



# St. Denis – St. Columba School

A Holy Ground of Loving and Learning

## Family Newsletter



**Week of September 28- October 2, 2020**

### **NO BUSING – Monday , September 30<sup>th</sup>**

Please note that there will be **NO Busing** for **Wappingers and Arlington** on Monday, September 28<sup>th</sup>. Please pull forward **as far as possible** along the sidewalk in the bus lane in front of the school. Students should exit vehicles and enter through the front of school after their temperature check. Thank you for ensuring that your children arrive before 8:00 a.m.



### **Back to School Night – Wednesday, September 30<sup>th</sup> at 6:30 p.m.**

Our virtual Back to School Night will take place on Wednesday, September 30<sup>th</sup> beginning **promptly** at 6:30 p.m. Please join the Zoom Meeting no later than 6:25 p.m. Below is the link, meeting ID and password:

<https://zoom.us/j/9150892777?pwd=RTg2bnBKQkdLczRFTFFJZ05JTm1RUT09>

Meeting ID: 915 0892 7777

Passcode: 716192

We look forward to sharing with you news about this very “unique” School Year!

### **Half Day of School – Friday, October 2<sup>nd</sup>**

This Friday, October 2<sup>nd</sup> will be a half day of school for students. Dismissal will begin after prayers at 11:45 a.m. There will be no lunch or beverage service provided.

### **SACRAMENT OF CONFIRMATION – Saturday, October 3<sup>rd</sup>**



The SDSC Class of 2020 diligently prepared for the Sacrament of Confirmation last year. Just one week prior to receiving the Sacrament, everything shut down due to Covid-19! After much anticipation, our most recent graduating class will reunite together to be confirmed by Bishop Colacicco on Saturday, October 3<sup>rd</sup> at 10:30 a.m. at St. Columba Church. Special thanks to Mrs. Sheridan for preparing these students to continue their faith journey as full members of the church! Let us keep them in our prayers

### **Attendance Policy for Remote Learning**

We are required to record attendance for all students, even those who are learning remotely. When a student attends school remotely, they are considered “in school” for legal purposes. Therefore please note the following attendance rules:



- A student who fails to login for the entire day is absent. The absence is **not** excused *unless* a parent guardian provides a note to the teacher justifying the absence and asking for the absence to be excused.
- A student who fails to login for a scheduled Zoom Class, but attends one or more other scheduled classes during the day, is recorded partially absent for the day. The absence is **not** excused *unless* a parent guardian provides a note to the teacher justifying the absence and asking for the absence to be excused.
- If a student needs to miss a scheduled Zoom class for an appointment (e.g. doctor or dentist), a parent/guardian **must** provide a note to the teacher **prior** to the absence and no later than 8:00 a.m. the day of the appointment. Your child is a minor and as such cannot provide a legal justification for missing a class (e.g. A student telling the teacher without notice during a Zoom class, “I have to go now because I am going to the dentist.”)
- A student who is late for a Zoom Class may be marked tardy. The tardiness is **not** excused *unless* a parent or guardian provides a note to the teacher justifying the tardiness and asking for the tardiness to be excused.
- We understand and are aware that internet service can be unreliable. If your child is unable to attend classes due to connectivity issues, please notify the teacher. The absence will be excused.

We appreciate your cooperation following attendance rules both in school and at home.

### **Remember! The SDSC School Day begins at 8:00 a.m.**

All students should be ready and signed on for **MORNING PRAYERS each day by 8:00 a.m.** Please use the MORNING PRAYER link in your children's Google Classroom. It is also attached here: [Join Zoom Meeting](#)  
Meeting ID: 992 0013 6352      Passcode: 968627

### **IMPORTANT NOTICE REGARDING ASBESTOS**

The Building Commission of the Archdiocese of New York has completed its annual inspection at St. Denis-St. Columba School. Please know that ALL asbestos is intact in accessible areas, thus providing a safe environment for all who are in the school building.

### **Update on Mrs. Dillon**

Our First Grade Teacher Mrs. Dillon will be taking an unplanned temporary leave from her position due to health concerns. Please pray for her good health and a rapid return to SDSC. She loves and will greatly miss her students.

