



### **Plan for e-Learning:**

Should it become necessary to close Marian High School for an extended period of time, Marian will implement a “Remote Learning” (RL) plan. This plan is designed to help students maintain some academic focus for students while they are not in school.

### **Academic Classes and Schedule**

- All teachers will utilize Google Classroom to deliver content and assessments.
- Teachers may utilize Zoom or Google Meet to deliver live content to their students during class time.
- Teachers may use pre-recorded material to deliver during class time.
- Teachers will plan for 30-40 minute classes so that students have at least a 20 minute break in between classes.
- Homework assignments should not include watching large amounts of video content.

#### **Monday and Wednesday**

- 1<sup>st</sup> Hour – 9:00 – 9:40 am
- 2<sup>nd</sup> Hour – 10:00 – 10:40 am
- 3<sup>rd</sup> Hour – 11:00 – 11:40 am
- 4/5/6<sup>th</sup> Hour – 12:00 – 12:40 pm

#### **Tuesday and Thursday**

- 6/7/8<sup>th</sup> Hour – 9:00 – 9:40 am
- 9<sup>th</sup> Hour – 10:00 – 10:40 am
- 10<sup>th</sup> Hour – 11:00 – 11:40am

#### **Friday**

- Student work day
- Teachers available for office hours by appointment

### **Attendance Procedures:**

- Attendance will be completed during each period of e-Learning.
- Each teacher will post a “check in” each day of e-Learning that requires students to write a thoughtful response. Students will respond to signify that they are present. This could be done on Google Classroom or by email.
- This check in must be completed by students within the first ten minutes of class or the student will be marked absent in Power School.
- Students who do not have a first hour class (Start Up Moxie, Study Hall, Late Arrivals) should email Mrs. Archambeault ([carchambeault@marianhs.org](mailto:carchambeault@marianhs.org)) directly to let her know that you are present.

- Phone calls will be made to homes and families of students who are not marked as present each day of e-Learning around 12:00 pm.

### **Expectations for Students:**

- Students will use their Marian email addresses to receive academic work from teachers, to log into Google Classroom, and submit questions and assignments as necessary.
- If students are unable to access their email due to technical issues, a parent can email Mrs. Mary Quiett to get help with password assistance at [mquiett@marianhs.org](mailto:mquiett@marianhs.org).
- One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. For assessment of such accomplishments to be judged fairly, it is essential that the teacher be assured that student work is completed individually and independently. It is the responsibility of the student not to deceive the teacher in any way in regard to the authorship of the work he or she presents for evaluation. Collaborating with other students in the completion of assigned work is not permitted unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise. This applies to work assigned online or for periods of remote- or e- learning. It is the responsibility of the student who is unsure to seek clarification from his or her instructor(s). Consult the Student and Parent Handbook for further guidance (p. 28-29).

### **Content Delivery:**

- Materials
  - Teachers will assume that students do not have access to any of their material. Teachers will provide all necessary material for them to use while e-Learning is taking place. This may include taking pictures of textbook pages and posting them temporarily in your Google Classroom or emailing them directly to students.
  - Students should not be returning to the school building to pick up material.
- Due Dates
  - Students will be responsible for turning in work to their teachers during e-Learning.
  - Students should email their teachers if they have questions about due dates.
  - Teachers will contact students and parents in order to remind students about due dates.
- Grading
  - Teachers will put numerical grades into the gradebook so that students and parents can monitor progress.
  - Grades entered during e-Learning will count in the determination of the final grade for the semester, which will determine if a student receives credit for the course.
  - Any assignment not turned in on time will be entered as a "0" into Power School. Teachers will also mark assignments as missing or absent when appropriate.
  - Late work will be accepted up to one week late. No credit will be given for work turned in a week after the due date unless the student has received this approval of his or her teacher.
    - Late work may be penalized 10% for each school day (Monday – Friday) turned in late. The maximum deduction for late work is 50%.

**Considerations**

- Teachers that are feeling ill are not expected to post material for students. Please inform students that there are “no assignments” for the day and inform the Principal that you are ill. This will be counted as a sick day.
- Students who are ill will not be expected to complete assigned work. They will be marked absent in Power School and given the one additional day for each day missed in order to complete work according to the policies outlined in the Marian Parent and Student Handbook.

Revised: June 2020