



# ST. STEPHEN SCHOOL

## Directions for Flexible (Remote) Instruction

Dear families,

Please reference the following items when utilizing flexible (remote) instruction:

1. Please log your child's attendance using the Attendance Google Form by 8:05\* daily.

To do this, go to **venangocatholic.org**. There is a link at the very top right of the page, "**Flexible Instruction Log**" that will take you directly to the form.

\*Please log in by 10:05 am in the event that a 2-hour delay is called.

2. Students will receive learning assignments for the day via google classroom.
  - Assignments should be completed by the end of the day (12 p.m. midnight) for students to receive full credit. Please allow students to work independently to the best of their ability.
  - Should you have any questions, teachers will be available via email during school hours.
  - It is understandable that families may not be able to facilitate flexible instruction due to child care arrangements, internet connectivity, illness, etc. In this case, a student will receive an excused absence for the day which will not be counted against them. They will then be given the opportunity to make-up assignments when they return to school. If this is the case, please use the **Flexible Instructional Log** to indicate that your child will be absent.

If you have any questions or concerns while your student is learning remotely, please do not hesitate to email your child's teacher or myself. However, I do ask patience as your child's teachers or myself may not be able to immediately respond.

I thank you again for your cooperation.

Ms. Chandley