

Montpelier Public Schools E-Learning Plan

Vision	Winter weather and school cancellations are an inevitability in our State. We want to implement a plan where we will not have to make up days, instead we can use the weather days as learning days and still have school in session for our families.			
Number	A maximum of five days will be utilized as E-Learning days due to weather.			
Procedure	On a school cancellation day, Administration will inform all staff, students, and guardians of the E-Learning day. We will use the resources available to us including but not limited to weather reports, road reports, collaboration with other districts, and communication with patrons to determine school cancellation as soon as possible.			
		Montpelier Elementary		Montpelier High School
	Time	Grades PreK-2	Grades 3-6	Grades 7-12
Teachers	8:05-10:00	Teachers alert students and families of assignments via email, Google Classroom, or through established communication procedures.	Teachers alert students and families of assignments via email, Google Classroom, or through established communication procedures.	Teachers alert students and families of assignments on Google Classroom.
	10:00	Plans are available to all learners	Plans are available to all learners	Plans are available to all learners.
	10:00-12:00	Teachers maintain access to email/phone/Google Classroom to provide feedback and communication	Teachers maintain access to email/phone/Google Classroom to provide feedback and communication	Classes will Meet at the following times: Period 1 10:00-10:30 Period 2 10:30-11:00 Period 3 11:00-11:30 Period 4 11:30-12:00
	12:00-12:30	Staff Lunch	Staff Lunch	Staff Lunch
	12:30-2:00	Teachers maintain access to email/phone/Google Classroom to provide feedback and communication	Teachers maintain access to email/phone/Google Classroom to provide feedback and communication	Classes will Meet at the following times: Period 5 12:30-1:00 Period 6 1:00-1:30 Period 7 1:30-2:00
Lesson Expectations		Instruction will take place primarily through E-Learning packets sent home	Instruction will take place through Google Classroom and/or through E-Learning packets sent home	Instruction will take place through Google Classroom.
*Planned students assignments should not take up more time than students would have normally worked on in class. Lessons should connect to current class curriculum goals or topics.				

	Time	Grades PreK-2	Grades 3-6	Grades 7-12
Students	8:15-10:00	Students check work or assignments via email or Google Classroom	Students check work or assignments via email or Google Classroom	Students check work or assignments via email or Google Classroom
	10:00-2:00	Students complete work and communicate with teachers via email/phone/Google Classroom	Students complete work and communicate with teachers via email/phone/Google Classroom	Students check in and stay with their teachers during their period time slots. Students do not need to check in for study halls. Students who do not check in will be marked absent.
	*Students with special needs or circumstances may face unique challenges while performing the academic tasks. Provisions and accommodations will be made for individual needs on a case by case basis.			
Parents	8:15-10:00	Verify students received work. Offer support where needed.	Verify students received work. Offer support where needed.	Verify students received work. Offer support where needed.
	10:00-2:00	Parents can communicate with teachers via email/phone	Parents can communicate with teachers via email/phone	Parents can communicate with teachers via email/phone
	3 Days After	Parents will assure students submit required work within 3 days.	Parents will assure students submit required work within 3 days.	Parents will assure students complete and submit any work given during the class time.
Attendance		Attendance taken as assignment(s) are marked complete. Students have up to 3 days after cancellation to complete work.	Attendance taken as assignment(s) are marked complete. Students have up to 3 days after cancellation to complete work.	Attendance is taken at the beginning of each period slot. If a student misses the class, they will be marked absent.
Teacher/Student Communication		Families/students will be encouraged to communicate via email, phone, or Google Classroom	Students will be encouraged to use email or Google Classroom as the primary means of communication.	Students will be encouraged to use email or Google Classroom as the primary means of communication.
		Families/students may request a phone number to reach the teacher at through email. It is up to the teacher whether they want to share that information.	Families/students may request a phone number to reach the teacher at through email. It is up to the teacher whether they want to share that information.	Families/students may request a phone number to reach the teacher at through email. It is up to the teacher whether they want to share that information.
School/Parent Communication		Parents will be informed of the E-Learning plan prior to first time use of the plan. The school will also announce when an E-Learning day is being utilized.		