

Student & Parent Digital Handbook 2020-2021



Saint Joseph Academy

BROWNSVILLE TEXAS

(956) 542-3581

Students are expected to abide by all policies and procedures outlined in the SJA Student and Parent Handbook, SJA Return-to-School Guidelines, and SJA Digital Plan.

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Our Mission

Conducted by the Marist Brothers of the Schools and serving the children of the lower Rio Grande Valley, Saint Joseph Academy provides religious and moral formation and a college preparatory education in the tradition of the Roman Catholic Church. It endeavors to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

— *Approved by vote of the
Board of Trustees May, 2002*

Technology Requirements & Expectations for Use

- Students will use G-Suite, Google Classroom, Zoom and other digital tools for online learning. Students must use Chrome or Firefox as their browser, and they must be logged in with their school-issued G-Suite @sjastudents.com account.
- Students will use proper network etiquette by being polite, using appropriate language, avoid transmitting inappropriate messages or pictures, avoid pretending to be someone else, and avoid revealing personal addresses or phone numbers of themselves or others.
- Students will learn the six core topics of “Digital Citizenship”
 - Media Balance and Well-Being
 - Privacy and Security
 - Digital Footprint and Identity
 - Relationships and Communication
 - Cyberbullying, Digital Drama, and Hate Speech
 - News and Media Literacy

Parent resources for Digital Citizenship can be found on the CommonSense.org Website: <https://www.common sense media.org/>.

Student Expectations

- Be punctual and join the Zoom meeting 5 minutes before the start of the class period. Be in full SJA uniform and display your first and last name. Student must be present to receive credit.
- Students are not allowed to share Zoom links and class codes. Students who use false names or names other than their own will be subject to any and all consequences in the SJA Student and Parent Handbook. This includes the use of all school-related online platforms.
- **Keep your camera on and be visible at all times.** Zoom background should not be distracting or inappropriate. Keep your microphone muted unless directed otherwise by your teacher.
- Do not take screenshots or pictures during Zoom meetings.
- Students are not allowed to use annotation tools or screen share **without permission from the teacher**. Once granted, students must use appropriately.
- No phones, social media or other devices during Zoom meetings unless otherwise authorized by the teacher.
- Be seated at a well-lit desk or table. Students are not allowed to be seated or reclined in bed. Limit outside distractions while in Zoom meetings (i.e. pets, other people, home decorations, background noise, etc.).
- Be respectful and courteous to other students by not making disrespectful comments.
- Complete assignments with integrity and academic honesty, follow the “SJA Honor Code”. Meet all timelines, commitments, and due dates. Official grades are posted in PlusPortals. Please check regularly.
- Communicate proactively with your teachers through your **school-issued G-Suite Account (@sjastudents.com)** if you cannot meet deadlines or require additional academic support. Correspondence sent after 4:00 p.m. may not be addressed until the following school day.
- Students must check-in using the Google Form provided by the teacher for the Flex Friday schedule.
- Students are responsible for remembering all school accounts. G-Suite passwords can only be reset through helpdesk@sjastudents.com.

Failure to comply with student expectations may result in removal from the Zoom session and parent contact.

Students are expected to abide by all policies and procedures outlined in the SJA Student and Parent Handbook, SJA Return-to-School Guidelines, and SJA Digital Plan.

Family Roles & Responsibilities

- Help your student manage their online learning by ensuring that they attend all classes and finish all assignments.
- Create a comfortable, distraction-free place for your student to work and attend online classes.
- Establish routines and expectations for your student.
- Check PlusPortals for official grades.
- **Do not join your student's online classes or be visible on your student's screens during classes. Lessons are intended for students to tackle independently or with teacher's help.**
- Communicate with your student's teachers and reach out should any challenges arise using your PlusPortals account emails (@sja.us). Conference periods are listed on the course prospectus.
- Correspondence sent after 4:00 p.m. may not be addressed until the following school day.

We look forward to partnering with you on your student's education journey, not only as Bloodhounds, but as Marists.

Appendices

1. SJA Class Schedules

- a. Daily Schedule when both Face-to-Face (On Campus) and Distance Learning are offered.**
- b. Flex Friday (Asynchronous, “self-paced instruction” with teacher check-ins)**
- c. Monday- Thursday (Synchronous, “live-instruction”) 100% Distance Learning**

2. PlusPortals and Google Classroom

3. General Contacts

- a. PlusPortals**
- b. Attendance**
- c. Discipline**
- d. Champagnat Learning Center**
- e. Counseling Services**
- f. Library Resources**
- g. Helpdesk/School-issued G-Suite Accounts**

4. Confidentiality Statement

SJA Class Schedules

A. Daily Schedule when both Face-to-Face (On Campus) and Distance Learning are offered. Parents will be able to choose on-campus or distance learning while SJA is following COVID-19 Guidelines.