### **Get Well Soon!**

Please continue to keep Mrs. Sharon Senno, our Second Grade Teacher, in your prayers. We wish her a very speedy return. May God hold her in the palm of His hands!

### **Welcome Ms. Brenna Cooney!**

Please join us in welcoming Ms. Brenna Cooney to our SDSC faculty as our First Grade Leave Replacement Teacher. She recently completed her Masters of Education at Dominican College. She already has a record of success in assimilating leave replacement roles on very short notice. We are confident she will do the same at SDSC. When Ms. Cooney is not teaching, she enjoys acting, dancing and hiking with her dog!

### **Welcome Mrs. Maria Salamone!**

Please join us in welcoming Mrs. Salamone to the SDSC staff as a Teacher's Assistant. Mrs. Salamone has spent most her professional career at the NYC Department of Education both as a Teacher's Assistant and an Administrative Assistant. She will be assigned primarily to assist with the First Grade. Welcome Mrs. Salamone!

### **2019-20 Yearbooks Available for Purchase**



LifeTouch has at long last delivered the 2019-20 Yearbooks. If you did not order one and would like to have a copy, a limited supply is available for purchase at \$35 each. Please send check or cash to school in an envelope marked "yearbook" or contact the main office to arrange for purchase and pickup.

### **REMINDER!**

#### **Important! Emergency Contact Cards**

All students should have received an Emergency Contact Card. Please complete one per family and return it to school as soon as possible. Remote students can return their cards during any scheduled material pickup or drop-off day.



**IMPORTANT**

#### **SDSC Chromebook Use Policy PAST DUE!**

All students and their parent/guardian must read and complete the attached SDSC Chromebook Policy. It governs student use of the SDSC Chromebooks both in the building and those loaned for in-home use. *Chromebooks are used in every grade at SDSC so it is important that your child understands how to use the devices safely and appropriately.* All students must also sign the Policy. **The Chromebook Use Policy is PAST DUE. We must have your family's signed agreement on file for your child to have the privilege to use SDSC devices.** If you have not done so, please return it immediately. See attached.

#### **Family Zoom Agreement PAST DUE!**

All students and their parent/guardian must read and complete the attached Archdiocese of New York Zoom Agreement. Please review the terms of the agreement with your child as it contains very important information to keep your child safe while using Zoom for school. You may also access the Zoom Agreement under the "For Parents" tab on the school website. **The Family Zoom Agreement is PAST DUE. We must have the Family Zoom Agreement on file for your child to attend school remotely.** If you have not done so, please return it immediately. See attached.

Forms may be sent to school with your child, scanned/emailed to [rtkrebs@stcolumba.net](mailto:rtkrebs@stcolumba.net) or faxed to 845-226-8470.



## St. Denis-St. Columba School Family-Student ZOOM Agreement

- I agree never share call information (links, personal ID numbers, times of calls, screenshots) with anyone outside my family, including anywhere on social media.
- I agree not to record audio or video, and to not take pictures of my class (both students and teachers) while on a Zoom call, because this is a breach of trust and violates the privacy of my peers and teacher.
- I agree not to record audio or video, and not to take pictures of any audio or video resources my teacher provides, because this is a breach of trust and violates the privacy of my peers and teacher.
- I agree that sharing call information creates a dangerous environment for me, my classmates, my teacher, my school, and my family.
- I agree to join meetings using the screen name template my teacher has instructed me to use.
- I agree to connect to my calls with audio and video and to change audio and video settings once connected to the call and with my teacher's guidelines.
- I agree to join all Zoom calls from the Chromebook app, not from my internet browser. I acknowledge that this keeps me, my classmates, and my teacher safe.
- I agree to use appropriate, teacher-approved images for any profile pictures or virtual backgrounds. I agree to check with my teacher before using images.
- I agree to follow my teacher's guidelines for communicating in a timely manner when my Zoom isn't connecting or when my internet goes out.
- I agree to treat my classmates, teacher, and school with respect while participating in a Zoom call, including the way I appear on camera, the way I speak to others on the call, and the way I type in the chat window.
- I agree that my teacher can change settings during a call to keep me, my classmates, and my school safe and that I will cooperate with their directions.
- I agree that my teacher or principal can update these agreements to help keep everyone safe on Zoom.
- I agree that these policies are in addition to my school's Parent/Student Handbook and the Technology Use/Telecommunications Policy Agreement.

