

Dear 5th-8th Grade Parents,

I hope all is well with you and your families. May God be with us as we try to develop new routines in our homes during these challenging and unprecedented times. Know that you and your family are in my daily prayers. Please emphasize to your children not to be anxious about their classwork. It is important for them to have a sense of normalcy and routine. We want to complete the school year with the requirements for accountability; however, a sense of calm in the home is more crucial and we know that some circumstances will require a great deal of understanding. Please work with us and we will work and adjust with you.

We are ready to embark on our first ever Remote Learning (RL) experience on Monday, March 23rd. The teachers have been working diligently to bring the best experience to your children under the circumstances. We will not have a “one size fits all system”. We have different age levels, different at-home tech capacity, different at-home dynamics and stresses, and different teachers with unique skill-sets. All of these factors will play a role for different experiences for each child.

Please stay in communication with your teachers.

- These RL days will be counted as official school days to complete this school year.
- Your children need to attend these school days.
- Your children need to have the work completed that is being assigned.
- We require all parents to be on ClassDojo for 5th grade and Remind for grades 6th-8th.
- Your child’s attendance “in school” will be counted by a “bellwork” assignment. All 5th graders will be given bellwork by Mrs. Pellico, 8th grade by Mrs. Wroblewski, and grades 6th and 7th through their homeroom teachers.
- All classwork will need to be collected. You can send it to the teachers electronically, take a picture and send it, or collect it until we have the opportunity to drop it off at school.
- If you collect work at home, please let the teachers know weekly that your child’s work is complete.

Forms of communication available at this time:

- All teacher and staff emails are listed on the website.
- All recent documents, important letters, and morning announcements will be posted on the website, www.stmatthewcathedral.org. I cannot guarantee daily morning announcements, but will do my best to post them often.
- For middle school, the Remind Codes and Google Classroom codes are on our website
- Information will be shared on our parent Facebook page, “St. Matthew Parents.” This would be a very beneficial time to join the group, even if on a temporary basis.
- Teachers will post required work in the Google Classroom for the students and then send a notification to parents through ClassDojo for 5th and Remind for 6th-8th.

- Alert Solutions continues to be our notification system but it does not always reach the text messages, so you need to watch for the emails. We are doing our best with the system. I do post all Alerts for the whole school onto the Facebook page.
- Contact Sister Gianna Marie at sistergiannamarie@smcathedral.org.
- Please feel free to contact me through the school phone number during this time, 574-289-4535.

This whole process will be a work in progress. Teachers may have different expectations for their classes and will provide directions in accordance with the work that needs to be completed.

Please know that since we are not in your home, we are not determining the exact time at which the different assignments are engaged and completed. You, as parents, will need to monitor that in the manner you feel is best.

We officially have school on Mondays, Wednesdays, and Fridays from 8:00 a.m.- 3:00 p.m. These are the office hours of our teachers to respond to your emails and questions as well. We will keep the Spring Break week as a “downtime week” for everyone. We will not have RL days from April 6-10. We will resume RL days on Easter Monday, April 13.

It is important to tell your child they DO NOT need to be checking their teachers’ postings multiple times a day. The teachers will post necessary and current classwork on M, W, & F mornings by 8:00 a.m. It may be something as simple as, “continue to work on a packet or a project.” The teacher may post more often to their site, but what is expected for your children for the day will be posted by 8:00 a.m. A second check in the afternoon to see if there is anything additional would also be advised. Teachers are available to answer your questions during these work days and these work hours.

Even though we are not together as a community in person physically, we are together in a spirit of faithfulness, community, and support. We journey with our Lord to Calvary and we embrace the Hope of the Resurrection. Stay healthy and holy!

God’s Peace be in your hearts,

Sister Gianna Marie
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