



Eminence Community School Corporation

eLearning Day Teacher & Staff Handbook

Approved 12-19-19

Overview

The Eminence Community School Corporation Board of School Trustees recognizes the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised by inclement weather, planned Professional Development (PD) and/or unforeseen circumstances. Therefore, eLearning activities may be utilized as an educational alternative for learning experiences or activities. These activities are designed to extend, enhance, supplement, or serve as a substitute for onsite classroom instruction. This document will provide guidelines for employees when eLearning days are utilized.

eLearning Policies

- Students are expected to participate in eLearning days used for lost instructional days due to inclement weather, planned PD and/or unforeseen circumstances.
- Students and parents will be notified through SchoolMessenger and the ECSC website of eLearning days. Announcements will be made on TV/Radio when eLearning is used for inclement weather. For pre-planned eLearning days, teachers will communicate information to their students ahead of time.
- Students must show proof of participation on eLearning days by satisfactorily completing eLearning day assignments within 4 school days following the eLearning day. If the work is not completed within 4 school days, the student will be counted absent and will not receive credit for the assignment.
- In the event school is cancelled for an extended period of time, Eminence will only use eLearning for 2 consecutive days. Any additional consecutive days will use make-up days scheduled on the school calendar.

Teacher Responsibilities

Assignment Posting: Teachers are required to have their lessons posted to students by no later than 9 a.m. on an eLearning Day.

Office Hours and Teacher Availability: Teachers are available to answer any questions by email during an eLearning day from 9:00 a.m. to 2:00 p.m. and will respond to student questions within 30 minutes.

If a student has a course content question, it is the student's responsibility to email his or her teacher, or to contact the teacher via Google Classroom. Failing to email the teacher with questions and waiting until school is in session will result in a late assignment.

Additional information about teacher office hours and availability will be communicated to parents by the teacher and/or posted on the teacher's Google Classroom page.

Instruction - Duration of eLearning:

An entire eLearning Day should take students between 2-4 hours to complete.

● **Elementary School Teachers:**

- Teachers should plan for core subject lessons to be 20 minutes of rigorous work for each subject.
- Teachers will link lessons and assignments through their Google Classroom page.
- Content presented during an eLearning day MUST be in-line with current curricular topics and learning goals.
- Activities, lessons, and assignments do NOT all need to be entirely digital, but students should indicate, if possible, completion through Google Classroom.
- Special Area teachers will provide instruction to students who they would normally teach that day.
- Teachers will allow students 4 days following the eLearning day to complete any missing work.
- Teachers will mark attendance through assignment completion on the fifth day following the eLearning day.

● **Middle School and High School Teachers:**

- Teachers should plan for each period's lesson to be no more than 20 minutes of rigorous work.
- Teachers will link lessons and assignments through their Google Classroom page.
- Content presented during an eLearning day MUST be in-line with current curricular topics and learning goals.

- Activities, lessons, and assignments do NOT all need to be entirely digital, but students should indicate, if possible, completion through Google Classroom.
- Teachers will allow students 4 days following the eLearning day to complete any missing work.
- Teachers will mark attendance through assignment completion on the fifth day following the eLearning day.

SpED, English Language Learners, & Individual Student Needs:

For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff, and students and their families to ensure assignments reflect both individual education plans and expected learning objectives for the class.

1. During annual case reviews in the spring of 2020, teachers of record, building English Language Learner (ELL) coordinators and classroom teachers will update IEPs, ILPs and 504s respectively to include eLearning day accommodation language. For any students whose IEP/ILP/504 has not been updated prior to the eLearning day, teachers of record (for IEPs), building ELL coordinators (for ILPs) or classroom teachers (for 504s) will communicate with parents regarding accommodation plans and expectations.
2. Instruction may be provided through a variety of options such as the use of online learning management systems, paper and pencil assignments, projects, etc.
3. The student's IEP, ILP or 504 will be implemented as written and accommodations will be provided.
4. Students who do have a device will be expected to complete the day's tasks via Google.
5. Special education teachers will join the general classroom of those students on their caseload as a teacher to provide access to assignments, expectations and to facilitate parent student-teacher communication. Special education teachers will hold office hours in concurrence with the general education teachers and will be available to provide support to their students via email.
6. Related services educators (OT, SLP, PT & social workers) will not meet with students during eLearning days unless an alternative plan has been developed and communicated.

Extracurriculars

Athletic Practices and Extracurricular Events - On eLearning days there will be no athletic practices or events unless determined at the discretion of the Athletic Director, Building Administrators and the Superintendent.

Employee Expectations on eLearning Days

Administrators: Administrators are expected to work from home or the school on eLearning Days during normal school hours and under the same expectations for availability and communication with students, parents, and teachers. Administrators may only use a leave day with the approval of the Superintendent prior to the eLearning day.

Certified Staff: Certified Non-Teaching Employees are expected to work from home or the school on eLearning days during normal contract hours. Certified Staff using a leave day need to communicate with the building administrator prior to the eLearning Day. **Teachers taking a pre-approved leave day** are expected to communicate their lack of availability to their students and families by 9 a.m. on the eLearning Day. **Lessons should still be posted by 9 a.m.**

Corporation Nurse: The Corporation Nurse can choose not to be paid, use a leave day, or make up missed time from an eLearning Day by making arrangements with the Superintendent.

Corporation SROs: The Corporation SROs can choose not to be paid on an eLearning Day or make up missed time by making arrangements with the Superintendent.

Custodians/Maintenance Staff: The Custodial/Maintenance Staff may choose to work on eLearning Days, take a leave/vacation day, or choose not to be paid.

Transportation Director and Cafeteria Director: The Transportation Director and Cafeteria Director may choose to work on eLearning Days or take a leave/vacation day.

Bus Drivers: Bus Drivers will not drive on eLearning days. Corporation Drivers can:

- Use a leave day (if applicable).
- Choose not to be paid.
- Make arrangements to make up the missed time from an eLearning Day within the same pay period with the Director of Transportation and the Superintendent.

Contract Drivers may be asked to make arrangements to make up the missed time with the Transportation Director and the Superintendent.

Cafeteria Staff: Cafeteria Staff are not expected to work on eLearning Days. Cafeteria Staff can:

- Use a leave day (if applicable).
- Choose not to be paid.
- Make arrangements to make up missed time from an eLearning Day with the Cafeteria Director.

Instructional Assistants: Instructional Assistants will not work on eLearning Days. Instructional Assistants can:

- Use a leave day (if applicable).
- Choose not to be paid.
- Make up missed time from an eLearning Day by making arrangements with the Building Principal.

Secretarial Staff and Extra Curricular Accounts Treasurer: Secretaries and the Extra Curricular Accounts Treasurer, with their building principal approval, may work (onsite) on eLearning Days. The Office Staff can also choose to:

- Use a leave day.
- Not to be paid.
- Make up missed time from an eLearning Day by making arrangements with the Building Principal and the Superintendent.