

Marian Central Catholic High School E-Learning Days

The safety of our students and staff is a primary factor when making decisions about closing the school during inclement weather. We realize that many of our students and staff drive quite a distance and on more rural roads, which causes us to make more realistic decisions regarding requiring them to drive in poor conditions. As we have done in the past, we have several options available to us when faced with the decision to close the school. These options include keeping school open and students participating in a traditional day of learning, utilizing our late start schedule to allow for poor driving conditions to be cleared, or to close the school for the safety of our students, which would typically require us to make up these days at the end of the school year.

Beginning the 2019-20 school year, instead of the most extreme option which is to close the school, Marian Central Catholic High School will be choosing to implement **E-Learning Days**, which would allow students to continue learning without having to travel to campus and will also ultimately not affect the school calendar. The Diocese has put a maximum of 4 days total of **E-Learning Days**.

E-Learning Day Procedures

If Marian Central Administration determines that there is a need to close the school due to weather or other unforeseen circumstances, staff and families will be notified that an **E-Learning Day** will be implemented by the usual phone blasts and email notifications.

Students are responsible to check each course's webpage by 9:00 am, complete an assignment, and submit online as per the teacher's instruction, including but not limited to Google Classroom, OneNote, or Teams. All work is to be submitted no later than 4:00 pm of the same day. The submission of the assignment serves as evidence of student attendance. All classes are required to post assignments. A typical assignment will be one that a student would be able to reasonably complete using online resources, unless the teacher had specifically told the students to take their workbook/textbook home with them the day before.

Teachers will use their preferred electronic assignment collection tool to post class content and homework before 9:00 am of the announced **E-Learning Day**. Teachers will also provide designated "office hours" in which students will be able to obtain help, answer questions, etc. during the **E-Learning Day**.

If circumstances occur which prevent the student from logging in on the announced **E-Learning Day** (ie: power outage), a parent will need to call the Marian Attendance line just as they would do if the student was to be absent that school day. If the student does not take part in the **E-Learning Day**, the absence will be accumulated as normal and all make-up work is expected to be completed within the appropriate grace period provided by the school for an absence. Finally, if circumstances are identified that do not allow the family's household to participate in Marian Central's **E-Learning Day** (ie: no internet access at home), families/students must communicate that fact to all of their course instructors early in the semester so that individual arrangements can be made.

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Teachers will use their preferred electronic assignment collection tool to post class content and homework before 9:00 am of the announced **E-Learning Day**. Teachers will also provide designated "office hours" in which students will be able to obtain help, answer questions, etc. during the **E-Learning Day**. Teacher virtual "office hours" must be posted with the assignment and should be approximately 4 hours (ie: 9 – 11 am and 2 – 4 pm) so you are assessable for any questions.

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E-Learning Days Assignment Expectations

The lesson should involve a stated objective and some type of formative assessment or product covering the content that the teacher had planned for the day. When creating an assignment, emphasis should be placed on extending the students' outcomes and providing an opportunity to continue progress in learning, and not just be perceived as "busy work." Lesson and activities should be limited to the length of time of a typical class period... between 40 to 50 minutes.

Some ideas include:

- Reflections on a reading assignment that could be accessed online
- Teacher can record a lesson and have students watch it and turn in notes
- Watch a video on YouTube, Khan Academy, etc., take notes and answer questions or complete problems
- EdPuzzle video assignment
- Reading with quiz questions to complete
- Mini project that could be completed within a typical class period and then have them present it the next day
- Discussion threads focusing on a specific topic
- Create a two-minute video narrated in the world language being taught
- Virtual dissections with a written conclusion
- Post a how-to video on a sport that was being covered in PE
- ACT review material
- And more!

Remember to consider the various modes of learning when designing your lessons. Also, students will not take the work seriously if you do not put value in the work being assigned. Make it relevant and make it count! All **E-Learning** work should be graded and recorded.

The expectation of Administration is that each course should have 1-2 E-Learning lesson plans per unit for those units that are planned to be taught between November and March. Lessons must be pre-developed and approved by Administration for this initial year to determine level of rigor, relevance, and reasonability of time. The request is to submit each month's lessons by the first of the month... ie: if I am teaching a unit on Ancient Rome in November, I would develop 1-2 lessons/assignments that would enhance the students' understanding of Ancient Rome. Realize that these lessons should

complement your unit lessons, but if you do not use them you should not be losing crucial instruction by not using the lesson. Please know, though, that if 2 teachers are teaching World History, there only needs to be one set of E-Learning lessons.

**If a teacher were to experience tech issues, such as the inability to post assignments for the students due to power outages or other circumstances, the issue will be resolved the day we return to school.