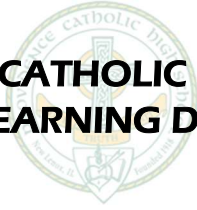
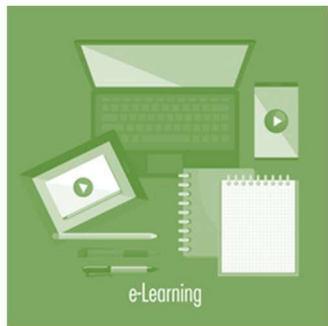


# PROVIDENCE CATHOLIC HIGH SCHOOL E-LEARNING DAYS



## STUDENT EXPECTATIONS

1. On an e-learning day, we expect students to check their PCHS email accounts at least twice per day, at 9:00 AM and then again at 2:00 PM.
2. Students must check the online platform of each of their courses (Microsoft Teams, OneNote Classroom or PlusPortal) at least twice daily as well, at 9:00 AM and 2:00 PM.
3. Students should complete assignments based on the school's published daily schedule.
4. Students should submit assignments via the requested method (PlusPortal, Microsoft Teams, OneNote Classroom, email, shared document, etc.) by the next class period or the deadline communicated by the teacher.
5. Students should communicate questions to their teachers before 1:00 PM via email or online post.
6. If a teacher schedules a live online meeting, students should be available and ready to participate.



## TEACHER EXPECTATIONS

1. Teachers will post course work on the online platform (Microsoft Teams, OneNote Classroom or PlusPortal) of each class by 9:00 AM daily.
2. Assignments may be collected electronically and graded. Teachers should specify which platform (PlusPortal, Microsoft Teams, OneNote Classroom, email, shared document, etc.) students should use to submit completed assignments.
3. Assignments should be meaningful to the outcomes of the course and essential to the pacing of the curriculum.
4. Teachers should avoid assigning long reading assignments, low effort or repetitive work, tedious worksheets and extended problem sets.
5. On average, each assignment should not take students more than 40 minutes to complete, as they may have assigned work in most of their courses.
6. Teachers can expect students to complete (and submit) assignments or complete a formative assessment by the published deadline.
7. Teachers must review and respond to student emails (and posts) by 2:00 PM each day.
8. Teachers may schedule a live online meeting and should publish the meeting date/time at least 24 hours in advance.
9. STEM teachers should coordinate with one another regarding assignments.



# PROVIDENCE CATHOLIC HIGH SCHOOL E-LEARNING DAYS

## FAQs

### 1. Should a student expect assignments in each of their classes?

Teachers will only assign students work when it will help mitigate the loss of direct instructional time. Should the course curriculum rely heavily on in-class materials and activities, the teacher may choose not to assign work during an e-learning day.

### 2. Should teachers and students be available for all five hours of an e-learning day?

No. Both teachers and students will have family obligations. Our expectation is that students and teachers will check email and online platforms minimally at 9:00 AM and 2:00 PM during the e-learning day and respond if necessary. We also expect students to complete assignments so that they meet the published due dates.

### 3. How will students and parents be notified if an e-learning day will be used?

Families will be notified of e-learning days just as they are notified of school delays and closings via our website, automated phone calls, emails and/or texts.

### 4. How will e-learning day impact after school activities?

On an e-learning day due to weather or other circumstances, after school activities may take place. In all instances, teachers and coaches of these activities will inform students if they are to meet for the rehearsal/practice/competition.

### 5. Whom do I contact if I need help during the e-learning day?

Your child's teacher will be your direct contact for any questions regarding assignments and instruction. Students can also contact a classmate for clarification.

For questions regarding classroom materials or apps (Teams, OneNote, FlipGrid, PhET, EdPuzzle, etc.), email your teacher.

If you are having technology-related issues, please contact our Technology Office Staff at [techhelp@providencecatholic.org](mailto:techhelp@providencecatholic.org) between 9:00 AM and 2:00 PM.

### 6. How will student attendance be recorded?

If a student is ill and unable to work online and/or complete assignments, parents should call the attendance office at 815.717.3130 by 8:30 AM. Students will receive a one-day extension to complete e-learning work.