

**Sacred Heart Catholic**  
**eLearning Information/Policy**  
2018 -2019

**eLearning for Flex Days**

- Oct. 29, 2018 and Feb. 15, 2019 will both be eLearning days while teachers have a professional development day.
- Assignments will be posted in Google Classroom at least 1 day prior to the Flex Day
- Teachers may also give a sheet of information to students regarding assignments
- The goal is for all assignments to be completed in one day but we understand that there may be circumstances that do not allow this, so eLearning assignments are given two days for completion.
- Attendance will be counted if 80% or more of the work is completed by the end of the 2 days
- Preschool will be in session since they do not participate in eLearning days

**eLearning for Snow/Emergency Days**

- Days will be announced on WAVE and WDRB as an eLearning day
- An email will be sent through Jupiter stating it is an eLearning day (K-8 only)
- Announcement will be posted on the home page of the school website
- eLearning assignments will be posted in Google Classroom by 9:00 a.m.
- Teachers will be available between 9:00 a.m. - 3:00 a.m. via email
- The goal is for all assignments to be completed in one day but we understand that there may be circumstances that do not allow this, so eLearning assignments are given two days for completion.
- Attendance will be counted if 80% or more of the work is completed by the end of the 2 days
- All work is expected to be completed as it is on any school day
- 2nd or more consecutive days will NOT be eLearning days but will be snow make-up days

**General Information**

**Assignments:**

- Each teacher will post assignments in Google Classroom, this includes special areas
- You will only have assignments for the classes you would have had if you attend school on that eLearning day
- Assignments may involve work to be completed on a device, on paper, as a hands on activity, or a video
- Time to complete the assignments will vary due to several factors such as the grade level of the student. It normally would not take the length of the school day to complete. It will be similar to when a child is absent and has the work from the day sent home.

Continued on the back.

**What if there are questions about an assignment?**

- Questions about the assignment can be sent to the teacher via email. Teachers will be online from 9AM - 3PM on Snow Days.
- During Flex days teachers will respond as soon as they can since they are in professional development sessions/workshops it may be awhile before they can address email.
- Ask other students in your class.
- Remember that you have 2 days, if necessary, to turn in an assignment but don't wait until the last minute.

**If there are multiple children in a family, do they all need a device?**

- Each child will need access to a device to retrieve their assignments. However, not all assignments will be completed on a device. Some assignments may be completed on paper.

**What if there is a technical issue?**

1. Troubleshoot
  - a. Power down and Power back up your device
  - b. Check that all necessary apps are installed
  - c. Ask others if they are having the same problem to see if the issue is unique to you
2. Email the teacher with the specific issue and what you have tried to correct it.
3. The teacher will reply or ask Mrs. Bremmer to reply.

**What places have free Internet access?**

- Library
- McDonalds
- Starbucks
- Panera

**What is my child's Google Classroom login?**

- Student Google account information will be sent home after Fall break but many students already know it and have been using it at school.
- Student emails follow the pattern with no spaces  
first name last name year graduate 8th grade  
@student.sacredheartschool.us

**iPad User may need to download the Following Apps:**

- Google Classroom
- Google Docs
- Google Forms
- Google Sheets
- Google Slides
- Google Drive