



Distance Learning Handbook

Principal's Memo

Dear BJP Community,

I pray that you all remain safe and healthy during these uncertain times.

As we navigate how to handle what may be a very extended time away from the building, we also want to continue learning in some way so that students can have a full year's education.

However, we realize that there are hurdles, such as other siblings at home who are also learning from a distance, parent work schedules in addition to creating a learning environment, technology limitations, etc.

We have reviewed many programs and outlined countless possibilities. We have decided to use our existing online [Homework Pad](#) in conjunction with students' Google Gmail and Google Drive applications to **complete independent work with options for virtual tutoring/check-ins with each teacher.**

We aim to not overwhelm, understanding that learning will be different, but to provide academic content through links and textbook work to keep students *intellectually engaged*, which is one of our core graduate-at-graduation values.

Please review this distance learning handbook/guide over the next week in preparation for starting on **Monday, March 30th**. Use the week before to test technology according to the times in the email, set up learning environments at home, and pick-up all your materials at BJP.

This handbook will be in effect until **April 20th**, including the Tuesday-Friday of [Spring Break](#). The [calendar](#) shows the dates of distance learning. Should the closure continue and if everything is working well, we may expand the handbook, or it may just stay the same. That is to be determined.

If you ever have any questions, please email or call me.

Sincerely,

Mr. Arte
Principal

Student Responsibilities

1. Log into your [BJP Google](#) account every Monday-Friday. (see guide on page 4)
 - a. Check your Gmail.
 - b. In Drive, check your "Shared with Me" folder on the left side and drag any shared files to the correct subject folder in your Drive.
2. Complete assignments posted on the [Homework Pad](#). (see guide on page 3)
 - a. Monday, Wednesday, and Friday: all 6 subjects will assign work.
 - b. Tuesday and Thursday: reading, writing, and math will assign work.
 - c. Be sure work is turned in on the correct shared document that you have with the teacher or through emailed pictures. Teachers will usually add the next day's questions to the top of the document.
3. Log Into Virtual Office Hours (see guide on page 5)
 - a. At least ONCE a week, check in with EVERY teacher either through video link or email. The times for videoing are listed on the [Homework Pad](#) under each subject (that's six check-ins throughout the week, about one per day). Use your planner to track who you have checked in with. Video check-ins are not required. You can email to check-in. Videos are not virtual lectures.
 - b. Click on the grade level on the top of the [Homework Pad](#) to enter a video conference.
 - c. Mute your microphone. Use the chat feature on the right to type that you have a question. The teacher will "call on you" to unmute and talk.
 - d. Teachers will be "there" every Monday-Friday if you ever have questions about assignments.
 - e. Do not misuse the virtual office hours. Any reports of misuse, use of video links outside of scheduled office hours, or disruptive / inappropriate behavior will result in one warning and then removal from the entire BJP Google platform, which is already outlined in the BJP Handbook for the year.

Teacher Responsibilities

1. Assign work each day by 8am (or the night before) that averages 15-30 minutes of total work.
 - a. Turn in assignments to Mr. Arte and Ms. Shannon on the shared Lesson Template Google Sheet
2. Science, Social Studies, and Religion (Monday, Wednesday, and Friday)
 - a. Assign either a textbook section (not chapter) or linked video/article to view/read.
 - b. Share a Google Document with each student titled "Student's Name – Subject"
 - c. Use this document to post 1-5 comprehension questions at the top of the document for students to answer each day.
3. Math (Monday-Friday)
 - a. Link to a Khan Academy video or set of videos/practice page.
 - b. Assign 10-15 problems of related work from the textbook.
 - i. Consider alternating Khan videos / practice and textbook work days.
 - ii. Collect completed work through emailed pictures or in the virtual classroom.
 - c. 5th grade continues to have Freckle.
4. Reading (Monday-Friday)
 - a. Continue novel reading with study/comprehension activities in a shared Google Document.
5. Writing (Monday-Friday)
 - a. Practice one grammar/writing skill through a shared Google Document.
 - b. Continue with other normal activities (i.e. vocabulary, punctuation, etc.). One per day.
6. Virtual Office Hours (Monday-Friday)
 - a. Be available on the virtual office hours every day at the times listed, even if no work is assigned that day. Wait for the other teacher to arrive before leaving.
 - b. Attend Friday full faculty meetings virtually from 3-4pm.
7. Communication
 - a. On Wednesday afternoon, email parents and students any missing work. Also, email individual "shout-outs."
 - b. Track students turning in work, checking-in virtually, and communication (positive and remediation) with parents by the Friday Faculty meeting to Mr. Arte and Ms. Shannon through the shared Google Sheet.