Students will follow their daily schedule.

Time	Period
8:20 - 9:20	Homeroom/1st
9:25 - 10:15	2nd
10:20 - 11:10	3rd
11:15 - 12:05	4th
12:05 - 12:40	Lunch
12:45 - 1:35	5th
1:40 - 2:30	6th
2:35 - 3:25	7th
3:25 - 3:45	Tutoring

Updated:
October 2,
2020

Synchronous, “Live Instruction”	Asynchronous, “Self-Paced Instruction”
<p>Students participating in distance learning with SJA and UTRGV faculty will participate through <u>synchronous, live instruction</u>, for all courses except for P.E./Athletics and Music-Dual (UTRGV DEEP).</p> <p>Students participating in <u>distance learning</u> will be required to participate through Zoom during the designated class period for synchronous, “live instruction”.</p>	<p>Students participating in distance learning with SJA and UTRGV faculty will participate through Asynchronous, self-paced instruction, for the following courses:</p> <p>P.E./Athletics and Music-Dual (UTRGV DEEP)</p> <p>Students participating in <u>distance learning</u> will be required to participate daily to be counted present for asynchronous, “self-paced instruction”.</p>
Students will follow their daily schedule for Synchronous and Asynchronous Instruction.	

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B. Flex Friday (Asynchronous, “self-paced instruction” with teacher check-ins)

9:30- 10:30 AM	English/Modern Languages/Fine Arts
10:30 – 11:30 AM	Math/Religious Studies/Engineering
1:00 – 2:00 PM	Science/Computer Science
2:00 – 3:00 PM	Electives/Psychology/PE/Health

- Students must check-in using the Google Form provided by the teacher for the Flex Friday schedule.
- Students may request additional support from their teacher during the designated office hours. If there is a conflict, students may choose an alternate time.

C. Monday- Thursday (Synchronous, “live-instruction”) 100% Distance Learning

Non-UTRGV Dual Enrollment Students

TIME	Monday/Wednesday	Tuesday/Thursday
8:30-9:30 AM	1st period	5th period
10:00-11:00 AM	2nd period	OFF
11:30-12:30 PM	3rd period	6 th period
1:00-2:00 PM	4th period	7 th period

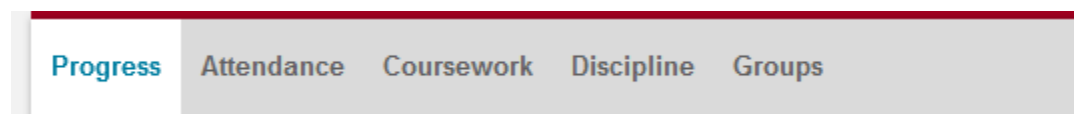
UTRGV Dual Enrollment Students

TIME	Monday/Wednesday	Tuesday/Thursday
8:30-9:30 AM	1st period	5th period
9:30-10:45 AM	UTRGV DEEP	UTRGV DEEP
11:30-12:30 PM	OFF	6 th period
1:00-2:00 PM	4 th period	7 th period

PlusPortals

The Rediker PlusPortals is our electronic communication system linking students, parents, and school. The portal provides the platform for parents to stay informed on their student's progress, attendance, grades and discipline.

Teachers will post **official grades** in PlusPortals. Parents and students should use their PlusPortals email for questions related to official grades posted in PlusPortals.



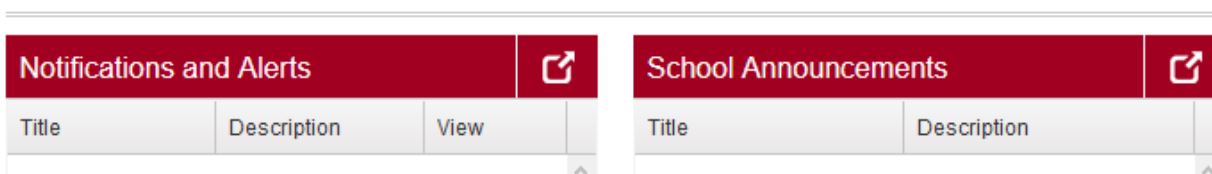
Progress tab will show the current average for each marking period.

