



VILLA VICTORIA  
ACADEMY

**VVA VIRTUAL**

*March 25, 2020*

*Solemnity of the Annunciation of the Lord*

**Spiritual Life & Well-Being:**

- Remember to pray throughout the day. Pray upon waking and before going to sleep.
- Pray at the beginning of each “class” or as you start the work for each class.
- Try to follow a daily routine. Get up at about the same time each day, get dressed, eat healthy food at regular times, and go to bed at about the same time.
- Set certain hours for schoolwork and then put it away and relax during the off times.
- Do the same with social media. Set limits and follow them.
- Remember to exercise each day and get your body moving, even if it is around the house.
- Following a daily routine will assist your mind in being ready to learn, your heart in being protected from anxiety, and your body in maintaining good health and needed sleep.
- Find at least 10-15 minutes per day to spend quiet time alone with no electronic distractions. Focus on your breathing; let your mind and body relax; settle into God’s presence within you; know you are loved infinitely and unconditionally.
- Consider using the following free resources:  
[Daily Scripture Readings](#)  
[Magnificat Subscription](#)  
[Mass televised or live-streamed](#)

**VVA Virtual Education Procedure:**

- Teachers will utilize Google Classroom, Google Meet, school-issued email addresses, and/or their webpages to communicate and post assignments. Students may be asked to access other sites/resources, such as those connected to a textbook, Khan Academy, and/or Youtube.
- Teachers will post work or a message for each scheduled class weekly or daily by 8am.
- Students should expect to spend about 40-60 minutes on their work for each class daily.
- Some classes will be asynchronous, meaning that teachers will post assignments and students will choose their own time to work independently. Some classes will be synchronous, meaning that a teacher will set up a video class and everyone will gather virtually and learn at the same time.
- If a teacher schedules a video class, it will take place during the time the class is usually scheduled that day. For example, if the class is usually 1<sup>st</sup> period, the video class would be from 8:08-8:48am. Refer to the schedule below for class times.

- Written work will not be due the same day it is assigned. It may be due the next day or whatever day the teacher designates. Assigned work should be submitted by 11:59pm on date due.
- Teachers will have “office hours” during which time they will check email and monitor Google Classroom. The teachers will let their students know their office hours.
- Feedback surveys will be sent to teachers, students, and parents to assess the procedure regularly and any needed changes or clarifications will be communicated.

### **Schedule:**

- If a teacher schedules a video class, it will be during the time the class usually takes place.
  - Regular:  
(40 minute periods)
- |          |               |
|----------|---------------|
| Homeroom | 7:55 – 8:05   |
| Period 1 | 8:08 – 8:48   |
| Period 2 | 8:51 – 9:31   |
| Period 3 | 9:44 – 10:24  |
| Period 4 | 10:27 – 11:07 |
| Period 5 | 11:10 – 11:50 |
| Lunch    | 11:53 – 12:33 |
| Period 6 | 12:36 – 1:16  |
| Period 7 | 1:19 – 1:59   |
| Period 8 | 2:02 – 2:42   |

### **Attendance:**

- If a student is sick or if there is another reason she cannot submit work or be present for a video class, her parent needs to email Sr. Lesley and the teacher of the class that day. The same applies to extenuating circumstances such as a power outage or temporary loss of internet access. The student will still be expected to complete the work but will have an extension at the discretion of the teacher.

### **Honor Code:**

- As always, we expect all students to act with integrity and abide by Villa Victoria Academy’s honor code. All work submitted by a student must be her own work, her own thoughts, her own words, her own ideas, her own answers, etc. Consulting outside sources, whether electronic or human, should be done only at the instruction of the teacher and must be given credit as sources. All rules of the handbook apply during the VVA Virtual experience. If a teacher allows students to collaborate on an assignment, those instructions will be given in writing.
- The work students do at this time will be evaluated by the teacher in various ways. The teachers will let students know how they will be graded.
- Students need to take responsibility for using the tools the teachers provide and asking questions along the way. The degree of learning will depend upon effort, attitude, work ethic, honesty, and perseverance. These are life-skills.
- Being adaptable, resilient, self-disciplined, and self-motivated are also life-skills. You learn and practice them during traditional school and now you are learning and practicing

them in a new way. God makes good come of every situation so this experience is an opportunity to grow in new and unexpected ways. You are capable!

### **Respect & Etiquette:**

- Please remember to practice good manners and professional etiquette in your written, oral, and video communications and interactions.
- Be respectful to teachers and classmates.
- When emailing teachers, follow proper letter writing guidelines by including a greeting and closing. Remember to use capital letters and punctuation.
- When using a chat tool for a class, remember to stay on the topic and focused on learning.
- When participating in a video class, remember that your attire and appearance should be appropriate for school (though obviously you do not need to wear your uniform). Remember to find a quiet place in your house with a simple background where you can sit at a table. You should also mute your microphone and unmute only when you are speaking. Your behavior in the video class should be much the same as school so remember to refrain from eating, or doing anything that can be considered distracting, during the class.
- Following these guidelines will help facilitate an effective experience.

### **Counseling & College Counseling:**

- As always, Villa Victoria Academy strives to ensure that each and every student feels supported throughout her education. To this end, we will continue to provide assistance in academic, personal, social, career and college matters with particular attention paid to helping students navigate these uncertain and challenging times. Each grade will have a dedicated Google Classroom "guidance" site to share relevant information regarding these topics. Discussions will take place utilizing Google Meet. Students and parents will also be able to connect with Mrs. Yetman for non-emergent concerns and guidance via email during the hours of 8:00am-3:30pm on school days. Additional resources for parents and students may be accessed by clicking on the following link: [Coronavirus Resource Page](#).

### **The Arts, Athletics, & Upcoming Events:**

- Due to the rapidly changing situation, the play and Spring sports are still postponed. The Bag Bingo scheduled for April 17, 2020 will likely need to be rescheduled for a later date.

### **Community Life & Citizenship:**

- Throughout this VVA Virtual time, please remember to be kind and respectful to one another and continue to build up our community spirit, though we are physically distant. The Responsible Use Policy is still in effect. If your class has a group chat, remember to include everyone and make sure your comments are appropriate and take into consideration people's feelings. Remember that anything written or videotaped can be shared, screenshot, and/or retrieved even if you think it is deleted. Just be kind!
- Everyone in our school family is a cherished member. We all belong.
- Whether together in person or together virtually, we are VVA!
- Follow VVA on Instagram, Twitter, and Facebook for additional messages!