Middle School / Upper School
eLearning Guidelines for Pine Lake Preparatory

What is an eLearning Day or Virtual Day at Pine Lake Preparatory?

Students will not physically report to school, but will engage in learning activities using Canvas and other digital resources during a specified timeframe.

Students should log into Canvas and select the "Conferences" tab within the appropriate course.

Why is Pine Lake Preparatory using eLearning to make up for cancelled school days?

The primary objective is to maintain the momentum of learning. eLearning Days allow students and staff to minimize the interruptions caused by a missed day and continue to make educational progress. Pine Lake Preparatory will schedule eLearning days only when the traditional schedule cannot be used.

How will students and parents know if an eLearning Day will take place?

School cancellations and announcements of an eLearning Day will be relayed through the school's communication system (school messenger, www.PineLakePrep.org, social media, etc.)

### What does an eLearning Day look like at the Middle School and Upper School?

eLearning will take place on Canvas using the Conferences platform which is already embedded in each course page. Conferences make it easy to conduct synchronous (real-time) lectures for all users in a course. Conferences also allows users to broadcast real-time audio and video, demo applications, share presentation slides, or demo online resources. eLearning is intended to be an extension of the classroom in which we could take attendance and retain the momentum of learning despite being displaced from the traditional classroom setting.

A screenshot of a pilot eLearning session:

What if my student needs tech assistance during an eLearning day?

Students and families will have access to live tech assistance from 7:30 am - 12:30 pm Monday - Thursday. To access the tech assistant students/families should use the "E Learning Support" tab on the top right of the homepage at PineLakePrep.org.
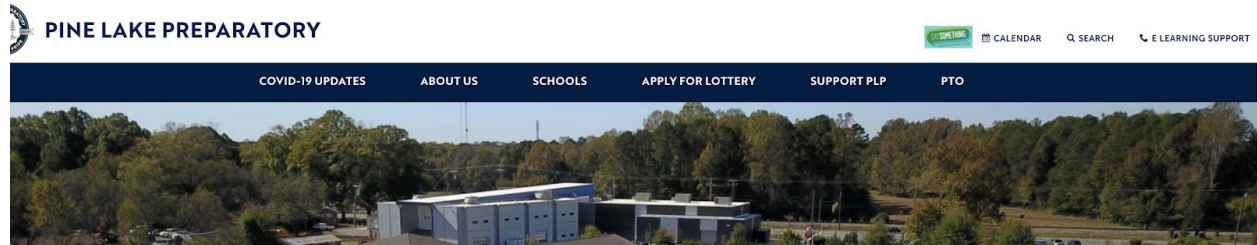
In addition, sessions will be recorded so students may review them as needed.

Do students with identified special learning needs have an alternative means to access their education on virtual learning days?

Yes, individual supports, services, and accommodations for students with an Individual Education Program (IEP), Individual Learning Plan (ILP), or a Section 504 Plan are reviewed, discussed, and agreed upon at the student's annual review meetings, a Section 504 meeting, or general education plan meeting. Our EC team has consulted with our staff to support learning in a virtual setting. For questions regarding your child's services please contact Luke Ruggieri at Luke.Ruggieri@PineLakePrep.org.

What can families do to support a successful eLearning Day?

Families can help support a successful eLearning Day by helping to ensure students are prepared and working in a distraction free environment. Helpful tips:

- Ensure your students device is charged or plugged in.
- Utilize headphones if available.
- Ensure students are working in a distraction free environment where they may be monitored (ie kitchen table).
- Review eLearning Netiquette Expectations with your child prior to the launch.

eLearning Day Schedule and Attendance

The eLearning Day is meant to supplant the traditional school day. As such, meeting attendance will be taken each period and students will be required to be engaged on the platform. Absences and tardies will be logged.

Students are invited to reach out to their staff via email at any point. Please see the staff directory at PineLakePrep.org (under "About Us").

eLearning Daily Schedule:

Middle and Upper School students will operate on an A-day / B-day schedule from 8:00 am until 12:00 noon, Monday through Thursday.

Students should log into Canvas and select the "Conferences" tab within the appropriate course prior to the start of the class.

A - Day (Monday and Wednesday)

Class Period	Start Time	End Time	Course Duration	Attendance Taken	Tardy (after)	Absent (at or after)
1st / 9th Block	8:00 am	8:50 am	50 minutes	8:05 am	8:10 am	8:25 am
2nd Block	9:00 am	9:50 am	50 minutes	9:05 am	9:10 am	9:25 am
3rd Block	10:00 am	10:50 am	50 minutes	10:05 am	10:10 am	10:25 am
4th Block	11:00 am	11:50 am	50 minutes	11:05 am	11:10 am	11:25 am

B - Day (Tuesday and Thursday)

Class Period	Start Time	End Time	Course Duration	Attendance Taken	Tardy (after)	Absent (at or after)
5th Block	8:00 am	8:50 am	50 minutes	8:05 am	8:10 am	8:25 am
6th Block	9:00 am	9:50 am	50 minutes	9:05 am	9:10 am	9:25 am
7th Block	10:00 am	10:50 am	50 minutes	10:05 am	10:10 am	10:25 am
8th Block	11:00 am	11:50 am	50 minutes	11:05 am	11:10 am	11:25 am

*Please Note: students do not need to log into study halls.

Friday: 8:00 am - 12:00 pm

Teacher work days/Counseling Opportunities: Digital appointments and modules will be available upon request with our counselors. Please email your counselor to request an appointment. While Fridays will not be used for instruction they will support Social Emotional well-being for students in need.

Pine Lake Preparatory eLearning Netiquette Expectations

Netiquette (net + etiquette) is the code of proper conduct applied to virtual online spaces. This code is dictated by common sense rules (manners) and social conventions. As we seek to create an online environment that is engaging, respectful, and conducive to meaningful learning, we ask that our students, staff and families follow the Pine Lake Preparatory expectations for appropriate Netiquette.

1. Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING. Also, avoid using symbols or emojis to represent words, feelings or attitudes.

2. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom or setting.

3. Chat boxes should be used as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource *or* a major distraction—it all depends on how well students know their classroom netiquette.

4. Always make an effort to use proper punctuation, spelling and grammar. Trying to decipher a string of misspelled words with erratic punctuation frustrates the reader and distracts from the point of your message. Also, avoid slang or abbreviations like "u" for "you."

5. Be respectful of others and time in all attendance and communications. Parents will be notified of behavior issues.

6. Appropriate dress is mandatory and the expectation is that students will adhere to PLP Dress Down guidelines.

7. Assignments and activities should be completed according to the PLP Honor Code.

8. Participate fully! We want to see our students engaged and participating in the virtual dialogue.

9. Eliminate outside distractions like cell phones, televisions or other electronic devices, pets, etc.