Attendance tab will show daily class attendance.

Coursework tab will list the assignments, lesson plans and class Zoom links.

Discipline tab will show any infractions.

Home

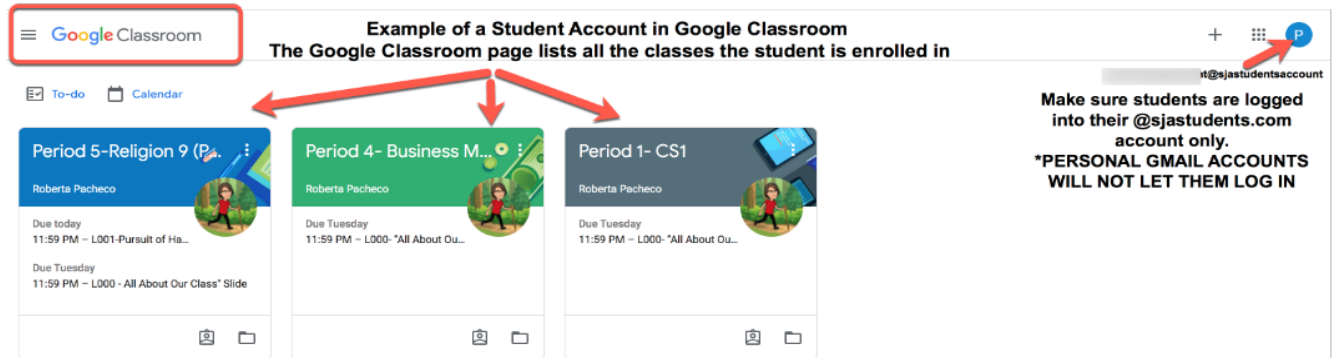


Parents and students will receive school-wide notifications and alerts, and could receive important information through school links and files.



Since this is our official means to communicate with teachers, we ask for all students and parents to maintain active and separate PlusPortals account with current emails. If you have a new email address, please notify the main office in order for us to update the system. For questions about setting up your PlusPortals account, please contact **Mrs. Leatrice Bradford at (956) 542-3581, ext. 311**, for assistance.

Google Classroom



There will be important information listed as topics within each Google Classroom. Below is an example of the basic Google Classroom topics for each SJA class and should be checked daily by the student. Additional topics will be added to meet the needs of the course.



Important course-related information will be shared with students through Google Classroom. Students can access the information by checking their **school-issued G-Suite account (@sjastudents.com)**. For course-related questions, students should use their school-issued G-Suite account.

Students are expected to abide by all policies and procedures outlined in the SJA Student and Parent Handbook, SJA Return-to-School Guidelines, and SJA Digital Plan.

General Contacts

If you have questions, please contact the following staff at (956) 542-3581.

PlusPortals	Leatrice Bradford, Registrar LBradford@sj.us	Ext. 311
Attendance	Celia Torres, Administrative Assistant CTorres@sj.us	Ext. 312
Discipline	Dr. Dana Yates, Vice Principal dyates@sj.us	Ext. 321
Champagnat Learning Center	Ida Saenz, Director icsaenz@sj.us	Ext. 351
Counseling	Vilma Wolfe vwolfe@sj.us	Grades 7-8 Ext. 353
	Lindsay Irwin Lirwin@sj.us	Grades 9-10 Ext. 318
	Olga Cisneros Ocisneros@sj.us	Grades 11-12 Ext. 354
Library Resources	Pam Quantz, Librarian pquantz@sj.us	Ext. 345
Helpdesk	helpdesk@sjastudents.com Emails submitted outside the Helpdesk hours may not receive a response until the following school day.	Mon-Thurs 8-10 a.m. and 2 -3 p.m.

If you are having trouble with your student's school-issued G-Suite account, please send an email to helpdesk@sjastudents.com with your **student's full name, grade level, and the issue.**

Confidentiality Statement

Parents/Students acknowledge and agree that nothing that is taught via Zoom/Google classroom/or any other social media venue to SJA students will be recorded in any way, shape, or form. Moreover, any recordings kept at the sole discretion of SJA, requested by SJA administration, and released to a parent or other authorized individual cannot be posted on social media for any reason.

Final Note: Any changes or revisions to this plan will be communicated and noted within the plan.

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