



This guide is meant to provide you with information regarding our virtual campus and how you and your son can best partner with us to provide a Nativity education remotely.

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## *OUR MISSION*

Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars – strength, scholarship, character, and service – a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

### *Virtual Campus Distance Learning Goal*

The goal of our Virtual Campus is to run school as close to a typical, in-person day as possible to provide the best academic experience as possible while staying connected as a community of learners and upholding the aspects of our school that make our mission possible. To achieve these goals, we will employ technology resources to connect, extend, and deepen learning.

Students should follow the schedule as outlined. Attendance will be taken and reported for each class. All classes will be recorded and students should watch the recording in the event of an absence. Students will receive a calendar invite through their school email that will contain the link to each class and they will be posted on Google Classroom. Google Classrooms can be accessed through the Google sites on our website.

A break down of non-class time on the schedule follows:

- Morning meetings will take place every Monday, Wednesday and Friday from 8:30-8:45. All students, faculty, and staff will attend these meetings and they will serve as a time for us to be together as a whole community, make announcements, and provide reflections.
- On Tuesday and Thursday from 8:30-8:45, students will meet with their advisors to share how they are feeling, build relationships with each other and an adult that does not teach them, and work on social emotional learning. The advisor is a great point of contact for families if you have any questions, comments, or concerns about your student.
- Teachers will schedule students to attend parts of their office hours and students should email a teacher they want to speak with ahead of time if they would like to set that up themselves. If a student is not scheduled with a particular teacher for a period of time during office hours, they do not need to attend.
- Lunch on Wednesday and Fridays will be offered on Zoom for any students who wish to socialize across grade levels during that time. Lunch on Tuesdays will be offered to students

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taking part in the Nativity Mentors program. Otherwise, lunch is a time that should take place away from the screen to allow for a longer break in the day.

- Similarly, clubs will be mixed grade levels and will provide students a chance to relax and spend time with each other in a low-stakes environment.
- Evening study will take place in pairs, with two students and two tutors from area colleges working together via Zoom. Clubs and Evening study are a mandatory part of the Nativity program and students must be present for those meetings.
- Social Emotional Learning Workshops are also a mandatory part of the program. They will be delivered by the Student Support Coordinator and School Counselor. These workshops will be an essential part of the virtual campus as they will serve as a space for students to process the trauma created by COVID-19 and enhance the school community by learning about self-awareness, self-management, decision making, social awareness, and relationship building.

## ***GENERAL EXPECTATIONS***

Our goal for distance learning will be to mirror a typical in-person school day as closely as possible while respecting the limits of learning on a screen and from home. To help accomplish that goal, we have set forth the following expectations for teachers and students:

- Each course will have a ‘live’ (synchronous) component using Zoom.
- Students must attend class on time and for its entirety. Attendance will be taken in advisory at 8:30 am, students must be present at that time. Attendance will also be taken live during morning meetings on days when advisory does not meet.
- Homework will be a critical component to student success and must be completed on time. Teachers have been encouraged to use a “Flipped Classroom” style. This means students will often be watching videos meant to teach them new content for homework so they can come in ready to tackle that material while their teacher is available for questions. In this way, students can learn at their own pace by rewatching the video or preparing questions for class as needed.
- All classes will be recorded. If students are absent, they must watch the recording to stay current with the material.
- Students should give their best effort, exhibit their best online class behavior, and attend all classes, health permitting.
- To ensure teachers are able to balance their time at work and their time off while they are working from home, they are encouraged to stop checking their email and responding to text messages at 5 pm.

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Additionally, teachers will be using the 3-4 pm block while students are in evening study to hold meetings and will not be responsive to emails or texts at that time. **Students and families should not text or call teachers after 5 pm** and may send an email but should not expect to get a response until after 8 am the following day.

### *Student Expectations*

When classes are being conducted on Zoom, students are expected to follow these guidelines:

- **Work hard, be kind, move forward**
- Use your school-issued Chromebook or laptop at all times, not another device you have at home
- Have your camera on and microphone muted unless otherwise instructed. Have your headphones plugged in.
- Be seated in front of the camera at all times in a quiet space with limited distractions.
- If you need to excuse yourself, please send a private chat to a teacher letting them know. Anything you miss will be explained to you
- Exemplify the four pillars, character, strength, scholarship, and service
- Be on time for class, attendance will be taken at the start.
- Check your email at least once a day. Be sure to respond to any emails asking for a reply as soon as possible.

### *Technology Requirements*

- Nativity School will use Zoom, Google Sites and Google Classroom, and Pear Deck to deliver synchronous and asynchronous learning.
- Students must use their school issued Chromebook or Acer and they must be logged in with their school account.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to and signed prior to the start of summer learning.

