

Book	Policy Manual
Section	2000 Program
Title	Copy of eLEARNING
Code	po2371
Status	
Adopted	October 12, 2015
Last Revised	January 7, 2019
Last Reviewed	November 2, 2020

2371 - **eLEARNING draft**

The School Board recognizes the need to provide students with an opportunity to participate in continuous eLearning means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance. eLearning is an educational continuous learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

Explanation of E-Learning Days:

eLearning Planned: for days when the school or school corporation has pre-planned eLearning on the adopted school calendar, including planned eLearning days to allow for deep cleaning in response to COVID-19.

eLearning in lieu of cancellation: for days when the school or school corporation intends to provide onsite instruction, but must transition to eLearning due to utility or weather conditions.

COVID-19 eLearning: for days when the school or school corporation intends to provide onsite instruction, but must transition to eLearning due to COVID-19.

Culver Community School Corporation Mission

Culver Community Schools Corporation (CCSC) is committed to providing all of our students with an enriching, rigorous, differentiated and meaningful education. In doing such, we are committed to not only the children earning proficiency on assessments today, but also

empowering the students to do well as members of the future workforce by engaging them with the tools of today and tomorrow.

eLearning Policies

- A. **Academic work completion/submission and Attendance:** All work should be completed and turned into teachers the day of eLearning or as directed by the teacher. Teachers will need to keep track of students synchronous participation for attendance on the day of eLearning based on the following guidelines for minimum student commitment (do not have to be completed consecutively):
- PreK 30 minutes
 - Grades K-1 45 minutes
 - Grades 2-3 60 minutes
 - Grades 4-5. 90 minutes
 - Grades 6-12. 30 minutes per teacher
- A. **Duration of eLearning:** Three (3) days will be the maximum consecutive eLearning days allowed by the school corporation. After the third day, class shall be in session before another eLearning day will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.
- B. **Platforms:** Teachers must utilize the following online platforms to facilitate eLearning: Google Classroom. Online assignments should be submitted through the Google Classroom. Teachers should communicate with parents/students about daily assignments, discipline, grades, schedule, and attendance. Mass E-mailing can be done through Google Classroom or through the student information system.
- C. **Format:** Teachers should utilize a standardized eLearning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):

As part of the eLearning experience, we should strive to do the same with a thirty to forty (30-40) minute lesson plan in mind. Teachers should provide students with the following for an effective eLearning experience;

1. Model/Demonstrate
2. Guided Practice
3. Independent Practice
4. Assessment
5. Provide students with modeling/demonstration material. (i.e. video, podcast, presentation, reading assignment, web site module.
6. Ask students to recall what they have learned. This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.

7. Ask students to apply what they have learned with a higher- level thinking activity. This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.

D. Procedure for extra-curricular activities, including athletic practices: On eLearning days there will be no athletic practices between 8:00 AM and 3:30 PM Practices and events after 3:30 P.M. will be determined at the discretion of the superintendent or administrator and attendance for athletes/patrons will not be mandatory.

E. Employment:

1. Sick Leave & Family Illness days may not be used for a non-illness related absence on eLearning Days.
2. Review Wage Rates and Benefit Schedule for Support Staff working requirements
3. Certified Staff: (Administrator, Teachers, Counselors and Librarian)
 - a. Certified Staff members are expected to work from home on Cancellation and COVID-19 eLearning days from 10:00AM – 3:15 PM. If a teacher is unable to provide synchronous eLearning, they are to report to their building unless road conditions are in an emergency state or deemed unsafe. Teachers who are unable to report to work due to road conditions will communicate with their building principal and implement approved alternative plan.
 - b. Certified Staff members are expected to work in building on eLearning planned days aligned with Parent/Teacher Conferences and Professional Development schedules from 7:45AM to 3:15PM.
 - c. Teachers, if taking contracted leave time, will post eLearning lesson/assessment substitute plans.

Revised 6/18/18

Revised 8/20/18