

GREEN Middle School E-Learning Protocol Plan (K–8)

Total Instructional Time: 5.5 Hours

Daily Schedule to Continue on A/B day format:

Period	Time	Description
1	8:00–9:25	Live Instruction (first 30 Min) + Office Hours
2	No WIN	WIN Time is not held on E-learning Days
3	9:30–10:55	Live Instruction (first 30 Min) + Office Hours
4	11:00–12:25	Live Instruction(first 30 Min) + Office Hours
5	12:30–2:00	Live Instruction(first 30 Min) + Office Hours

Instructional Expectations (All Periods)

Google Classroom Use

- All assignments and materials must be posted by **7:45 AM** daily.
- Teachers should organize materials by topic/week and label clearly for student accessibility.
- Use consistent naming conventions for assignments (e.g., “Math_Lesson1_5.28”).

Live Lessons

- Each period begins with a **30-minute synchronous (live) instructional session** via **Google Meet as needed**.
Lessons should focus on **new material or concept introduction**, aligned with curriculum pacing.

Office Hours & Student Support

- After the live lesson, teachers must **remain available for student questions** during the rest of the period.
- Methods of support include:
 - Ongoing presence on Google Meet for the full class period.
 - Frequent monitoring of Google Classroom comments and email.

Attendance & Participation

- Teachers must **track attendance** via Google Meet participation and assignment submission.
- Daily participation is required for each period to count the student as present.
- Students are expected to be **on time with cameras on, appropriately dressed**, and in an appropriate environment during live sessions.
- Attendance should be logged in Power School by 2:30 PM.

Troubleshooting:

If technical issues arise during an eLearning day, follow the steps below for support.

Step 1: Classroom-Level Support Start by notifying your child's teacher of the issue via email.

Teachers can assist with: • LMS login issues • Accessing assignments or links • Basic app navigation

Step 2: School-Level IT Support If the issue cannot be resolved by the teacher, contact the school's tech support team:

Email: gcarter@scgreencharter.org

Response Hours: 8:00 AM – 2:30 PM