

## **E-Learning Protocol**

St. Michael-St. Gabriel School will use E-Learning Days during inclement weather, as well as planned make-up day sessions, or in the event of an emergency cancellation due to something such as a water main break or power outage. E-Learning days can and will be announced in a situation in which there is a cancellation.

### **Basic Steps to follow on an E-Learning Day:**

1. Parents will log into Jupiter and retrieve the assignments for students in Grades K-5. Junior High students will log into Google Classroom to retrieve their assignments.
2. Junior High students will access each of their courses on Google Classroom and review the assignments posted.
3. Junior High students will be required to complete the posted assignments prior to 8:00 p.m. on the day assigned. Elementary students may complete online work by 8:00 p.m. Written work will be submitted the next class day.
4. Junior High students will log in using their Google username and password and then click on the Dashboard to view active courses.

**Note:** Please contact your classroom teacher if you have questions using Google Classroom or E-mail. (Teachers will be active on the platform from 9:00 a.m. - 3:00 p.m.)

### **General Questions:**

#### **What is an E-learning Day?**

Students will not report to school due to inclement weather or cancellation. Instead, students will engage in learning activities using digital resources or by completing resource packets provided to them in advance. On rare occasions, the school may also use an E-learning day to make up a cancelled school day from earlier in the year. (Each classroom teacher will explain the coursework to be completed for the given day.)

#### **Why is St. Michael-St. Gabriel using E-learning to make up for cancelled school days?**

The primary objective is to provide the least amount of disruption to the learning process. E-learning Days allow students to minimize the interruptions caused by snow days or emergencies and continue to make educational progress.

#### **How and when will students and parents know if an E-learning Day will take place?**

Inclement weather cancellations and announcement of an E-learning Day will be relayed through Jupiter, SchoolMessenger, Twitter, and our local TV stations.

#### **How will students be informed about assignments during an E-learning Day?**

Junior High students will have all become familiar with Google Classroom prior to any inclement weather. All teachers will post contact information and homework assignments on Google Classroom by 9:00 a.m. on an E-learning Day and will be available for online communication between 9:00 a.m. – 3:00 p.m. For students in Grades K-5, parents will be notified of the student's assignments by 8:00 a.m. on Jupiter. If parents have questions about the assignments, they may message the teacher via Jupiter.

#### **What happens if an E-learning Day is announced after a two-hour delay?**

Teachers will post assignments on Google Classroom by 10:00 a.m. and will be available to communicate with students throughout the hours of 10:00 a.m. and 3:00 p.m.

**How will students obtain assistance from teachers on E-learning Day?**

Teachers will be available through email or through Jupiter for Grades K-5 and via Google Classroom for students in Grades 6-8.

**How much time is the student expected to work online during an E-learning Day?**

No minimum or maximum amount of time is expected to complete the assignments. Students should complete their work carefully, using the amount of time that is appropriate for them.

**When will class assignments be due?**

Submission of assignments for all Junior High students is expected prior to 9:00 p.m. Elementary students may complete online work by 8:00 p.m. Written work will be submitted the next class day.

**What if students do not complete their E-learning assignments?**

Assignments not completed by the deadline for Junior High students will be recorded as a late assignment in the gradebook. Students in Grades K-5 may submit written work the next class meeting. Students with incomplete E-learning assignments will be marked with an **unexcused** absence for a partial or full day, depending on the work completed. In the event of technical difficulties, please communicate this with your student's teacher.

**How will E-learning be monitored and counted for attendance?**

Accountability for students will rely on assessment of work. Teachers will assess the student's work and determine if the student has met the instructional goals for the day. The actual amount of time online is less important than the work produced and/or created by the student to demonstrate learning and mastery of learning targets. Teachers will mark students as absent on Jupiter, based on completion of the assignments, as needed.

**What if a student does not have access to the internet?**

Teachers are aware that not all students have Internet access at home and will provide accommodations when necessary for students without home internet access. (This should be communicated with the teachers in advance.) Students without Internet connection have the opportunity to complete work over the following days allowing for students to make arrangements to use the public libraries or to stay after school to complete the work. Students or parents are asked to notify their teachers of this concern, as needed.

**Additional Information****Local free wifi locations:**

Indianapolis Public Library

All public Starbucks and McDonald locations

Community Centers

**Questions about assignments?**

Please contact your child's teacher.

Teacher Office Hours: 9:00 a.m. – 3:00 p.m. on E-learning Day

