Saint Joseph High School Extended eLearning Procedures

At Saint Joseph High School (SJHS) we understand the necessity to provide instruction when the school day is cancelled due to inclement weather, professional development, or extenuating circumstances. In order to provide this instruction, SJHS will transition to eLearning.

If there are circumstances that extend beyond a usual snow day or teacher professional development day, we will transition to Extended eLearning. Notification of extended eLearning will ideally occur early enough for all students to be able to take home their necessary textbooks, binders, notebooks, folders, and any other materials they may need in order to be successful moving forward with instruction at home.

Extended eLearning Procedures

- **Duration:** The block period schedule occurs in a two-day rotation. The rotation begins with a White Day (periods 1, 3, 5, and 7) and then is completed with a Blue Day (periods 2, [Flex] 4, and 6).

  If an extended eLearning situation occurs, we will follow the pattern of White-Blue (Monday-Tuesday), White-Blue (Wednesday-Thursday), and a Friday Flex Day, where there will be no new material taught. The Friday Flex Day is for students (and teachers) to catch up due to internet issues, technical issues, or other unforeseen problems. Teachers will still need office hours on this day.

- **Platforms:** Teachers will use Canvas to publicize assignments on an eLearning Day. All eLearning online programs and strategies that teachers choose to use must be linked though and explained on Canvas. If the program is not compatible with Canvas, teachers will need to find an equivalent platform.

- **Assignment Format:** eLearning lessons should reflect a normal lesson taught in the classroom and content that would have been addressed if school were in session.

  Even though it may be difficult to move forward in the instruction of new material through online methods, teachers must introduce new material as classes progress.

  Students and teachers will have to adjust instruction to rely entirely upon online strategies. Ideally, these strategies would be previously introduced to the students in person.

    Lessons should include “an instructional component, practice application, and a demonstration of learning” (IDOE).

  Length of work per standard class (inclusive of heck-in, lesson/lecture, classwork, and homework) **will not exceed** 90 minutes. The maximum time allotted for an AP or honors class is two hours.

    Maximum of 90 minutes for college prep
    Maximum of 2 hours for honors/AP
The time limit is due to the increased intensity of student exposure to content. In the classroom, students can benefit from their peers asking questions and interacting with the teacher. Online, all of the work and interaction is individual.

- **Distribution:** The lesson (the check-in, lecture, classwork, and homework) needs to be posted for the day of learning by 9:00 p.m. the evening before.

- **Work Completion/Submission and Attendance:**

  For each class, eLearning requirements will be broken into two parts.

  i. **Check-in:** A check-in will be a short question, prompt, or task that students must complete in order to be marked present for that class period. This is akin to the “warm-up” or “bell work” often required in class on a regular school day. Students are to complete and submit the check-in for each class by **12:00 p.m. on the eLearning Day.** Failure to meet that requirement will result in the student receiving an absence for that class period. Consequences for an unexcused absence may apply.

  ii. **Lesson and Assignment:** The lesson and assignment (classwork and homework) are to be completed before that particular class meets next. In other words, if an eLearning Day occurs on a Monday, a “White Day,” a student’s work for 1st period is due before the start of 1st period on Wednesday (the next White Day). Work that is not submitted by that deadline is subject to a penalty per class policy communicated by individual teachers in their class syllabus. Teachers are expected to keep track of each day’s assignments for their records.

  In the case of extenuating circumstances (e.g. lack of internet access) preventing a student from completing the check-in and/or the assignment, students are to communicate these circumstances by phone to the school, who will in turn communicate it to the teacher. Situations will be handled on a case-by-case basis.

- **Teacher Availability:** Teachers must be available for **five (5) hours between 8:00 a.m. and 5:00 p.m.** on an eLearning Day and must publish the hours they will be available on Canvas. Being available online means online interactions, such as live streaming, emails, discussion posts, etc.

- **Contact Information:** Teachers must provide parents/students the means by which to be contacted. This information should be on your eLearning page on Canvas. Contact methods may include, but are not limited to email, messaging, phone (Google Voice), etc. Teachers are required to check school email every 15 minutes during their posted office hours, and periodically after that.

- **Modifications:** Modifications for students with an ISP or CALP should be applied as done on a regular basis. Our Learning Strategies Coordinator will be available online. Her office hours will be coordinated with the office hours of the classes for that day.

  Also, the iHelp Desk will be “on call” and providing at-home computer assistance. Teachers and students can email ihelp@saintjoehigh.com or call 574-232-1121 for assistance.

- **Assessments:** Teachers will ensure learning has occurred with some form of assessment. Each day, students will need to submit an acknowledgement of learning, i.e. response to reading, completed problems, video questions answered, membean time logged, etc.