



Cloverdale Community School Corporation ***eLearning Day Handbook***

The Cloverdale Community School Corporation Board of Education recognizes the need to provide alternative means by which students may achieve classroom goals during lost instructional days due to inclement weather / or planned PD days which may cause a cancellation of normal school instructional activities.

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~

- All students are expected to participate in eLearning days used for lost instructional days due to inclement weather and/or planned PD days.
- Students/Parents will be notified through SchoolMessenger, TV/Radio (inclement weather), and via the CCSC website of eLearning days. For pre-planned eLearning days, teachers will communicate information to their students the day prior.
- Students must show proof of participation on eLearning days by satisfactorily completing eLearning day assignments within 4 school days following the eLearning day.

~Teachers~

Office Hours and Teacher Availability: Teachers will maintain office hours during an eLearning day from 9:00 a.m. to 2:00 p.m. and will respond to student questions within 30 minutes.

During this time, teachers will be available to answer student/parent communications as they arise by way of their current means of communication including email.

Information about teacher office hours and availability will be communicated to parents via the parent informational letter and the eLearning link on the corporation webpage. It will also be posted on the teacher's Google Classroom page.

Posting Classwork:

- All assignments will be posted to the teacher's Google Classroom page **by 9:00 a.m.** on the eLearning day.

Instruction:

- Cloverdale Elementary School Teachers:**
 - Teachers should plan for core subject lessons (math and ELA) to be 20 minutes of rigorous work for both subjects.
 - 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.
- Cloverdale Middle School and Cloverdale 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.

Considerations for Special ED, English Language Learners, & Individual Student Needs:

- 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.
- Instruction may be provided through a variety of options such as the use of online learning management systems, paper and pencil assignments, projects, etc.
- The student's IEP, ILP or 504 will be implemented as written and accommodations will be provided.
- Students who do have a device will be expected to complete the day's tasks via Google.
- Special education teachers will join the general classroom LMS 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.
- 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 - On eLearning days there will be no athletic practices between 8:00 a.m. and 2:30 p.m. Practices after 2:30 p.m. and events will be determined at the discretion of the Superintendent.

Frequently Asked Questions

- What is an eLearning Day?
 - eLearning is an opportunity for students to have full access to online instruction, without the need for the student to physically attend an educational facility.
- Why use an eLearning Day?
 - The use of an e Learning Day provides a number of benefit opportunities, including sustaining the flow of a lesson and/or unit administration, providing timely opportunities for making up days missed due to weather and other uncontrollable events, and allowing a focused and dedicated opportunity for our educators to gain professional development.
- Does an eLearning Day count?
 - Yes, an eLearning Day may be used as one of the required 180 days.
- Do I have an Instructor for eLearning?
 - Yes, an eLearning Day will allow students regular teacher to provide lessons and the support required for the identified instructional activities.
- What if I need assistance during an eLearning Day?
 - Instructors will be available to assist students during an eLearning Day.
- What may I expect with an eLearning lesson?
 - Teachers will create digital lessons that are interactive and relative to the curriculum for the respective class.
- How long will I have to complete the eLearning assignment?
 - The student will have four (4) school days, to complete and submit the assigned eLearning lesson.
- What if I do not complete the eLearning assignment?
 - Students electing to not complete the assignment will be counted as absent for the designated eLearning date.
- Why utilize the eLearning approach?
 - eLearning provides an opportunity for our students to develop and practice good digital citizenship skills, while growing experience with 21st Century and workplace skills.

- Provides an opportunity to make-up missed days due to inclement weather and other uncontrollable issues that may prevent school from being in session during the respective school year.
- What if I do not have good access to the internet at home?
 - Students will have four (4) school days from the time the eLearning assignment is issued to complete and submit their work. This will allow students the flexibility to utilize school and / or other technology resources to successfully complete and submit the assignment.
- Will my child be able to complete the eLearning work without assistance?
 - Yes. Teachers will create lesson assignments that build on the flow of the curriculum at the time of the designated eLearning Day.

Extended eLearning Days Due to Extended School Closure:

- Long-term, extended closures will require teachers and students to participate in eLearning activities on a **daily** basis. These activities should mirror a regular school day/week. Extended eLearning Days conducted during extended closures will be used to continue the educational process requiring the same level of expectation as if students were in the regular school setting.
- Teachers will maintain office hours from 9:00 a.m. to 2:00 p.m. each day and will respond to student questions within 30 minutes. During this time, teachers will be available to answer student/parent communications as they arise by way of their current means of communication including email.
- Students will be required to participate in eLearning activities on a **daily** basis and will complete assignments and projects as directed by the teacher. Grades will be assigned to student work as determined by the classroom teacher.
- Attendance will be taken each day.