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- Students should refrain from using Zoom chat for anything other than responding to prompts in class.

### *Technology Expectations*

- Zoom will be used for video conferencing for each class.
- Students must check their Nativity email account several times daily.
- Students must check their Google Classroom each day for live class links.
- Students must use their school Google account on Chrome as their browser and be logged into their Zoom calls on their school issued device to be marked present for each class which will have all of the apps and technology capable for any needs during distance learning
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to when they signed this summer.
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.
- Students should take turns, contribute, and ask questions in class discussions.
- Students should use chat appropriately and be mindful that their classes are being recorded.

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## Grade Level Schedules

### 5th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Morning meeting	Advisory	Morning Meeting	Advisory	Morning Meeting
8:45-9:30	Math <b>Neilson</b> <i>Munar</i>	Math <b>Neilson</b> <i>Munar</i>	Math <b>Neilson</b> <i>Munar</i>	Math <b>Neilson</b> <i>Munar</i>	Math <b>Neilson</b> <i>Munar</i>
9:30-9:45	Break	Break	Break	Break	Break
9:45-10:30	ELA <b>Perry</b> <i>Ingalls</i>	ELA <b>Perry</b> <i>Ingalls</i>	ELA <b>Perry</b> <i>Ingalls</i>	ELA <b>Perry</b> <i>Ingalls</i>	ELA <b>Perry</b> <i>Ingalls</i>
10:30-11:15	Office Hours	Extended Advisory	Office Hours	Clubs	Office Hours
11:15-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-1:00	Social Studies <b>Perry</b> <i>Ingalls</i>	Social Studies <b>Perry</b> <i>Ingalls</i>	Social Studies <b>Perry</b> <i>Ingalls</i>	Social Studies <b>Perry</b> <i>Ingalls</i>	Social Studies <b>Perry</b> <i>Ingalls</i>
1:00-1:15	Break	Break	Break	Break	Break
1:15-2:00	Science <b>Neilson</b> <i>Perry</i>	Science <b>Neilson</b> <i>Perry</i>	Science <b>Neilson</b> <i>Perry</i>	Science <b>Neilson</b> <i>Perry</i>	Science <b>Neilson</b> <i>Perry</i>
2:00-2:15	Break	Break	Break	Break	
2:15-2:45	Spanish <b>Perry</b>	Religion <b>Ingalls</b>	Renaissance <b>Ingalls</b>	Spanish <b>Perry</b>	
2:45-3:00	Faculty break	Faculty break	Faculty break	Faculty break	
3:00-4:00	Evening Study Tutors	Evening Study Tutors	Evening Study Tutors	Virtual Campus Workshops	

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**6th Grade: Ellacuria**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Morning meeting	Advisory	Morning Meeting	Advisory	Morning Meeting
8:45-9:30	Science <b>DeSouza</b> <i>Como</i>	Science <b>DeSouza</b> <i>Como</i>	Science <b>DeSouza</b> <i>Como</i>	Science <b>DeSouza</b> <i>Como</i>	Science <b>DeSouza</b> <i>Como</i>
9:30-9:45	Break	Break	Break	Break	Break
9:45-10:30	Math <b>Munar</b> <i>Golden</i>	Math <b>Munar</b> <i>Golden</i>	Math <b>Munar</b> <i>Golden</i>	Math <b>Munar</b> <i>Golden</i>	Math <b>Munar</b> <i>Golden</i>
10:30-11:15	Office Hours	Extended Advisory	Office Hours	Clubs	Office Hours
11:15-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-1:00	ELA <b>Moore</b> <i>Munar</i>	ELA <b>Moore</b> <i>Munar</i>	ELA <b>Moore</b> <i>Munar</i>	ELA <b>Moore</b> <i>Munar</i>	ELA <b>Moore</b> <i>Munar</i>
1:00-1:15	Break	Break	Break	Break	Break
1:15-2:00	Social Studies <b>Munar</b> <i>Moore</i>	Social Studies <b>Munar</b> <i>Moore</i>	Social Studies <b>Munar</b> <i>Moore</i>	Social Studies <b>Munar</b> <i>Moore</i>	Social Studies <b>Munar</b> <i>Moore</i>
2:00-2:15	Break	Break	Break	Break	Break
2:15-2:45	Spanish <b>Moore</b>	Religion <b>Como</b>	Renaissance <b>Como</b>	Spanish <b>Moore</b>	
2:45-3:00	Faculty break	Faculty break	Faculty break	Faculty break	
3:00-4:00	Evening Study Tutors	Evening Study Tutors	Evening Study Tutors	Virtual Campus Workshops	

