

# ONLINE LEARNING DAY

## Jefferson Township Public School District • Student Guidelines

### As a student, what are my responsibilities?



Check Google Classroom daily for assignments after 8:30 am. Of course, you may check ahead of that, but there's a chance that you'll miss some important information.



If you have a technology issue, please email your teacher. Your teacher will contact technology through the help desk during the hours of 8:30 to 1:30.



In each Announcement, pay attention to due dates, as they may be different than your class's routine. Your teacher will be available for communication from 8:30 to 1:30 to answer questions. Teachers will routinely update their gradebooks.

**Assignments that are not submitted on time, will be entered as a zero in the gradebook.**

### As a student, what can I do to stay organized?



Start your Online Learning Day early, but also check throughout the school day for updates. Waiting until late afternoon or evening to start your work adds unnecessary stress.



Divide work-time into manageable, 30-40 minute sessions. It's a lot easier to stay focused! It's also okay to take a short break, but remember to finish your work!



Complete the work for the class that you find the easiest. Check it off your list, and then concentrate on the items that may require more time or effort.



Ask your teachers questions! Use email for the fastest replies.