



## E-Learning Protocol on an Inclement Weather Day

The teachers have planned lessons that will keep students working on current curriculum goals. They are meeting the state's guidelines of mirroring an actual school day as best as possible.

By 8:00 AM, students will be able to access all of their coursework. **All families will need to log into Sycamore on the actual snow day from a computer. This will be checked from 8:00 AM on the snow day to 8:00 AM the following day.** *We will check both students and parent log-ins. This is how we will track attendance. We must meet the same attendance standards as a regular school day in order for this to count.* **Please note, logging in from the mobile app will not allow us to track it for attendance.**

Coursework will be due one week later. We are aware that many students may be in a situation where computer and internet access is not always available. This week time frame will give students and parents time to make arrangements to complete the course work. You may also use this time to contact your child's teacher or the school office to ask for assistance should access to a computer or internet be a concern.

Teachers will hold office hours from 9:00 AM to 11:00 AM on the actual snow day. They will be readily available by email. On any other day within the due date window, they will respond within 24 hours. You can email homework or other activities to teachers at any time should that be a part of the teacher's directions in the coursework. **PLEASE DO NOT USE THE PASS-A-NOTE FEATURE IN SYCAMORE.** It is not reliable and often is not real-time. Email is much more reliable.

The E-Learning assignments will be posted under the **NEWS tab** on the appropriate Sycamore K-4 homepage or 5-8 subject page (math, language arts, science, or social studies) by 8:00 AM of the snow day.

Any learning goals that can be accessed on a tablet, such as an iPad, will be done using free apps. There will be no expectation to use any paid apps. Teachers will only use apps and websites that students are familiar with.

Some teachers may ask that homework or other activities be emailed directly to them upon completion. Please pay attention to this request as necessary. If students are asked or choose to turn work in via email, they should expect a response from the teacher to verify receipt. If a student does not receive a response, he or she should assume the email was not received by the teacher.

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Please see below for work expectations for each grade level.

### Students in grades K should expect:

- A language arts assignment
- A math assignment

### Students in grades 1-2 should expect:

- Two language arts assignments from the following topics: reading, writing, spelling, or grammar
- A math assignment
- Either a social studies OR a science assignment

### Students in grades 3-4 should expect:

- Two language arts assignment from the following topics: reading, writing, spelling, or grammar
- A math assignment
- Either a social studies OR a science OR a religion assignment

### Students in grades 5-8 should expect

- A language arts assignment
- A math assignment
- A science assignment
- A social studies assignment

# e-LEARNING TIPS AND ATTENDANCE REMINDERS

### **TODAY'S ATTENDANCE:**

If you have a tablet or phone only, you can log into Sycamore through Chrome or Safari browser instead of using the app. Doing so will allow attendance to be captured. It's when only the app is used that attendance is not captured. Once a parent or student logs in, the attendance is captured. For families with multiple students, one parent sign-in will count for all students within your family.

It is only necessary to log into Sycamore through the student account OR parent's account (not both) for attendance to count. The office will be checking both student and parent log-ins to identify attendance (either one will count). **An unexcused absence will be issued to students who do not log in (or have their parents log in) or do not show a log in to IXL (if there are assignments selected for them).**

### **FINDING YOUR ASSIGNMENTS:**

**COPY INTO YOUR BROWSER =>** [app.sycamoreeducation.com/index.php?schoolid=2140](http://app.sycamoreeducation.com/index.php?schoolid=2140)

1. Once logged in, from the Home Page, students should click on **MY CLASSES**
2. From the My Classes page, K-4 would select their homeroom (i.e., Fourth Grade) and 5-8, students should click on each individual class (Language Arts, Math, Science and Social Studies).
3. From that page under **NEWS**, you will find the specific assignments for the day.

### **STUDENT LOG-IN NOT WORKING:**

From your browser, log into Sycamore through the parent sign-on, then from the Home Page, select **MY STUDENT**. Click on your **child's photo (not their name below the photo)**. A blue arrow will point to the Overview section below their picture. K-4 would select their homeroom (i.e. Fourth Grade) and for 5-8, students should click on each individual class (Language Arts, Math, Science and Social Studies) to find their assignments.

### **iPAD EQUIPMENT NEED:**

If you are interested in borrowing an iPad from the school to help your child(ren) complete their online assignments, please reach out to the school office or your child(ren) homeroom teacher. You will be required to complete a "Borrowers Agreement" that outlines our policy on accepting an iPad for home use.