



**GREEN**  
UPSTATE HIGH SCHOOL

## **GREEN Upstate High School E-Learning Protocol 25-26 School year**

This protocol should be followed in the event that we transition to an eLearning day.

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### **Schedule (Modified for E-Learning)**

**Total Instructional Time: 6 hours**  
**School Hours: 8:30 AM – 3:00 PM**

<b>Time</b>	<b>Block</b>	<b>Description</b>
8:30 – 9:40 AM	Block 1	Asynchronous Instruction: Students complete work posted to Google Classroom or Synchronous Live Instruction via Google Meet
9:40 – 9:50 AM	Transition Break	Off screen
9:50 – 11:00 AM	Block 2	Asynchronous Instruction: Students complete work posted to Google Classroom or Synchronous Live Instruction via Google Meet
11:00 – 11:10 AM	Transition Break	Off screen



# GREEN

## UPSTATE HIGH SCHOOL

11:10 AM – 12:20 PM	Block 3	Asynchronous Instruction: Students complete work posted to Google Classroom or Synchronous Live Instruction via Google Meet
12:20 – 12:50 PM	Lunch Break	Off-screen
12:50 – 2:00 PM	Block 4	Asynchronous Instruction: Students complete work posted to Google Classroom or Synchronous Live Instruction via Google Meet
2:00 – 3:00 PM	Office Hours / Support Time	Student check-ins, small group help, independent work time, or teacher planning (for grading etc.)

All teachers must use the embedded Google Meet link found in their Google Classroom for synchronous instruction. While teachers have the autonomy to choose their instructional methods, clear communication with students and families is essential. Expectations and instructions should be posted in Google Classroom and shared via email with parents.

Please use the schedule to guide your instructional day. Students should become familiar with this schedule, and teachers are expected to post it in their classrooms from the first day of school to ensure a smooth transition in the event of an eLearning day.

Note: Teachers should clearly post whether instruction is synchronous or asynchronous in Google Classroom the day prior.

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### Expectations for Teachers



# GREEN

## UPSTATE HIGH SCHOOL

- **Attendance:**

Take attendance within the first 10 minutes of each block (Google Meet participation or assignment check-in for async).

- **Instructional Delivery:**

- Synchronous learning must be live ( Google Meet).
- Asynchronous work must include clearly posted instructions, objectives, and due dates.
- Post daily agendas by 8:00 a.m. on Google Classroom.

- **Communication:**

Respond to student messages and emails within 24 hours.  
Hold office hours during the last hour of the day (see schedule).

- **Grading & Feedback:**

- Grade submitted work within 5 school days.
- Provide formative feedback when possible.
- Students will have three days after we return to school to complete any missed work due to unforeseen circumstances, such as power outages, lack of internet access, or significant weather-related disruptions that prevented timely completion. After this three-day extension, any incomplete work will not receive credit.

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## Expectations for Students

- **Attendance & Engagement:**

- Log in on time for each synchronous block.
- Submit daily check-in for asynchronous blocks; teacher must receive work assigned within the due date and time in order to give seat time



# GREEN

## UPSTATE HIGH SCHOOL

credit.

- Keep cameras on during live sessions (unless otherwise communicated).
  - **Communication:**
    - Check email and Google Classroom each morning.
    - Reach out to teachers during designated support hours.
  - **Assignment Completion:**
    - Follow all posted due dates.
    - Submit high-quality work that reflects effort and understanding.
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### **Special Education & Support Services**

- IEP/504 accommodations will be honored.
  - Resource teachers will attend live sessions as needed.
  - Resource teachers will reach out to provide individualized support. Resource teachers may use office hours for one on one support.
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### **Parent & Guardian Role**

- Ensure your student has access to a device and Wi-Fi.
- Support your student's schedule and routine.



**GREEN**  
UPSTATE HIGH SCHOOL

- Reach out to teachers or administrators with concerns.
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## **Technology Help**

- For tech support:
- Visit or call the front office (only available the day prior to actual e-learning day).
- Reach Out to your student's teacher directly via email.
- If the problem persists, reach out to [brian.whitehead@scgreencharter.org](mailto:brian.whitehead@scgreencharter.org)
- Loaner devices are available on request (only available the day prior to actual e-learning day).
- Please note that we are unable to resolve any issues related to your home's local network.