



ST. MARY'S DOMINICAN HIGH SCHOOL

Office of the Principal

March 17, 2020

Dear Parents and Guardians,

We are aware that these are very stressful and extraordinary times for you and your daughters. Please be assured that the Administration has worked diligently and comprehensively to transition from face-to-face learning to home learning in the least stressful way possible. We believe the following protocol and procedures will best serve our students during the coming weeks. In order for the program to be successful and instruction to be sustained, we are asking for your patience and encouragement, and your daughter's commitment and engagement. St. Mary's Dominican High School's home learning program outlines expectations, planning, communication, assessing, and resources. The program will be launched on Friday, March 20, 2020.

Remember as always, that the Parent PlusPortal is the primary communication tool between the school and parents. You will find a staff directory, resources, and school announcements on this platform.

During this challenging time, I am confident that with God's grace and wisdom and the intercession of our Blessed Mother, we will navigate the waters of uncertainty as a faith-filled school community.

Peace and blessings,

A handwritten signature in blue ink that reads "Carolyn F. Favre".

Carolyn F. Favre, M. Ed
Principal

St. Mary's Dominican High School
Home Learning Expectations
Students

1. Students are expected to log into Office 365 each school day to check their Dominican e-mail, Teams, and OneNote for communication from teachers and/or the school. Microsoft Office 365 tools (Teams, OneNote, Outlook, Sway, etc.) and/or PlusPortals must be used for home learning.
2. Student are not required to be on-line at specific hours, but they are expected to take responsibility for their work and turn in work in a reasonable amount of time (48 hours of posting)
3. If your daughter becomes ill and cannot fulfill these requirements for a few days or longer, please contact her counselor.
4. Teachers will be available to communicate with students between 9:00 a.m. and 3:00 p.m. Monday through Friday.
5. A class may include among but limited to the following:
 - a. Recorded lecture
 - b. PowerPoint notes with recording of additional information
 - c. Links to educational video for supplementary help (textbook links, Khan Academy)
 - d. Discussion board questions with required amount of responses to teacher's questions and to classmates' posts
 - e. Textbook reading/questions, novel reading and comprehension questions, worksheets, WebQuests, Math XL, continuation of research papers/projects, etc.
6. Teachers will communicate the point value of assignments/projects.
7. Teachers will adjust the number of assignments/assessments as needed.
8. IT personnel will be on-call 9 a.m. to 3 p.m., Monday through Friday. Please refer to the IT Checklist in the event of technology glitches.

Again, we ask for your patience as we experience this extraordinary situation.

IT Checklist

Make sure any Documents or Work is saved on Office 365 One Drive before proceeding.

Are you connected to the Internet?

Did you forget your password?

Did you close and then restart all Open Apps and/or Tabs in the Web Browser?

Did you disconnect and reconnect any devices not working?

Did you restart your computer?

When was the last time you checked for Windows Updates and Restarted the Computer to make sure they installed properly? If it been more than a week you need to do this.

Did you perform a Hard Reset (Pressing and Holding the Up-Volume button and then Pressing and Holding the Power Button until the Machine Restarts)?

If all of the above fails to resolve the problem, you may contact our IT personnel via Teams, Dominican e-mail, or phone.

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