



ST. MARY'S ACADEMY

*Hello SMA Families,
The information below was sent to your student's SMA Outlook email this afternoon. Please remind your student to check Outlook for important digital learning information.*

*Thank you,
Liane Rae*

Welcome back to St Mary's Academy for the 2020-21 academic year!

We hope you have enjoyed your summer and are feeling refreshed and ready. The faculty is looking forward to once again hearing your voices and learning about your experiences.

As you are aware, we will begin this school year in a fully online environment. You experienced digital learning last spring in an unexpected and limited fashion, and we were inspired by the flexibility and resiliency shown by SMA students in a very difficult situation. That said, we have had the opportunity to better prepare the online environment you will experience this fall. We hope it will feel more live and interactive for you. We have also worked to enhance your opportunities for community building.

In our online, digital SMA you will need to be able to find your way around, just as you learned (or will learn) the layout of our building. You will need to arrive at your classes on time and ready to learn. You will need to know how to access academic support and how to reach your counselor. Much of that information is summarized below, so you can easily find it in one place. More in-depth information will be coming to you about these and other topics as the school year begins.

Tips and Tricks for a Successful Start to Digital Learning

• Structure and Routine:

- Set times for bedtime and morning wake-up, get dressed, eat regular meals, attend classes, set time for relaxation and physical activity.
- Schedule and take breaks throughout the day. Use the 15 minutes of passing time between online classes to step away from your device.
- Write your daily commitments down on a calendar and check it every morning. Keep it posted in a visible location.

• Learning Environment:

- We know and understand that there are a variety of space situations/distractions in student's homes. When it is available, try to choose a workspace that has the least amount of distractions.
- When possible and practical choose an open space away from the area where you sleep.
- Counselors are available to help strategize with you about setting up your study area to promote the best learning environment.

• Organization:

- Check Schoology a few minutes before each class block starts.
- Links to classes, assignments, and activities will be updated daily.
- Use Schoology and a paper planner to help you keep track of classes and assignment

Please complete the following tasks before your first day of school:

1. Log in to your Zoom account on your iPad
2. Check PowerSchool for your 2020-2021 schedule. Email Tech Help if you cannot log on, tech.help@smapdx.org
3. Open Schoology and check for updates
4. Check your Outlook email throughout the day, every day!

Digital Schedule:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|--|--|
| TA Attendance and Check in 8:30 to 8:45 | TA Attendance and Check in 8:30 to 8:45 | Faculty/Staff Professional Development 8:30 to 10:00 | TA Attendance and Check in 8:30 to 8:45 | TA Attendance and Check in 8:30 to 8:45 |
| BLOCK 1 9:00: to 10:15 | BLOCK 5 9:00 to 10:15 | | BLOCK 1 9:00: to 10:15 | BLOCK 5 9:00 to 10:15 |
| BLOCK 2 10:30 to 11:45 | BLOCK 6 10:30 to 11:45 | TA 10:00 to 10:30 | BLOCK 2 10:30 to 11:45 | BLOCK 6 10:30 to 11:45 |
| LUNCH 11:45 to 12:15 | LUNCH 11:45 to 12:15 | Flex Time Flex time will consist of scheduled academics, workshops, TA, clubs, activities, assemblies, and liturgies | LUNCH 11:45 to 12:15 | LUNCH 11:45 to 12:15 |
| BLOCK 3 12:30 to 1:45 | BLOCK 7 12:30 to 1:45 | | BLOCK 3 12:30 to 1:45 | BLOCK 7 12:30 to 1:45 |
| BLOCK 4 2:00 to 3:15 | Student Support 2:00 to 3:15 | | BLOCK 4 2:00 to 3:15 | Student Support 2:00 to 3:15 |

*Block 0 meets 8:00-8:30AM and Block 8 meets 3:30-4:30PM

Attendance Expectations

Students are expected to attend all classes according to the posted bell schedule. Your first step will be to log into Zoom on time, using the link found in your **Schoology Updates**. Your teachers will take attendance at the beginning of every block. An important change from our online classes last spring: whether synchronous (live lectures) or asynchronous (independent work time) activities are planned, your teacher will remain available through the entirety of each block to guide and check in with students as necessary.

