

E-Learning Day Protocols for South Newton Middle and High School Teachers

1. Teachers will be available via email from 9:00 a.m. to 2:00 p.m.
2. Teachers will post assignments for every class by 9:00 a.m. Specific instructions about expectations, assessment/completion, and grades/points awarded are left to the discretion of the teacher.
3. Attendance verification: Teachers will send each class a Google form for attendance. The purpose of this form is to verify participation in the assigned work. Students will submit the form to verify their attendance for every teacher's class. Study hall, advisory, and PRIDE I teachers do not have to verify attendance via Google Form.
4. Each teacher will create a folder for E-Learning attendance sheets and name it with their last name + E-Learning Attendance (e.g. Mulligan E-Learning Attendance) and share the folder with their building administrator.
5. By 3:00 p.m. of the next day *that school is in session*, each teacher will use Harmony to mark as absent students who did not check in for attendance on the E-Learning day (This directive considers that consecutive E-Learning days could occur).
6. Students will be encouraged to complete work on the actual E-Learning day. Assuming that advance notice for possible E-Learning day was not given (unexpected weather/circumstances), students who do not have wifi at home and were not able to prepare for E-Learning will have the opportunity to get the work upon return from school and check in on the Google form originally sent for attendance.
7. Students who struggled with the work and could not resolve their questions via email can *request* up to 2 additional school days to complete the work assigned on E-Learning day. The two day extension will not be automatic. The request must be verified by the teacher.
8. Teachers reserve the right to enter a zero for assignments not completed by students according to the protocols designated for students (see separate document).
9. Teachers reserve the right to determine how, if, and in what manner students will be assessed for the E-Learning assignment.
10. Teachers will submit attendance corrections (i.e. those who checked in late because of wifi issues, etc.) to their respective office personnel within 48 hours of returning to school.