

What Certified Staff need to do on an eLearning day

Updated 8/26/25

Post Lessons by 9am	Post lessons or assignments in Skyward Message Center. (Click HERE for instructions)
❖ Online Hours	All teachers will be connected between 10:30am - 12pm for student communication and assistance.
❖ Emails	Emails from students received by 3:00pm must be answered same-day.
❖ Grades/Credit	Grading/assignment credit is given out at the teacher's discretion.
SPED Teachers with students who require non-digital lessons:	<ul style="list-style-type: none">• Ensure communication with students and parents to maintain compliance with IEPs.• Have a plan in place for alternative non-digital assignments for students with IEPs as necessary.• Discuss plans and supports with any paraprofessionals.
<u>Student Attendance</u> <ul style="list-style-type: none">• Monitor your student's attendance in Skyward each day.• If you see your student is marked absent but is turning in work for that day, please reach out to that student and remind them to post their attendance for that day. Additionally, please mark them present for that day.• If no student work is submitted for that day and they are unaccounted for, it will be handled by the attendance office, like a regular unaccounted-for absence.	