailto:mhilk@neumanngorettihs.org)
- **Ms. Hennewinkel (Ms. H):** Title 1 Counselor
  - [ehennewinkel@neumanngorettihs.org](mailto:ehennewinkel@neumanngorettihs.org)
- **Ms. Blake:** Social Worker
  - [ublake@neumanngorettihs.org](mailto:ublake@neumanngorettihs.org)
- **Ms. Jackson-Drake (Ms. J):** College Advisor \*\*only available MWF\*\*
  - [tjacksondrake@neumanngorettihs.org](mailto:tjacksondrake@neumanngorettihs.org)

## IF YOU NEED HELP ACCESSING FOOD DURING THE COVID-19 OUTBREAK

### **\*\*Food for Children\*\***

School District of Philadelphia:

Until March 27th, grab-and-go breakfast and lunch will be available from 9AM – 12PM, Monday through Friday, at 30 schools.

Some recreation centers and gyms will also be open Monday through Friday from 10AM – 6PM, with one meal per child served at 3PM.

Full list of locations: <https://www.phila.gov/2020-03-14-find-free-meals-and-safe-.../>

Map: <http://phl.maps.arcgis.com/apps/View/index.html...>

### **\*\*Other Community Resources\*\***

The following organizations operate food cupboards In Philly and the surrounding suburbs. Supplies and hours of operation may vary, so please call a location first before visiting.

#### **Food Cupboard Location Lists and Maps:**

Philabundance: <https://www.philabundance.org/find-food/food-map/>

Share Food Program: <https://sharefoodprogram.org/progra.../share-food-boxes/hosts/>

Montco Anti-Hunger Network: <https://www.hncbucks.org/-food-pantry-locations>

Hunger Coalition of Bucks County: <https://www.hncbucks.org/-food-pantry-locations>.

Coalition Against Hunger: <http://www.hungercoalition.org/food-pantries>

# SOCIAL DISTANCING:

## What does it mean?

Social distancing is the practice of reducing close contact between people to slow the spread of infections or diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and cancelling events.



AVOID	Use Caution	Safe to DO
Group Gatherings Sleep Overs Playdates Concerts Theatre Outings Athletic Events Crowded Retail Stores Malls Workouts in Gyms Visitors in your House Non-essential workers in your house Mass Transit Systems	Visit a local Restaurant Visit Grocery Store Get Take Out Pick up Medications Play Tennis in a Park Visiting the Library Church Services Traveling	Take a Walk Go for a Hike Yard Work Play in your Yard Clean out a Closet Read a Good Book Listen to Music Cook a Meal Family Game Night Go for a Drive Group Video Chats Stream a favorite show Check on a Friend Check on Elderly Neighbor



Do you  
*Know the Symptoms*  
of coronavirus?

### COVID-19

- ✓ Fever
- ✓ Dry Cough
- ✓ Fatigue
- ✓ Shortness of Breath



### Flu

- ✓ Fever
- ✓ Dry Cough
- ✓ Runny Nose
- ✓ Headache
- ✓ Sore Throat
- ✓ Muscle and Joint Pain



### Cold

- ✓ Cough
- ✓ Sore Throat
- ✓ Aches and Pains
- ✓ Runny or Stuffy Nose
- ✓ Watery Eyes
- ✓ Sneezing



### Allergies

- ✓ Sneezing
- ✓ Coughing
- ✓ Itchy Eyes
- ✓ Runny or Stuffy Nose