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**7th Grade: Grande**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Morning meeting	Advisory	Morning Meeting	Advisory	Morning Meeting
8:45-9:30	Social Studies <b><i>Checo</i></b> <i>Gameros</i>	Social Studies <b><i>Checo</i></b> <i>Gameros</i>	Social Studies <b><i>Checo</i></b> <i>Gameros</i>	Social Studies <b><i>Checo</i></b> <i>Gameros</i>	Social Studies <b><i>Checo</i></b> <i>Gameros</i>
9:30-9:45	Break	Break	Break	Break	Break
9:45-10:30	Math <b><i>DeSouza</i></b> <i>Neilson</i>	Math <b><i>DeSouza</i></b> <i>Neilson</i>	Math <b><i>DeSouza</i></b> <i>Neilson</i>	Math <b><i>DeSouza</i></b> <i>Neilson</i>	Math <b><i>DeSouza</i></b> <i>Neilson</i>
10:30-11:15	Office Hours	Extended Advisory	Office Hours	Clubs	Office Hours
11:15-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-1:00	Science <b><i>Gameros</i></b> <i>DeSouza</i>	Science <b><i>Gameros</i></b> <i>DeSouza</i>	Science <b><i>Gameros</i></b> <i>DeSouza</i>	Science <b><i>Gameros</i></b> <i>DeSouza</i>	Science <b><i>Gameros</i></b> <i>DeSouza</i>
1:00-1:15	Break	Break	Break	Break	Break
1:15-2:00	ELA <b><i>Checo</i></b> <i>Goulart</i>	ELA <b><i>Checo</i></b> <i>Goulart</i>	ELA <b><i>Checo</i></b> <i>Goulart</i>	ELA <b><i>Checo</i></b> <i>Goulart</i>	ELA <b><i>Checo</i></b> <i>Goulart</i>
2:00-2:15	Break	Break	Break	Break	Break
2:15-2:45	Renaissance <b><i>Goulart</i></b>	Spanish <b><i>Checo</i></b> <i>Ruiç</i>	Spanish <b><i>Checo</i></b> <i>Ruiç</i>	Religion <b><i>Goulart</i></b>	
2:45-3:00	Faculty break	Faculty break	Faculty break	Faculty break	
3:00-4:00	Evening Study Tutors	Evening Study Tutors	Evening Study Tutors	Virtual Campus Workshops	



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**8th Grade: Mveng**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Morning meeting	Advisory	Morning Meeting	Advisory	Morning Meeting
8:45-9:30	ELA <b>Lee</b> <i>Rui</i>	ELA <b>Lee</b> <i>Rui</i>	ELA <b>Lee</b> <i>Rui</i>	ELA <b>Lee</b> <i>Rui</i>	ELA <b>Lee</b> <i>Rui</i>
9:30-9:45	Break	Break	Break	Break	Break
9:45-10:30	Social Studies <b>Lee</b> <i>Rui</i>	Social Studies <b>Lee</b> <i>Rui</i>	Social Studies <b>Lee</b> <i>Rui</i>	Social Studies <b>Lee</b> <i>Rui</i>	Social Studies <b>Lee</b> <i>Rui</i>
10:30-11:15	Office Hours	Extended Advisory	Office Hours	Clubs	H.S. Prep <b>Melendez</b>
11:15-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-1:00	Math <b>Golden</b> <i>Lee</i>	Math <b>Golden</b> <i>Lee</i>	Math <b>Golden</b> <i>Lee</i>	Math <b>Golden</b> <i>Lee</i>	Math <b>Golden</b> <i>Lee</i>
1:00-1:15	Break	Break	Break	Break	Break
1:15-2:00	Science <b>Gameros</b> <i>DeSouza</i>	Science <b>Gameros</b> <i>DeSouza</i>	Science <b>Gameros</b> <i>DeSouza</i>	Science <b>Gameros</b> <i>DeSouza</i>	Science <b>Gameros</b> <i>DeSouza</i>
2:00-2:15	Break	Break	Break	Break	Break
2:15-2:45	Spanish <b>Rui</b> <i>Checo</i>	Religion <b>Golden</b>	H.S. Prep <b>Melendez</b>	Spanish <b>Rui</b> <i>Checo</i>	
2:45-3:00	Faculty break	Faculty break	Faculty break	Faculty break	
3:00-4:00	Evening Study Tutors	Evening Study Tutors	Evening Study Tutors	Virtual Campus Workshops	

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## *Grading*

In order to maintain the academic rigor normally provided by NSW, students will receive academic effort, and conduct grades in each of their subjects. All classes will have a weighted grade-point equivalent for the purpose of computing averages. Letter grades and their numerical and grade-point equivalents are as follows:

### Grade Numerical Equivalent Grade Point

A+ 97 – 100 4.00

A 94 – 96 3.85

A- 90 – 93 3.67

B+ 87 – 89 3.33

B 84 – 86 3.00

B- 80 – 83 2.67

C+ 77 – 79 2.33

C 74 – 76 2.00

C- 70 – 73 1.67

D+ 66 – 69 1.33

D 60 – 65 1.00

F Below 60 0.00

Effort and conduct grades are as follows:

Excellent Good Improvement Needed Unsatisfactory

However, we recognize that there are many factors that will impact student learning during a virtual campus and want to ensure grading is equitable and based in compassion. For that reason, students will have the opportunity to re-do or finish any assignment after they have received feedback until the day that grades close for the quarter.

