



# St. Malachy School eLearning Guide

**eLearning** is learning utilizing technology to access educational curriculum and opportunities from outside the school. At St. Malachy, eLearning will provide meaningful educational experiences with an emphasis on teacher/student collaboration to foster critical and creative thinking from Pre-K to 8<sup>th</sup> grade.

eLearning days provide teachers and students opportunities to engage using digital resources, to collaborate virtually, and to develop digital skills that are used and valued even beyond education.

While teachers are responsible for delivering the instruction, the individual student is responsible for completing the work and turning in all assignments. The student's grades and success relies primarily with the student.

**Please read each section below thoroughly. This guide is intended to answer most questions regarding how eLearning days will transpire. However, if you have questions, please feel free to contact your student's teacher or the school administration.**

## STUDENT/PARENT EXPECTATIONS

### Attendance

- Students will be expected to complete work on a weekly basis. Failure to complete work or communicate with teachers will result in the student being marked absent.

### Participation

- Students will be expected to actively participate in any online chats, conversations, video calls, etc. Any failure to participate, i.e. turning off video or failure to respond, may result in loss of points or an absence.
- Students will be expected to login to Google Classroom or Seesaw on a regular basis and complete all work assigned by their teacher(s).

### Communication

- Students should know how to reach their teachers electronically. Any questions on assignments or content should be directed to your teacher(s) in a timely fashion
- Any technology issues should be directed to [smstech@stmalachyschool.org](mailto:smstech@stmalachyschool.org) or by calling the school at 217-892-2011.



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## TEACHER EXPECTATIONS

### Assignment Guidelines

- All assignments must be published in Google Classroom or Seesaw with due dates listed and an appropriate amount of time for the student to complete the work.
- Assignments should not exceed the equivalent of 30 min per subject per day.
- Even if the assignment is not digital, all work and descriptions must be posted in Google Classroom or Seesaw
- All students are expected to participate. Students will complete the work. For any work that must be returned to the teacher, it must be returned electronically to the teacher by the due date. During a Diocesan or State mandated school closure, absolutely no work may be dropped off or picked up at the school.
- An effort should be made to present assignments digitally when possible.
- Assignments should follow established curriculum maps and standards with the understanding that only prioritized standards may be met due to constraints of remote learning.

### Communication

- Teachers will be available by phone/email from 9-3 each day. Teachers should check their messages throughout the rest of the day/evening as needed to address student/parent needs.
- All self-contained classroom teachers should have direct instruction with students at least 2 times per week.
- All middle-school subject teachers should have direct instruction with students at least once a week.

### Grading

- Each week, some assignments in each subject should be graded by the teacher.
- Both summative and formative grades and feedback should be provided in each subject every week.