



Christ the King Catholic School eLearning Day- Quick Reference for Students and Parents

We understand the necessity to provide instruction when the school day is canceled due to inclement weather or professional development. eLearning is recognized by the Indiana Department of Education as an option that may be used to supplement the normal school day with digital work. Our eLearning will consist of asynchronous instruction, and we have outlined the expectations below for our families.

eLearning Procedures

- **Attendance Check In-** Students will be required to check into either via Google Classroom or email, with a short check in activity. This will need to be completed by 12pm in order for the student to be marked present for the eLearning day. Students who do not complete the check in activity will be marked absent for the day. Please make sure to complete the check in activity.
- **Duration:** Two days will be the maximum number of consecutive eLearning days. After the second day classes must be in session before another eLearning day will be used.
- **Platforms:** Teachers will use **Google Classroom or email** to publicize assignments on an eLearning Day. Teachers utilizing email will email both students and parents with directions for assignments.
- **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.
- **Distribution:** For eLearning Days due to inclement weather, requirements will be posted by 9:00 a.m the morning of a cancellation. For planned eLearning Days, requirements will be posted by 9:00 p.m. of the previous night.
- **Work completion/submission and Attendance:** All work must be completed and submitted to the teacher by the end of the day. If you are unable to submit work virtually, bring it to class the following day.
- **Teacher Availability:** Teachers must be available for at least 4 hours between 9:00 a.m. and 4:00 p.m. on an eLearning Day and must publish the hours they will be available. These will be published on Google Classroom or email.
- **Contact Information:** Teachers must provide parents/students the means by which to be contacted. Contact methods may include, but are not limited to email, Google



Classroom messaging, etc. Teachers are required to check school email at least every 15 minutes during their posted office hours.

- **Modifications:** Modifications for students with a SP or CAP should be applied as done on a regular basis.
- **Assessments:** Teachers will ensure learning has occurred with some form of assessment.

If you experience any issues with technology, please contact [Mrs. Dyczko](#). All other questions can be directed to the classroom teacher or administration: [Mrs. Jeffress](#) and [Ms. Kearney](#)