

**Saint Xavier High School**  
**Instructional Plan for Non-Traditional School Days (Remote Delivery)**  
**Beginning Tuesday, March 17 through Friday, March 27**

Due to the current situation in our country and the closure of our school, Saint Xavier will do the following to continue the educational program in a non-traditional remote instructional format.

1. The remote instructional day will follow the regular school schedule. (See below)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
A—8:22am	B—8:22am	G—8:22am	H—8:22am	A—8:22am
B—9:11am	G—9:11am	H—9:11am	A—9:11am	B—9:11am
C—10:00am	D—10:00am	E—10:00am	F—10:00am	C—10:00am
D—10:49am	E—10:49am	F—10:49am	C—10:49am	D—10:49am
E—11:38am	F—11:38am	C—11:38am	D—11:38am	E—11:38am
F—12:27pm	C—12:27pm	D—12:27pm	E—12:27pm	F—12:27pm
G—1:16pm	H—1:16pm	A—1:16pm	B—1:16pm	G—1:16pm
H—2:05pm	A—2:05pm	B—2:05pm	G—2:05pm	H—2:05pm

\*All classes will meet on regularly scheduled days and times as listed on the school calendar.

\*Noon dismissals will be converted to regular school days.

\*No instruction will take place during Spring Break, March 30 through April 3.

**Teacher responsibilities**

1. Teachers are to communicate with students and parents how they will continue the non-traditional remote instruction for their courses. This should be completed ASAP.
2. Initially, we will prepare for two weeks of non-traditional school days and will reassess as instructed by our state and local government officials.
3. Use one or more of the four levels of instruction previously sent to all faculty. (I will send an updated copy of this document.)
4. Be available to answer emails during regular scheduled class times.
5. Use Google Hangouts Meet if you wish to take attendance or host a live class session. The teacher and the students will need to download the app on a mobile device or log in via a web browser at <https://meet.google.com>
6. Update their PlusPortal class pages and electronic gradebook.
7. If you are ill and unable to teach remotely, please communicate this information to your students and school office.

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**Expectations for students**

1. If a Google Meet is scheduled at specified class time, students are expected to attend and participate remotely. Student attendance is required if live class sessions are utilized.
2. Teachers may use remote formats that require students to complete assignments at their own pace. Teachers will be available during their regularly scheduled class time.
3. Students are expected to complete all instructional assignments on time, as outlined by their teachers. Normal late policies will apply as defined by the teacher.
4. Students are to follow all directives and expectations for each teacher.

**Additional Information**

1. Web address for students and teachers.
  - a. PlusPortals: <https://plusportals.com/saintx>
  - b. Google Drive: <https://drive.google.com/>
  - c. Google Hangout Meet: <https://meet.google.com>
  - d. Google Drive for iOS: <https://apps.apple.com/us/app/google-drive/id507874739>

**Technology Help**

1. If a student(s) does not have internet access at their home, they need to see Mr. McElroy, Mrs. Vessels, or Mr. Able on Friday before leaving school.

**Guidance Office Information**

1. The Guidance office will send an additional document outlining services during this time of school closure.

**Library Services**

1. Students and teachers will have access to our library's digital services during this closure. You will receive information regarding access to this service.