

# E-Learning Procedures, Portage Township Schools Parents and Students

During the 2016/2017 school year, E-Learning days will take place on the day of the “inclement weather” event. Portage Township Schools has initially designated two days as E-Learning days. More days may be added as the winter season progresses.

Work will be posted by 8:00 AM on the day of the event. Students should access work at that time.

## **General Information:**

Educator Online Classroom Hours:

Teachers will be online during the following hours: 8:00 AM until 2:30 PM

During those hours teachers should be communicating with students and parents actively, responding to emails in “real” time, responding to work submissions, participating in discussions, and answering messages for those using Schoology.

Students will be prepared for the ELearning days. Teachers will review procedures of an E-Learning day and the classroom expectations.

The District will set a due date for student work to be completed and a final report, typically three school days after the day of the event.

## **Elementary Schools (Grades K-2):**

- Each grade level will provide a Google Doc that will provide schoolwork, web links, and other online work that students are able to complete digitally. The Google docs will be posted on the Portage Township School’s website (not individual school pages) where parents and students can easily access.
- Teachers will provide a convenient way for students to access their usernames and passwords to online applications.
- Teachers will require SSR as part of that day.
- Parents will complete a work completed log that must be turned in on the due date provided, along with any paper assignments that were completed.
- Teachers will provide students/parents their PTS email address and make themselves available during online hours.

**Elementary Schools (Grades 3-5):**

- Teachers will share a folder in Google Drive to their students in their class. The document will contain all work necessary for that day, including links to web activities. It is suggested that in that folder students also store usernames and passwords to activities.
- Teachers will have all usernames and passwords so that they are able to reply to parents whose children may have forgotten.
- Teachers will require SSR as part of that day.
- Parents will complete a work completed log that must be turned in on the due dates provided, along with any paper assignments that were completed.
- Teachers will provide students/parents their PTS email address and make themselves available during online hours.

**Secondary Schools: (Grades 6-12):**

- All work in every class will be placed in Schoology. Each lesson will align with the current work that is taking place in the classroom.
- Work will be equivalent to 45 minutes per course.
- SSR time will be required of all students on that day.
- Teachers will make sure all students know and are able to log in to Schoology.
- Teachers will be reachable through their email and through Schoology messenger.

**Principals:**

Will also make themselves available to staff and parents. Parents will be notified to contact their building principal if they are not able to communicate with a teacher. The principal will reach out to the teacher when contacted by a parent.

**Technical Help and Assistance:**

Student and Parent email contact:  
elearninghelp@portage.k12.in.us

*This email is for technical help only, all other questions learning related should be directed to the student's teacher. The email address will only be active on the day of the snow day from 8:00 AM until 3:00 PM*

## NOTES