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*Student Name / Signature*

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*Date*

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*Student Name / Signature*

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*Date*

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*Student Name / Signature*

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*Date*

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*Student Name / Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*

# SDSC Chromebook Use Policy 2020-2021

## TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the care of the Chromebooks that have been issued by St. Denis-St. Columba School. No other person should have use of this Chromebook except the student to whom it was issued.

### 1. GENERAL PRECAUTIONS

- Chromebooks should never be left unattended.
- Chromebooks should only be used by the assigned student. Under no circumstances should a student use a Chromebook that is assigned to another student
- Only use a clean, soft cloth to clean the screen, no water or cleaners of any type.
- Chromebooks must remain free of any writing, drawing, stickers, or labels not placed by SDSC.
- Chromebooks must never be left in an unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- DO NOT stack any books, heavy materials, etc. on top of the Chromebook as it could damage device.
- DO NOT force anything into the ports and slots on the side of the Chromebook.
- DO NOT slam closed the cover of the Chromebook.
- DO NOT carry the Chromebook by the screen.
- DO NOT put the Chromebook on the floor or on any unstable surface.
- DO NOT throw or toss the Chromebook or mistreat it.

### 2. CARRYING THE CHROMEBOOK

- Chromebooks should be closed when carrying unless otherwise directed by a teacher.
- Chromebooks should never be held by the screen as this can cause screen damage.
- **Students who are assigned a Chromebook for home use must purchase a padded Chromebook carrying case for storage and transport of the Chromebook.**
- **Do not transport the Chromebook without a carrying case. A backpack is NOT an acceptable case.**

### 3. SCREEN CARE

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage adhere to the following rules:

- Do not lean on the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in between the keyboard and screen when the Chromebook is closed.
- Do not place anything on top of the Chromebook.
- Clean the screen only with a soft, dry microfiber cloth. DO NOT use paper towels, napkins, or other paper products as these can scratch the screen.
- Do not use glass cleaner or any other harsh cleaning chemicals on the display.
- Do not spray water or any other liquid directly onto the screen or any part of the Chromebook.

### 4. USING YOUR CHROMEBOOK

- Students are responsible for properly connecting the charging cable to their Chromebook at the end of the school day to ensure it is fully charged for the beginning of the next day. If a student is unable to use their Chromebook because it was not properly charged, teachers may issue a consequence.
- Inappropriate media may not be used as a screensaver or background on your device. Presence of inappropriate material will result in disciplinary actions.
- Students using Chromebooks in school must have their sound muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have personal earbuds or earphones to use with their Chromebook as needed.

## 5. MANAGING FILES AND SAVING WORK

- Students will use their Google Classroom to save their work. Each classroom teacher will instruct their class on how to submit their work. Students are not permitted to save files on the physical storage of the device or to use any external device such as a flash drive, etc.

## 6. PROTECTING AND STORING YOUR CHROMEBOOK

- All Chromebooks will be labeled in the manner specified by the SDSC administration. Under no circumstances are students to modify, remove, or destroy these identification labels. They can be identified in the following ways:
  - record of serial number
  - student name or number label
  - individual Google account username (*stcolumba.net*)
- Any technical issues or physical damage should be immediately reported to the teacher. Teachers will contact the school administration to have issues resolved.

## 7. TECHNOLOGY RESPONSIBLE USE

### General Guidelines

- Students must only access forms of media and communication in support of their learning, research and in support of educational goals and objectives of SDSC.
- Students are responsible for their ethical and educational use of SDSC technology resources.
- Access to SDSC technology resources is a privilege and not a right. Any violation of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the SDSC's Responsible Use Policy, Discipline Policy, or other policies set forth in the Parent-Student Handbook or established by a Teacher.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Instances of downloading apps that have not been approved by the school or the teacher are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.
- Students are prohibited from using the Chromebook for personal use including, but not limited to social media sites, video games, or recreational browsing.

