

Class Meeting Information and Office Hours

E-Learning Schedule

Class Schedule

A	8:15-9
B	9-9:45
C	10-10:45
D	10:45-11:30
E	11:30-12:15
Lunch	12:15-12:45
F	12:45-1:30
G	1:30-2:15
H	2:15-3:00

Class Information

- **Classes 'meet' MWF.**
You may choose to view the posted content at your convenience as long you do so in a way that allows you to keep up with assignments. Some teachers will post a week's worth of material so that you can work ahead.
- **No Need to Check for Work in PE, Weight Training, Study Halls (including Directed Study Hall, and TA).** These classes are suspended for now.
- **Each class's pre-recorded content and documents will be uploaded by the teacher or ready to go by class time each day.**
- **Check Moodle! You cannot survive e-learning without checking Moodle daily.**
Assignments or directions as to where to find assignments will be posted in the top-most section of Moodle. If teachers choose to post materials on a site such as OneNote or Teams, they will put a link on the Moodle page to direct you to that site.
- **Essential Class Information for E-Learning document can be found on Moodle at the top of your class page. This is where the teacher clearly communicates in writing to you how the class will work.**

Office Hours Schedule

Are you stuck? Reach out to your teacher or counselor/advisor right away.

You can email your teacher and you can talk with them live at these times.

Some teachers will prefer to set up a live chat through Teams.

Department	Day(s)	Time
Wellness	Thursday	8-9
Other	Tuesday	8-9
Fine Art	Thursday	9-10
Religion	Tuesday	9-10
English	Tuesday/Thursday	10-11
Guidance	Fridays	10-12
Math	Tuesday/Thursday	11-12
World Languages	Tuesday/Thursday	12-1
Science	Tuesday/Thursday	1-2
Social Studies	Tuesday/Thursday	2-3

Office Hours Parameters

- Office Hours are held on Tuesdays and Thursdays and are optional for students. Exception: Guidance: Fridays 10-12.

Teachers will be available for live help (video or chat) at the posted time as long as you have emailed them by the start of office hours that day that you need help.

- **If** you have emailed and requested to meet during office hours, the teacher opens a video or chat session on Teams and invites students to join the call. You may log off whenever you want (e.g., if your questions are answered in first few minutes of session).
- **Etiquette/Behavior: Teachers will be recording the live sessions. It is important that you are properly clothed and participating from a location that is conducive to learning.** These sessions are an extension of the formal classroom. Proper behavior is required for participation. Students who have difficulty with proper online behavior may be asked to leave the session.
- Some of your questions may be easily answered by email rather than by live sessions.

Emailing Your Teachers

- **Teachers will tell you in writing about their unique policies to responding to email.** For example, if you email a teacher at 9:00 p.m., he might not respond until the next day. This could be a problem if you are working on an assignment at the last minute.

Tech Help

- **Students** may request **Technology Help** (e.g., resetting passwords, help with logins, troubleshooting Microsoft issues, and other limited items) through the Technology Team.

Technology Office Hours:

8-10 M-F (Mrs. Liberty Phillips)

1-3 M-F (Mrs. Dawn Harbin)

- **Moodle Technology Resources for Students:** Check Moodle Tech page for Students for helpful how-to videos and tutorials.

Other

- **It's Real Class:** Teachers have been instructed to give a graded assessment within the first 4-5 class days to emphasize the importance of staying up-to-date with work.
- **Materials Left at School:** Did you leave something at school? The building will be open March 23-25 from 8:00 a.m. to 12:00 p.m. to allow you time to visit the bookstore, pick up a copy, or retrieve a book.
- **Testing:** Each individual teacher will explain how assessments will work in his classroom on the **Essential Class Info for E-Learning document posted on the class Moodle page.**
- **Stress:** This experience will affect different students differently. Some will love it and some will struggle with it. Guidance and The Learning Center Office Hours: Fridays 10-12