

**Snow Day Protocol (Distance Learning) and Guidelines  
2017-2018**

1. *Distance learning* assignments will begin on the **second** snow day. The first snow day will count as a day off and will be made up as a regular day. *Distance learning* days will count as regular school days.
2. There can be a total of 5 *distance learning* days per school year. All other snow days will be made up at other times as noted on the school calendar.
3. Should your child be sick on a *distance learning* day, you must email Susie Heil at [sheil@stjoeelem.org](mailto:sheil@stjoeelem.org) to report the absence. **Your child is expected to make-up his/her work as they would for any school absence.**
4. Teachers will post assignments on TeacherEase by 10:00a.m. on the second snow day. Teachers will be available from 10:00a.m-1:00p.m., and 5:00p.m.-6:00p.m., via email, to answer any questions, or to give additional guidance.
5. Assignments will be discussed upon returning to school. Students will have three days from the date of each *distance learning* day to complete and turn in their work. For example, if Tuesday is a snow day, all assignments are due on Friday. If the student turns in work after three days, the assignments will be considered late and graded accordingly. We are trying to maintain the rigors of the regular school day and expectations are set just as if your child was at school.
6. Each grade level will be sending home information on how to access your child's assignments. Some assignments will be online and some will be sent home in a packet.
7. Students will have assignments for all classes they would have attended had they been in school. This includes all Arts and Humanities classes, even P.E.
8. Teachers are aware of several factors such as: multiple children in a household trying to get online, grandparents or older siblings being in charge, power outages, and possible printer and/or computer problems. The assignments are designed to be authentic, current, and practical pieces. If you have a mitigating factor, let the teacher know so they can work with the student to get the work. ***Remember, your child has a total of three days to get assignments completed and returned to school.***
9. We are hoping to make this experience as conducive to learning as possible.
10. We will notify parents through TeacherEase and our alert system, Remind, when it is the second snow day (first *distance learning* day).
11. If you have any questions, or concerns, please contact Margaret Bowen at [mbowen@stjoeelem.org](mailto:mbowen@stjoeelem.org).