### Privacy and Safety

- NEVER enter into any type of chat rooms other than those set up by your teacher.
- NEVER open, use, or change computer files not belonging to you.
- NEVER reveal your full name online to anyone, except to your classmates, teachers, etc. in the context of a Zoom Class, classwork, etc.
- NEVER reveal your phone number, home address, social security number, credit card numbers, passwords, or passwords of other people's Email and Google Suite
- In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or offensive to others. Communication should always be constructive and related to the subject and class assignments. Student conduct must comport always to the standards set forth in the Parent-Student Handbook.

## 8. LOSS, DAMAGE, AND THEFT

- Any damage to a Chromebook will result in the loss of Chromebook privileges, appropriate disciplinary actions, and a fine to cover the cost of the repairs or replacement.
- Parents/Guardians are responsible for the cost of replacement of any Chromebook issued to their child that is lost or stolen.
- Any of the above consequences can be modified at the discretion of the school administration.

## 9. MISUSE OF CHROMEBOOKS

- Misuse of a Chromebook may warrant appropriate disciplinary actions and loss of Chromebook privileges. Examples of misuse, but are not limited to:
  - ✓ Downloading unapproved apps, etc. without receiving permission.
  - ✓ Leaving Chromebook unattended.
  - ✓ Removal of student name, or other labels from the Chromebook or case.
  - ✓ Deleting school installed settings from a Chromebook.
  - ✓ Lack of adequate care for Chromebook, case, etc.
  - ✓ Resetting Chromebook to factory defaults.
  - ✓ Tampering or altering in any way the Chromebook of another SDSC student.
  - ✓ Adding a credit card to a Google Account to purchase music/unapproved apps.
  - ✓ Logging in under personal Google account to download apps for yourself or others.
  - ✓ Loaning of student device to other students.
  - ✓ Failure to utilize a protective carrying case for transporting the Chromebook.

## 10. EXPECTATIONS FOR TEACHERS

- Teachers will monitor student use of Chromebooks for inappropriate use or inappropriate content.
- Teachers will provide opportunities for students to develop current technology skills using Chromebooks, Google Apps for Education, and other available web tools. Teachers will make course materials available online to students in the Google Classroom.
- Teachers will discuss school policies with students each year so students understand expectations.
- Teachers will monitor students' online behavior at all times.
- Teachers will model and hold high expectations for students while sharing and gathering information online.
- Teachers will model responsible care and use of the Chromebooks.
- Teachers will follow and enforce school policy and procedure in regard to Chromebooks.

## STUDENT PLEDGE FOR CHROMEBOOK USE

- I will take care of my Chromebook and never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook to prevent damage.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only transporting it in a protective case.
- I will use my Chromebook in ways that are appropriate and educational according to SDSC policies.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or case.
- I will not deface any of the SDSC or manufacturer labels/identifiers on any Chromebook.
- I understand that my Chromebook is subject to inspection without notice and is the property of SDSC
- I will follow all school policies and those outlined in the Chromebook Use Policy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and case in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that Chromebook use is subject to all applicable Archdiocesan/SDSC policies/regulations.

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## Parent-Student Chromebook User Agreement 2020-2021

St. Denis-St. Columba School's Chromebook program for students and teachers is an effort to embrace 21<sup>st</sup> Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21<sup>st</sup> Century environment.

### Acceptable Use

While at school, Internet and Chromebook use will be monitored. Anyone found violating acceptable use will be subject to disciplinary actions. Students are responsible for the care of the Chromebook they have been issued as defined in the above agreement and in the Parent-Student Handbook.

### Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child's irresponsible actions may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook.
- I understand that the Chromebooks are school or district-owned devices, and all content stored on the Chromebook is subject to review at any time.
- I understand that I am responsible for monitoring my child's use of the Chromebook when not at school to ensure that the above policies are being followed at all times.
- **I understand that I am responsible for installing and/enabling my router or internet service provider's security applications to configure child-safe internet filtering.**

As the parent or guardian of the student(s), I have read and agree to the guidelines in the Chromebook User Agreement. The parent and each student using a device needs to sign and date this agreement

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Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

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Student's Signature

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