Setting Up a Home Classroom

Below are ideas on how to create a learning environment at home:

- ☑ **Keep a routine.** Dedicated wake up times (well before class), work times, breaks, and bed times are important. Get dressed for the day!
- ☑ **Keep track of your materials.** Clear a shelf for only your student's BJP textbooks and materials so that they can be easily found and accessible (and returned when the time comes).
- ☑ **Set up a work space.** Find a corner of a living room or other common space where a computer can be used with a wall in the background to eliminate distractions on the video feeds. When it is work time, honor that space/environment. Use headphones. Don't set up on your bed!
- ☑ **Keep a log** of checking-in with teachers either through video or email in your student planner.
- ☑ **Engage with academics beyond the computer.** Ask your student what they are learning and review their work.
- ☑ **Schedule breaks and movement activities.** Some ideas and challenges will be linked in the Main Office/Enrichment section of the [Homework Pad](#).
- ☑ **Stay connected** with your BJP community with the Weekly Notes Home emailed every Friday.

Grading Policy / Communication

Teachers will provide feedback through comments on Google Docs and virtual check-ins/emails.

Grading is a combination of completion and comprehension. The key here is participation and completion of work. **All work done during distance learning is part of the 4th marking period and will reflect in your student's yearly average.**

Teachers will respond to emails in a timely manner, within 24 hours.

Counseling Department

Ms. Theroux and Ms. O'Neill will continue to check-in with their normal cases through cell phone/FaceTime. They are, however, available to any student should they need someone to talk to. Check your email for their enrichment challenge!

Ms. Theroux (7th and 8th graders): **347-436-6286**

Ms. O'Neill (5th and 6th graders): **347-436-5730**

Homework Pad Guide



Brooklyn Jesuit Prep

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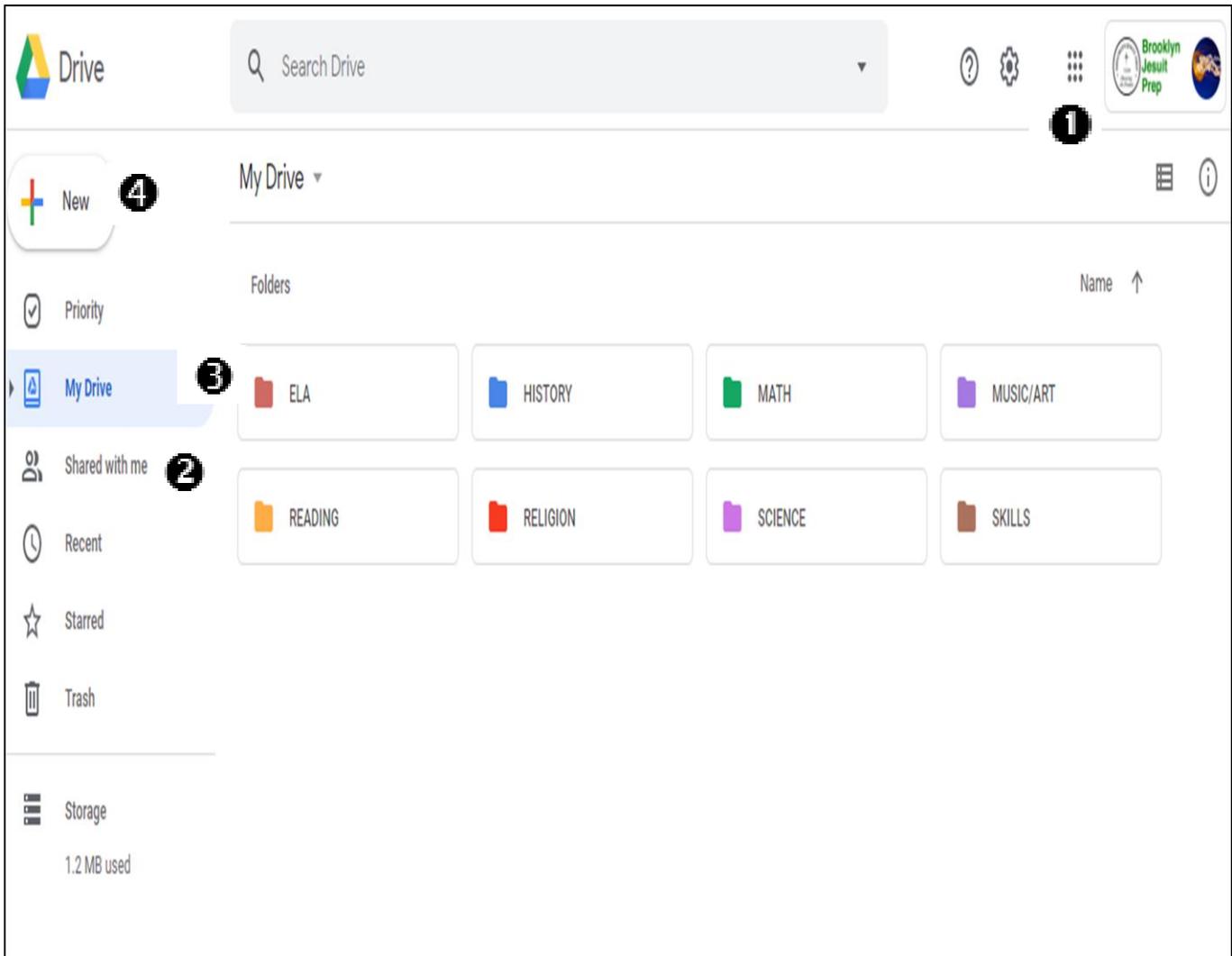
Homework Pad					
5 8th Grade					
	2 Monday	Tuesday	Wednesday	Thursday	Friday
ELA 8:30-9:30am	<u>Read Article Here and Answer Questions in Document on Drive.</u>				
Reading 9:30-10:30am	Read Act 3, Scene 4 of Romeo and Juliet. Respond to questions on Drive Document.				
Math 11:30am-12:30pm	<u>Watch all 4 Videos under Ratio Application</u> <u>Email Textbook Page 100, #s1-10</u>				
Science 10:30-11:30am	Read Textbook Chapter 5, Section 1 and Answer Comprehension Questions 1-4 on Page 97 in Document on Drive	/		/	
Social Studies 2-3pm	Read Textbook Chapter 3, Section 2 and Answer Questions 1-5 on Page 45 in Document on Drive	/		/	
Religion 1-2pm	Answer Reflection Question in Document on Drive	/		/	
Main Office / Enrichment					

