



# St. Coletta Day School of Milwaukee

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**Weekly Update:** 12/01/2020

## **DATES TO REMEMBER / CALENDAR REMINDERS -**

December 11th- No School (Teacher work day)

December 22nd - iPad drop off (4:30PM to 6:00PM)

December 23 - January 1, 2021: Christmas Break

December 30th - iPad and 3rd Quarter materials pick up (4:30PM to 6:00PM)

January 8th - No school (Teacher work day)

### **Absences and Tardies Unexcused -vs- Excused**

*All absences and tardies should be reported to the office - (414) 453-1850. You can call anytime day or night and leave a message. The office will let the staff know about any reported absences or tardies. **ALSO** - just like when we are in person, if your student will be absent or tardy due to an appointment or a family emergency, etc... the absence will be recorded as "unexcused" unless proof is provided, ie: Dr's excuse, copy of obituary, etc... Once the office receives documentation for the planned absence the student's absence will be updated to "excused".*

#### **Unexcused Absences:**

- \* Any absence that is not communicated with St. Coletta Day School
- \* Illness without a doctor's note
- \* Vacation during school days

#### **Excused Absences:**

Serious or communicable illness or death in the family - The administrator will request a doctor's note for a medically-related absence when the student has a serious or communicable illness or as determined by the administration.

## **Staff Update**

You may recall that Ms Sarah is expecting a baby soon! For the time that she is gone, we will have a substitute to take over her classes and responsibilities. The plan is to have an individual in place by December 14 so that there is time to 'co-teach' before Ms Sarah takes her leave. As soon as that substitute is all set, we will let you know. For now, everything is status-quo with Ms Sarah. And of course we will keep her in our thoughts and prayers as she gets closer to her delivery date!

## **Oh there's no place like home for the holidays...**

... for your iPads, that is! That's right. We will once again collect the school iPads for cleaning and updating during Christmas break. Please plan on dropping off your school iPad, charger and cord in it's blue St. Coletta bag. The iPad **drop off will be on Tuesday, December 22 between 4:30-6:00 PM**. We will follow the same procedure as before... pull up to the Gathering Space entrance to make the drop. Someone from the staff will come to your vehicle to get the iPad. During our break, we will update the iPads and have them ready for you to pick up again. The **pick up will be on Wednesday, December 30 between 4:30-6:00 PM**, again, at the Gathering Space location. Please plan your activities around these drop-off and pick-up times. Because of the weather, please call and identify yourself when you pull up. From inside the building, we cannot see who is in the vehicle. Calling when you pull up will assure that we have your iPad ready to deliver. You should call Mr. Bill's cell number: 414-793-3622

## Google Meet- Town Hall Parent Meeting

We are scheduling a Town Hall type meeting similar to the Meet we held at the beginning of this school year. The purpose of this Meet is to give you an update on our Virtual Learning Plan and to remind you of the available resources for you to use. This Meet is designed to be a 'Listen and Learn' session as we continue our Virtual Learning format. The Meet is scheduled for Thursday, December 17 at 6:00 PM. Watch for the invitation!

## Assignment Due Dates

Now that we are in the 2nd quarter and people are comfortable with the schedule and expectations, we would like to remind you that all assignments should be submitted on time. If there is an extenuating circumstance, assignments will be accepted up to one (1) week after the due date. After that grace period, for unusual circumstances, submissions will no longer receive credit.

## Old Assignments

The teachers removed old assignments from your student's to-do list. If the assignment was missing past the time to receive credit then the assignment received a zero. This removes the assignment from the Missing To-Do list and places the assignment in the Done list. This should limit the assignments in your student's missing earlier To-Do list. Remember to look in the Assigned To-Do list for due now and due later and then also look in the Missing Now and Missing Earlier.

## No Attachment

If your student turns in a google classroom assignment without the needed attachment or without filling out the form, then the assignment will be returned to your student with no grade and the student will be asked to attach the photo so the assignment can be graded. The assignment will end up in their missing list until they resubmit it with the necessary attached photo.

**ONLINE LESSON GUIDELINES**

- FIND A QUIET SPACE**  
Find a quiet place to work where you won't be interrupted.  
Make sure the TV is off!
- BE ON TIME**  
Give yourself enough time to get ready for the lesson  
Make sure your laptop is charged
- MUTE WHEN NOT TALKING**  
Don't talk when the teacher or someone else is talking  
This helps to cut down on extra noise
- PRESENTATION**  
Camera on?  
Mic muted?  
Anything embarrassing in the background?
- BE RESPECTFUL**  
Listen to others and don't interrupt  
Raise your hand to ask a question
- PARTICIPATION**  
Sorry, I wasn't listening.  
Be focused  
Pay attention  
Be an active participant
- CHAT RESPONSIBLY**  
Use the chat to type:  
? = I have a question  
! = I have something to share
- HEADPHONES**  
Use headphones if you have them.  
It's easier to hear  
It's less distracting for other people in your home

Inspiration: "What wisdom can you find that is greater than kindness?" -Jean-Jacques Rousseau