



Junior High Online Makeup Hours Plan

St. Sebastian Parish School • Grades 7–8

Purpose

This plan outlines how St. Sebastian Parish School will provide instruction via online delivery for Junior High (grades 7–8) when school is closed due to hazardous weather or other qualifying emergencies. The state has set a required minimum number of hours for students in grades 7–12 to be in school, which is why this plan only applies to the junior high students. The plan is designed to ensure continuity of learning, document student participation for attendance purposes, and meet state requirements for online makeup hours (up to the equivalent of three school days).

When this plan will be used

Our school calendar allows for eight (8) calamity days based on the number of state required instructional hours. If additional school closure days occur, the school needs to make up instructional hours. Rather than add days to the calendar, the Junior High team will implement synchronous, schedule-based online instruction for up to three (3) closure days.

Families will be notified each time an Online Day is activated via Bloomz.

Daily schedule and platform

Junior High students will follow their normal school-day schedule online beginning at 8:00 a.m.

All Junior High classes will be hosted in Google Classroom. Students will log in to the appropriate Google Classroom each period and join the session via the link to each teacher's Google Meet.

Sample schedule (example: 8-1 Gold on a Monday):

- 8:00–8:45 Religion
- 8:45–9:40 Math
- 9:40–10:35 English Language Arts
- 10:35–11:25 Social Studies
- 11:25–12:20 Science
- 12:20–1:00 Lunch break
- 1:00–1:45 Spanish / Specials (as scheduled)
- 1:45–2:30 Friendzy and Office Hours / Work Time

A link to the Junior High schedule and important links will be shared with students and families and will also be posted online.

Instructional expectations (synchronous learning)

- Classes will be synchronous. Teachers will provide direct instruction and interaction in real time via Google Meet.
- Teachers may use part of a period as independent work time; however, the teacher will remain available in the Google Meet for the full period.
- Teachers will post the day's assignment(s) in Google Classroom, including clear directions and due times.

Attendance and documentation of participation

Attendance will be taken each period and recorded in ProgressBook. For attendance purposes, students must also complete the assigned work.

- Students will be expected to join the live Google Meet each period and actively participate.
- Students must submit required assignments in Google Classroom by the stated deadline (typically by the end of the school day unless otherwise noted).
- If a student cannot attend live due to connectivity or other barriers, the student must complete the alternative learning option provided by the teacher. The parent must contact the homeroom teacher in such a circumstance.
- Teachers will follow up with students who are not present or not submitting work to support engagement.

Student expectations

- Log in on time for each period and come prepared (materials, charged device).
- Follow classroom norms for online learning (respectful chat use, appropriate setting, and active participation).
- Use the lunch break as an offline break from screens.
- Ask for help during Office Hours or by messaging/emailing teachers through Google Classroom.

Staff expectations

- Host and supervise the Google Meet for each class period per the normal schedule.
- Take attendance each period and record it in ProgressBook.
- Post assignments and learning materials in Google Classroom with clear directions and due times.
- Provide timely feedback and communicate with students/families as needed.

This plan will be reviewed with students and staff so that everyone is prepared before an Online Day is needed.