1

[Note of Importance](#) | [Distance Learning Instructions](#) | [5th Grade](#) | [6th Grade](#) | [7th Grade](#) | 8th Grade

Go to www.brooklynjesuit.org/homework for the Homework Pad. The current week's assignments will load. Past weeks are archived in links at the very bottom of the page in case you need to access the old assignments.

- 1 Click on your grade level tab.
- 2 Complete the assigned independent work for that day. There are no set times to do this work according to BJP. Set up a 3 hour routine for yourself at home.
- 3 Click on the links to be taken to assigned videos or online articles to watch or read before doing the work on Google Drive. Anything that is underlined is a link.
- 4 Times listed below classes are times that teachers will be available for virtual video check-ins every Monday-Friday. These are NOT virtual lessons as work is done independently. However, teachers are available to answer questions about the work, check-in on progress, and provide explanations. Students should check-in through video or email with each teacher once a week. Students do NOT need to be on the videos the entire day; only to check-in should they need help or to meet their check-in requirement.
- 5 The grade level on the top is a link to join the virtual classroom to see the teachers at the assigned times. Click the link and you will be taken to a Google Hangout where you will need to click the "Join Now" button to enter. Mute your microphone, use the chat feature to "raise your hand," and unmute to ask questions.



Go to www.google.com and click on the blue “sign in” button on the top right to log into your **BJP account**.

- ❶ Use the 9 dot icon to switch between your BJP Google Apps. You will be using Drive and Mail.
- ❷ Check the “Shared with Me” folder on the left to see if teachers shared a document with you.
 - If teachers did, you will also get a notification in your Gmail.
 - However, click on the “Shared with Me” folder and drag the file into “My Drive” and the correct subject’s folder that you already have set up.
- ❸ In “My Drive,” keep your folders and work organized by class.
 - Open a class folder to access the work you dragged from “Shared with Me” and complete the work as assigned on the [Homework Pad](#).
 - There is no need to re-share it with the teacher. They will have access to the document they shared to check on your work. They will leave comments in the document. Everything saves automatically.
- ❹ Use the + button to create a new document. Your work will be done on a document your teacher shares with you, so there is no need to make a lot of new documents. However, to make a new document, open a class folder first and then click on the + button to make that document. Name the document and share it with your teacher.

[Email Mr. Arte](#) if you need virtual help navigating and setting up your Drive and documents.

Google Hangout Guide – Virtual Office Hours



After signing into your Google Apps, click on the grade level on the top of the [Homework Pad](#) and then “Join Now” to enter the video link with teachers during their virtual office hours. Students are required to check-in with each teacher once a week either through this video link or email. Use your planner to keep track and ensure you check-in with everyone. **Students do NOT need to be on all the time.** These are NOT virtual lectures. They are opportunities to ask questions. Do not misuse the program. Teachers have the ability to remove students from the video link. Misuse will be given one warning and then complete removal from BJP’s Google platform. Set up the computer in an area free from distractions. Dress for success.

- 1 The small icons in your web address bar will enable and disable your camera and microphone if they are not working when you first enter.
- 2 Mute your microphone. This helps so that background noise is not disruptive. Click on it a second time to unmute. On the other side of the red hang up button, you can also turn your camera on and off.
- 3 Use the chat feature (speech bubble) to type to the teacher that you have a question. They will say, “Greg, what’s your question?” Unmute yourself to ask the question and have a conversation. Click away from the chat box to close it. Mute yourself again when done with the conversation.
- 4 The three dots open a menu that enables you to change the layout of the screen. The layout that is selected automatically is best.
- 5 To get help navigating the Homework Pad, Drive, or links teacher’s post, participants can share their screen with the “Present Now” button.
- 6 When you are done checking-in, hang up.