Between each block there will be 15 minutes of “passing time”. Please use this time to stand, stretch, chat, snack, and get prepared for your next class.

Again, you will need to log in to Zoom for attendance at the beginning of **every** class block. Your teacher will be available for the duration of every class block.

Video Feature in Zoom

SMA has transitioned to Zoom for hosting online classes. *The video feature is expected to be activated for at least the beginning of every class.* Please send private message to your teacher on Zoom if you have a need to temporarily turn your video off during a synchronous activity. Teachers will clarify Zoom background expectations during the first week of class.

Work Expectations

Anticipate an average of 3-5 hours of total work per class, per week. This includes your class time, plus reading/watching/listening, engaging with peers via Zoom breakout rooms, homework assignments, and projects. Certain electives, AP classes, and PSU Challenge courses may require greater practice or study time, which will be addressed in coordination with teachers.

Wednesday is Asynchronous Flex Time

During a *Wednesday Asynchronous Flex Time*, the school day begins at 10:00am. You will go to your Schoology Updates to login to your TA on Zoom for 10:00am attendance and to plan your day. *Wednesday Asynchronous Flex Time* is credited as a school day and may include affinity spaces and club meetings, liturgies, assemblies, individual work time, counselor check ins, and teacher office hours.

Student Support

Student support blocks have been added to our digital schedule. During this time your counselors and teachers will be available to offer additional academic and social emotional support to students. You may be asked to join a study block by your teachers or counselor if you are needing additional support.

Supports to Access During your Student Support Block Tuesdays/Fridays 2:00-3:15

- Ms. Moller - Instructional Help Desk chris.moller@smapdx.org
- Counselors check ins
 - Anne Hagge anne.hagge@smapdx.org Director of Academic Support

- Robin Eisenbach robin.eisenbach@smapdx.org
- Lexi Marquardt lexi.marquardt@smapdx.org
- Heather Murphy heather.murphy@smapdx.org (Heather will be returning at the end of September. Please contact Anne Hagge for support.)
- National Honors Society tutors will also be available to provide tutoring services- Contact Ms. Moller
- Teachers office hours
- Mandatory Study

Grading and PowerSchool

St. Mary's Academy will continue to use letter grades throughout our full digital learning schedule. We have permanently updated our grade scale to reflect our grade rounding practices.

LETTER GRADE AND PERCENTAGE SCALE *

| Letter | % Range | Letter | % Range | Letter | % Range | Letter | % Range |
|--------|-----------|--------|-----------|--------|-----------|--------|----------------|
| A+ | 100 | B+ | 87.5-89.4 | C+ | 77.5-79.4 | D+ | 67.5-69.4 |
| A | 91.5-99.9 | B | 81.5-87.4 | C | 71.5-77.4 | D | 61.5-67.4 |
| A- | 89.5-91.4 | B- | 79.5-81.4 | C- | 69.5-71.4 | D- | 59.5-61.4 |
| | | | | | | F | 59.4 and below |

Dress Code

St. Mary's Academy seeks to maintain an atmosphere that is conducive to the highest quality of academic pursuit and respect of self and others. The manner students are dressed and groomed contributes to this atmosphere. The school dress code is based on a readiness to come to engage in the work of school, respect, neatness, cleanliness, "good taste," and safety. Students are expected to dress for the school day and to be noticeably dressed better for school than for play, exercise or recreation. The specific guidelines found in the Parent/Student Handbook applies during all digital learning sessions from Monday-Friday. If you have any questions, please contact Ms. Gorman patty.gorman@smapdx.org.

Tech Policies and Procedures

- [Responsible Use Policy](#)
- [Tech Help tech.help@smapdx.org](mailto:tech.help@smapdx.org)
- [At Home Wi-Fi Concerns](#)

Thank you and I look forward to welcoming you back to a new school year!



Liane Rae
Assistant Principal of Curriculum and Instruction