



St. Cajetan School
2447 W. 112th St.
Chicago, IL 60655
(773)474-7820

March 13, 2020

To: Parents
From: Mrs. Nitsche

As of Tuesday, March 17th (we were originally scheduled to be off Monday), we will be moving to an e-learning platform for our students due to the closure of our school. Below is a detailed explanation of how your child/children will access their assignments each day. Please know that the teachers spent a good amount of time today training the students on this as well.

On the positive side, make the best of this additional time you may be able to spend with your children. Who says you can't keep your jammies on all day, lay down next to the fire to do your classwork, or take your lunch at Subway!! Although this may be an uncertain time, we will continue to wake up each day and appreciate the blessings God has given to us.

We are asking that parents take the following measures to assure student learning is not interrupted.

Parent Expectations:

- If you don't have the following at home, please purchase.....
 - Loose leaf paper
 - Markers, crayons or colored pencils
 - Pencils
 - Glue sticks
 - Scissors
 - Calculator (6th-8th)
- Most children will have these supplies in their pencil cases but you may just want to do an extra inventory check this weekend.
- Know your child's homeroom teacher's email - on St. Cajetan website just in case
- Create a working place in your home that is away from the TV and quiet. We would like to mimic the learning environment created in school as best as possible. We love to play soft music when our students learn so consider this.
- Please make sure you can access the sites below where your child's daily work will be housed. If you cannot, please contact your child's teacher immediately.
- Make sure there is a source of technology for your children to use. Remember 6th-8th graders have their own devices and for this situation can share with younger siblings. Most 4th- 8th graders have phones that can be used to retrieve information as well. If you do not have access to technology, please notify your child's teacher.
- We will assume all kids are present for the day unless the teacher receives an email from the parent stating their child is sick. In this case, an adjustment will be made to the due date of the assignment.

School Expectations:

- Below is a chart that will tell you how each grade will be pushing out their daily assignments for the students to complete.
- Important updates from the teacher will be sent via REMIND
- Important updates from the school will be sent via SchoolMessenger

Grade	Site where daily assignments will be stored.
Preschool- 3rd Grade	<ul style="list-style-type: none">• Got to the St. Cajetan Website- www.stcajetanschool.org• Click on Teacher and Classrooms• Click on the room number for your child's teacher
4th- 8th Grade	<ul style="list-style-type: none">• Got to the St. Cajetan Website- www.stcajetanschool.org• Click on Teacher and Classrooms• Click on your teacher's webpage to find the daily assignments• Log into Google Classroom

How to Submit Work:

- Work will be turned in via two platforms;
 - **PreK-3rd grade-** Parents will take a picture of the completed work and send via email to the teacher. We ask that all work due that day is sent in ONE email from the parent, meaning, add multiple photos to your ONE email. We need your support on this so the teacher isn't receiving 100 emails a day.
 - **4th- 8th Grade-** Google Docs/ Google Classroom
 - All work will be assigned by 8:00 am and is due by 10:00 pm. We are hoping this time range allows you to be flexible with scheduling and device usage.
- If anything changes on this end, teachers will be sure to update you via their webpages/ assignment sites.

Online Books for Students:

3rd Grade

Story Works: [Online reading book](#)

Go Math: [Online math book](#)

4th Grade

Story Works: [Online reading book](#)

(Username and Password are located in your assignment notebook.)

Go Math: [Online math book](#)

(Click "Log In." and then type in class code. (Ms. Garza's Class: Caj201) (Ms. Setterblad's Class: Caj 202)

5th Grade

Scholastic News: [Online book](#)

Story Works: [Online reading book](#)

Go Math: [Online math book](#)

Jr. High

Scope: [Online reading book](#)

(1. Select: I am a student/ 2. Classroom password: sheeran/ 3. Magazine title: Vampire Rising

Go Math: [Online math book](#)

Social Studies: [Online text book](#)

Students know their username and password and have been practicing getting in every day for over a week. Sometimes the pages will not load because Flash is blocked. If this is the case, students should look on my Google Classroom page for directions and follow them to get the pages to load. Here are the directions:

my.hrw.com directions if pages will not load:

1. On your textbook homepage, click on the rectangle that says DOWNLOAD next to Flash10+
*If you are brought to an alternate website about Flash when you click Download (in step 1), it means that Flash has already been downloaded and you can access the pages.
2. If something pops up on the top left hand side, please click ALLOW. You can now access the pages.
3. If something does not pop up, please look at the address bar on the top of the page (where the website is). There will be a puzzle piece with a red x on the far right hand side. Please click on that puzzle piece.
4. Click MANAGE.
5. The second line will read "Block sites from running Flash"....turn that ON. It will now read "ask first."
6. Go back to the textbook homepage. Click the rectangle that says DOWNLOAD next to Flash10+
7. Click ALLOW. You can now access the pages.