



BOSCO TECH

Dear Bosco Tech Families,

Tomorrow, we will begin to deliver Distance Learning to your sons. Over the Spring Break, and in a series of webinars today, our teachers have been hard at work to modify their lesson plans and instructional methods to accommodate this major shift from the typical learning model. I want to make you and your sons aware of the changes and requirements we are putting into place so we can continue to successfully deliver coursework to our students.

Calendar Changes:

Classes will continue to follow an A/B format. The school calendar originally had the next two days, March 24-25, as both B-days, with standardized testing in the mornings. Testing has been cancelled and instead **Tuesday, March 24, will be an A-day** and **Wednesday, March 25, will be a B-day**. The remainder of the school calendar should be unchanged.

All extra-curricular school events continue to be postponed or cancelled and we are closely monitoring the spread of the COVID-19 coronavirus to determine when we can lift the restrictions on such activities.

Google Classroom:

All teachers are moving their class notifications to **Google Classroom** (more than half of our teachers were already using this information platform). This means that when students login to their Google account (email) and select the Google Classroom app, all of their courses will appear in one place. This centralized source of information will make it much easier for teachers to communicate with students and for students to upload assignments and share feedback on their work.

Students should also check their school **Google Calendar** regularly to see if any appointments, webinars or meetings have been scheduled for them.

Attendance:

Following the A/B schedule format, **students MUST check in to ALL of their classes on a particular A or B day** (usually 4 classes) **by 10AM**. They will be required to answer a short survey or daily question to prove their attendance. Students will be marked:

- **Present** if they check in prior to 10AM;
- **Tardy** if they check in between 10AM and 11:30AM; and
- **Absent** if they check in after 11:30AM (or they do not check in at all).

Part of the class grade will be assigned to reflect daily attendance. If a parent wishes to call out a student for extreme illness (meaning teachers should not expect assignments to be accessed), the parent must call the school attendance line (626-940-2002) before 9:00AM that day. Follow the procedure in the student handbook (pg 22).

Class Meetings and Due Dates:

Classes will meet virtually, meaning students do not need to attend their classes at a particular time each day. Every morning, **students need to access each subject** for that cycle day (A/B) **in their Google Classroom account before 10:00AM** in order to:

- Complete the attendance activity;
- Review any posted or recorded greeting;
- Determine the assignments of the day for each class; and
- Submit those assignments before the posted deadlines.

This should allow some flexibility for families in case there is sharing of computer resources occurring in the household. Typically, **assignments must be uploaded by 10:00AM on the next day class meets**. For example, homework assigned on Tuesday (an A-day) will be due before 10:00AM on Thursday (the next A-day). Teachers were instructed to limit each class to about 90 minutes daily for both instruction and homework combined. Major projects will likely have longer due dates, but students will need to be monitored to avoid procrastinating and collecting a large amount of work from multiple classes that all comes due at some later date.

Office Hours/Help Sessions:

For every subject taught, there will be two (2) 60 minute Office Hours held each week, where teachers will be at their computers to provide additional, live assistance. These help sessions will often take the form of video conferences using Google Meet. This is an easy-to-use app that is part of our school's Google Suite for Education. Students can also email questions to their teachers at any time.

Locker Access:

Some students left personal items and books in their lockers prior to Spring Break. We recommend all students make arrangements to come on campus and collect all their materials as soon as practical. **Lockers will be available Tuesday (3/24) from 1:00-3:00PM and Wednesday to Friday (3/25-3/27) from 10:00-12:00 and from 1:00-3:00PM.** Students and parents must check-in with Ms. Robles in the front lobby for access.

Setting Routines:

We want to strongly encourage that students are placed onto some form of routine at home that mimics a regular school day. Let me emphasize, **this is NOT an extended period of Spring Break**, but rather a change in how instruction is delivered. Around school days, students should be given set times for sleep and when to get up in the morning so they can manage their classwork quickly and effectively. How they dress, when they shower, the schedule of meals can all impact student performance. Please do not allow "it's online" to be used as an excuse for poor time management.

The stress of the unprecedented situation we have all been placed into can be reduced somewhat by having a predictable routine. Monitor your son's access to social media and digital content to ensure they are not becoming overwhelmed with the current onslaught of information circulating through the internet.

Closing Comments:

In Catholic schools, parents are considered the primary educators of young people. In today's extraordinary environment, that adage takes on a new meaning and is even more significant. Working together, we will successfully continue the education of your sons, even if from a distance. The teachers of Bosco Tech are ready and excited to meet this challenge.

Please join me in prayer:

Holy Spirit, as families adjust to everyone being home as businesses and schools close, we ask that You guide people in their new realities. Give spouses grace for each other. Prompt worn-out parents to speak words of kindness and encouragement to their children. Help children find creative ways to experience the beauty of all You have created and continue learning.

Have mercy on me, my God, have mercy on me, for in you I take refuge. I will take refuge in the shadow of your wings until the disaster has passed.

—*Psalm 57:1 (NIV)*

Yours in Christ,

Jeff Krynen - Principal

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