In order for teachers to accurately grade effort and conduct, we will be employing GoGuardian, a system that manages our school technology by allowing teachers to see how students are engaging in their learning in real time, in addition to providing them the ability to close out any tabs that may disrupt their learning.

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## Progress Reports

NSW runs on a quarterly schedule. Each of the four quarters runs about eight to nine weeks.

A progress report will be sent home with each student at the halfway point of each quarter. Parents are required to review these reports, sign them and return them to the school.

Parents and guardians will be required to attend Zoom conferences regarding students whose academic progress and/or personal conduct give cause for concern.

## Comments and Grades

Comments and grades will be sent home in a report card four times during the school year. Parents or guardians are expected to attend the scheduled Family Conference Zoom calls with their students and to meet with the teachers and/or Principal to discuss their student's progress.

## *Awards*

Recognition will be given each marking term to students who have demonstrated exceptional academic performance or distinguished themselves in other ways.

*Academic Honors* will be awarded to students who receive between a 3.0 and 3.5 GPA, and all E's and G's in conduct and effort.

*Academic High Honors* will be awarded to students who receive a 3.5 GPA or higher, and all E's and G's in conduct and effort.

*Academic High Honors with Distinction* will be awarded to students who receive a 3.6 GPA or higher in all academic subjects, and all E's in conduct and effort.

*Nativity Spirit Awards* will be presented to students for excellent school spirit in the combined categories of perfect attendance and no academic and disciplinary detentions.

*Effort and Improvement Awards* will be presented to students for exceptional effort or improvement in a particular class.

Students can also be honored for their demonstration of the four pillars of strength, scholarship, character, and service by receiving merits which they can redeem for rewards as well as the designation of Nativity Man of the Week which is determined by the faculty and staff in a unanimous vote each Friday.

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## *Family Roles & Responsibilities*

Help your children manage their online learning by encouraging them to attend all classes and finish all assignments.

- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Encourage your children to incorporate physical activity and healthy breaks from classes during the day.
- Provide updated contact information if anything changes (address, email, phone number).
- Parents must respond to any outreach from a faculty or staff member with a request to be in touch within 48 hours (email, text, or phone call).
- If a family does not respond within 48 hours, a faculty or staff member will visit the home to ensure the safety of the student and family.
- If a home visit is required more than once, a meeting will be held with the family, President, and Principal to determine if the student can continue at Nativity.
- Below are phone numbers and staff members they correspond to, please save these numbers in your cell phone accordingly and use them when you would like to be in contact through text message:

(508) 206 9266	Principal & Family Engagement Coordinator
(508) 504 9856	All Teachers & Student Support Team
(508) 593 0846	Non-faculty Staff Members

## *HOW CAN PARENTS HELP?*

Strategies that you can employ to help your student be successful in a virtual campus:

-Help your child stay focused on school. Eliminate the distractions of other devices by keeping them out of the room or on “Do Not Disturb” during classes.

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-As much as possible, set up a good study environment by finding somewhere quiet. This is not always possible and wearing headphones is important for that reason.

-Strong self-advocacy is always crucial — now even more so. Rather than reaching out yourself, encourage your child to talk with teachers when they have questions or concerns. This can be done throughout class and by email after class.

-Check in on your student's learning, social-emotional well being, and physical health. Ask what they are struggling with in school, encourage them to get exercise and sleep, help them stay connected with their friends and classmates. Never hesitate to reach out if you would like more help in these areas.

### *Frequently Asked Questions*

#### **Who do I contact if I have a question?**

Please contact individual teachers if you have concerns about classwork. Other general questions about your student should go to your student's advisor or Ms. Kent.

#### **What resources are available if my child faces challenges with distance learning?**

The principal and Student Support Team are available to work along with the teachers to help your child overcome any obstacles they face during distance learning. Our school counselor and Chaplain are available to discuss any social emotional needs that arise. Resources and strategies will be provided to your students by their teachers and the Student Support Team throughout distance learning.

#### **If my child is sick on a distance learning day, what should my family do?**

Parents should email or text Ms. Kent if their child is going to be absent for a day or a portion of the day.