



HOLY TRINITY

CATHOLIC SCHOOL

eLearning Policy

Holy Trinity recognizes the need to provide alternative means by which students may continue the sequence of learning and achieve classroom goals during lost instructional days due to inclement weather or planned Professional Development for teachers. As a result, eLearning days may be used as an educational alternative for learning experiences or activities. These activities are designed to extend, enhance, supplement or serve as a substitute for onsite classroom instruction. eLearning days are not extra school days and count as part of Indiana's required 180 day school year. For more information about eLearning days, please visit the IDOE website (<https://www.doe.in.gov/elearning>).

What is eLearning?

eLearning is a normal school day where Preschool-8th grade students learn from home instead of onsite in the school building. They involve the use of technology and other innovative strategies to engage students in learning. eLearning fosters creativity, communication, collaboration, and critical thinking skills. These are not extra school days.

When will eLearning be used?

Planned eLearning Days are scheduled in advance. A Planned eLearning Day will typically be used while teachers participate in professional development. These days will be communicated well in advance through various school communication platforms such as parent newsletters, School Messenger, and/or Facebook.

Inclement Weather eLearning Days will be used in the event school is canceled due to inclement weather and all built-in snow days have been exhausted. In this case, students will receive assignments to complete during the missed school day. The eLearning day will be communicated through various school communication platforms such as the parent newsletter, School Messenger, and/or Facebook.

How will tuition be billed during eLearning?

On an eLearning Day, tuition agreements, policies, and practices will remain in effect and binding for Preschool-8th grade students.

How will my child access their eLearning assignment?

Students in grades Preschool-2 will receive a parent email with instructions on how to complete eLearning tasks. Students in grades 3-8 will receive assignments via Google Classroom. Students may use any personal or school-issued (grades 6-8) device to access web-based programs, including Google Classroom. In some cases, students may receive non-digital assignments to complete.

What time can I expect assignments to be shared?

Assignments will be shared by 9:00 AM on an Inclement Weather eLearning Day. On a Planned eLearning Day, assignments will also be shared by 9:00 AM or in advance of the eLearning day.

When are eLearning assignments due?

Assignments will be due two (2) school days after the eLearning day takes place. All assignments are due by midnight of the 2nd day. For example, if an eLearning day occurs on a Wednesday, all assignments should be completed by the following Friday at midnight. No additional time will be given beyond the two (2) school days to make-up assignments. Students and families, who find challenges on eLearning days, must communicate to the classroom teacher and school principal as soon as possible.

How long will assignments take to complete?

The amount of time needed to complete eLearning assignments will vary depending on grade level. The chart below provides the minimum total daily work completion time. The time an individual student spends on daily assignments will vary and may be more or less than the times listed below.

<i>Grade Level</i>	<i>Minimum Daily Work Completion Time</i>
PS-2	30 min-1 hour
3-4	1- 1 ½ hours
5-6	1 ½ - 2 hours
7-8	2-4 hours
Special Areas (Art, Music, PE, Computer, Library) - Enrichment opportunities may be provided	

How will assignments be graded?

Grading policies and practices remain intact and continue during eLearning. Teachers will determine whether or not eLearning assignments will be counted for a grade. If an assignment is not received after at least two (2) recorded attempts by the teacher to communicate with the parent (PS-5th) or student (6th-8th), a 0% may be recorded.

Expectations of all students' academic integrity and performance will be upheld and enforced during eLearning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Students and families, who find challenges during eLearning days, must communicate to the classroom teacher and school principal as soon as possible.

How will attendance be taken?

Attendance is based on assignment completion. Students will be counted present when at least one assignment is completed in at least one subject. For work assigned via Google Classroom, students are expected to TURN IN, MARK AS DONE, and/or SUBMIT all assignments by the due date.

How can I reach my child's teacher if I have questions?

Teachers will establish "office hours" during eLearning and communicate this window of time to students and parents. On a Planned eLearning Day, teacher availability may vary due to Professional Development. Teachers will utilize email, video conferencing, and/or phone calls to communicate with students and parents.

How much help should I provide to my child during eLearning?

Students regularly engage in digital learning opportunities, especially in grades 3-8. Students are expected to work independently on their assignments with minimal help. Parents, guardians, or other family members should only need to provide occasional guidance.

What if my child is not able to access the internet or use a device at home?

If no device or internet access is available at home, please inform your child's teacher in advance of a Planned eLearning Day so appropriate accommodations can be made. Nonetheless, students will have three (3) school days to turn in assignments. This will allow students to use a school device to complete the assignments upon return to school. Computers at both campuses will be available for student use before and/or after school following an eLearning day. Specific computer hours will be shared with parents when determined.

What type of technology support will be available?

For students in grades 6-8 using school-issued devices, technology support will be available during eLearning via email (cmundy@evdio.org). For specific questions regarding Google Classroom or other assignments, teachers can be contacted via email. All other questions will be addressed upon returning to school following an eLearning day.

What type of special education support will be available?

Mrs. Sargent (jsargent@evdio.org) and Mrs. Beyke (cbeyke@evdio.org) will establish daily "office hours" and communicate this window of time to students and parents. Both teachers will also be available for questions upon returning to school following an eLearning day.