



Dear Students and Parents,

Fontbonne has now moved to distance learning in order to keep the community safe during the COVID-19 pandemic. We will be following our regular cycle days as in the calendar beginning on F-day, **Tuesday March 17, 2020**. Students should be able to receive a reasonable degree of teaching and learning through PlusPortals. The information below is a set of agreements to support our Student-Teacher connection.

The following is in place as we move to distance learning:

1. Students must have a device for their use at home.
2. If students need to come to school to pick up a device or books which they need to continue their education from home, Fontbonne will be open from 8am-4pm on **Monday, March 16, 2020** for students to get their materials.
3. Students should email Ms. Spignesi at mspignesi@fontbonneboston.org or their school counselors if they do not have Internet connection at home to continue learning.
4. Teachers will give clear directions for assignments and tests which were scheduled for the week of **March 16-20, 2020**.
5. Students should continue to do the work for their other online classes through VHS and Educere.

The following policies will remain in effect during distance learning:

1. All faculty and class late work policies.
2. The academic integrity policy located in the handbook.
3. Reporting student absences to the school office by 8:30am.
4. Student behavior expectations based on the 4 R's.

The following resources will be available during distance learning:

1. School counselors will be available to students from 8am-2:30pm every school day. Students or parents can contact counselors via email.
2. Ms. Donelin in the Academic Success Program will be available via email every school day from 2:30pm-4:00pm.

Note to Parents: If someone in your household has been in contact with someone who has been exposed to COVID-19 or has been diagnosed with COVID-19 during the time we are in distance learning, we ask that you please report this information directly to the school nurse, Stacy Bailey, at sbailey@fontbonneboston.org.

Distance learning protocol:

1. **Monday, March 16, 2020** will be a planning day for faculty to prepare their distance learning lessons for the upcoming days.
2. We will be providing a morning prayer and announcements that will be accessible in PlusPortals. We will use the announcement feature in PlusPortals.
3. We will continue to follow the letter day cycle as it is specified in the calendar. However, we will modify the times of periods to make transitions between classes more manageable:

Period 1	8:00-8:40
Period 2	8:50-9:30
Period 3	9:40-10:20
Period 4	10:30-11:10
Period 5	11:20-12:20
Period 6	1:00-1:40
Period 7	1:50-2:30

4. Students are expected to log into each class scheduled for that letter day via PlusPortals. Each class will have an attendance form which students will fill out to record their attendance.
5. If there is an X-day in the calendar, no classes will be scheduled that day.
6. Lesson-related directions for every class will be posted in PlusPortals. Lesson objective, links, documents, assessments, as well as links/explanations for support/follow up will be accessible to students and their parents.
7. Students are expected to complete all lessons, activities, and assignments that are included for each class. Students should do so at the time of each scheduled class. Some classes may include a live, interactive session with the teacher. Students should be prepared to participate. Teachers may be recording these sessions for student review. Please refer to the [Student Digital Tools for Distance Learning document in PlusPortals](#) for what you will need to participate.
8. Teachers may be including audio or video instruction for their lessons.
9. Teachers will be available for questions during the time that a class would be meeting on that letter day in order to give instruction and/or to answer student questions.
10. Teachers may use email, live chat options, or discussion boards to give students opportunities to discuss, share ideas, and raise questions with classmates while implementing distance learning. Students will receive instructions for using these options.
11. The system for collecting and returning work in each class will be posted in PlusPortals.
12. If assignments include articles for research, use the usual access: PlusPortals, Groups, Library Page from dropdown; page down to Library Gateway link; click Fontbonne. For articles go to the link on upper right: Gale Databases (no password required) or lower left for other databases. If you are ever asked for credentials use the following:
Username: fontbonne **Password:** academy

Our goal of continuing classes remotely is to promote student learning while the Fontbonne Learning Community cannot be in session in our building. Students are expected to do their own work with integrity. The goal is to learn, not just complete assignments.