

# Joliet Catholic Academy

## E-Learning Day

### Student Expectations

Dear Parents and Students,

Joliet Catholic Academy in school classes will be cancelled Monday, March 16, 2020 thru Monday, March 30, 2020. JCA will implement our E-learning Action Plan effective Tuesday, March 17, 2020. Please note that E-learning days are NOT considered days off school, and students are expected to complete all assignments given by their teachers. Students can expect to receive assignments that are meaningful to the outcomes of the course and essential to the pacing of the curriculum.

A video is provided at the following link to explain the E-learning process that we will be using at JCA. Please watch it to be sure you understand how to access and submit your daily assignments.

[https://jcaonline-my.sharepoint.com/:v:/g/personal/aschertz\\_jca-online\\_org/EaBzQtRe0bFAtAFFaM3AHqoBEzUDHANnB5zduPtc3DSKpw?e=HtgWTQ](https://jcaonline-my.sharepoint.com/:v:/g/personal/aschertz_jca-online_org/EaBzQtRe0bFAtAFFaM3AHqoBEzUDHANnB5zduPtc3DSKpw?e=HtgWTQ)

The following guidelines for E-learning days have been put into place for clarification of what will be required of students during these days:

- An assignment will be posted for every class every e-learning day in the Assignments section of Microsoft Teams.
- Teachers will post the daily assignments by 8:00am.
- **Every assignment will be taken for a grade and therefore is mandatory.**
- Assignments must be completed on the day that they are assigned (ex. Tuesday's e-learning assignment must be turned in by 11:59 p.m. on Tuesday).
- Assignments should be submitted via Microsoft Teams unless otherwise noted by your teacher.
- **Daily attendance will be taken based on the completion of your assignment. If you do not complete the assignment you will be marked with an unexcused absence for the day.**
- If a student is sick, and therefore unable to complete the daily assignments, please call your son/daughter into the JCA Attendance line like you normally would. Students are expected to make up the work as they regularly would be based on our student absence policy.
- It is your responsibility to contact your teacher if you cannot find the Team for your class or the assignment.

- It is your responsibility to contact your teacher if you have any questions or concerns regarding your assignments.
- You can access Microsoft Teams, Outlook, and all other Microsoft applications that will be used by going to [www.office.com](http://www.office.com) on any device with an internet connection. You should be signing in with your JCA email and password.
- You can download the Microsoft Teams app on your phone for free if you would like.
- Check your JCA email multiple times a day.
- Counselors will be available via e-mail.
- **If you have ANY technology concerns, please email [JCAHELPDESK@jca-online.org](mailto:JCAHELPDESK@jca-online.org) with your questions. A member of the Technology Department will be in contact with you ASAP. Please be as specific as you can in your email when explaining the problem.**

Although our building will be closed for the next two weeks, please know that our faculty, staff, and administration remain accessible via email and are happy to answer any questions you have. JCA is committed to the health and safety of all our students, their families, and the entire JCA community!

God Bless,

Laura Pahl  
Vice Principal of Curriculum and Technology