Eastern Pulaski Community School Corporation

Inclement Weather/Scheduled eLearning Day Plan

Excellence in Education
is an Expectation!

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eLearning Days

The Eastern Pulaski Community School Corporation (EPCSC) 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 which may cause a cancelation 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 students and employees when eLearning Days are utilized.

Information

What is eLearning?

eLearning is learning conducted via electronic (digital) media, typically on the Internet. It enables students to learn anytime and from anywhere.

Why have eLearning Days?

- It is a way to recapture learning days prior to taking ILEARN, I-READ, and AP Exams, etc.
- According to a study completed in 2011 by the BABSON Survey Research Group "Going the Distance: Online Education in the United States, 2011," 32% of college students take at least one online course. Going the Distance[1]
- An article in the Indianapolis Recorder reports that employers feel that 35% of new hires/applicants do not have adequate computer skills. Survey: Half of employers not familiar with state's workforce training ...[2]
- Even face-to-face courses in college require work to be submitted electronically.
- Many companies require online applications.
- Snow days become eLearning days and would not have to be added onto the end of the school year.

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[1] Allen, IE. "Going the Distance: Online Education in the United States." 2011. <http://www.onlinelearningsurvey.com/reports/goingthedistance.pdf>

[2] "Survey: Half of employers not familiar with state's workforce ..." 2013. 1 Oct. 2015 <http://www.indianapolisrecorder.com/business/article_550b486c-760e-11e2-8779-0019bb2963f4.html>

Indiana Department of Education Requirements (Assurances)

1. Internet Access

"Our school corporation can demonstrate access to the Internet for students/teachers away from our buildings."

2. Instructor Access

"Teachers will be directly reachable for students and parents to facilitate and support instruction."

3. Platform Experience

"All of our teachers and students have access to, and experience using, online platforms for delivering learning."

4. Learning Targets

"All of our students will be informed of their learning targets for the day by 9:00 a.m."

5. Work Continuity

"Students work will cover content that would have been addressed if school were in session."

6. Accommodation Support

"All students who have accommodations for instruction will be provided with or have access to those accommodations."

7. Offline Support

"For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use."

8. Individual Needs

"For limited English proficient students, teachers will provide parents/caregivers appropriate educational materials and learning activities for students use per the Individual Learning Plan (ILP)."

9. Work Measurement

"Students will demonstrate time on task and/or equivalent learning growth for the time."

Eastern Pulaski eLearning Policy:

1. Internet Access

In the most recent corporation survey of February 2019, nearly 93% of the respondents indicated at least one web-enabled device at home, with 81% indicating more than one.

Question: What if we do not have Internet access at our home?

While assignments will require Internet, there are several options for families without Internet access:

- For some assignments, the required files can be downloaded in advance while at school.
- For the 2019-2020 school year, all eLearning Days will be planned in advance, thereby reducing the need for searching for Internet access. However, during these planned days, the Corporation will open and supervise at least one computer lab. Specific location and times will be shared prior to the planned day.
- For some assignments, the student may be able to do the actual thinking/writing process while at home and then upload it when they return to school.
- Parents may take their child (children) to a family member's or friend's residence who has access to the Internet.
- Parents may take their child (children) to a place with free public Internet access (Pulaski County Public Library, McDonald's—menu item purchase may be required, Sublime, Fellowship Baptist Church, etc.)

- Internet access may be available in the Eastern Pulaski Community School Corporation parking lot for student issued Chromebook use, however, signal strength will fluctuate.

2. Instructor Access

To satisfy attendance requirements for staff members, all K-12 teachers in the Eastern Pulaski Community School Corporation will be available to students through their school email addresses. On planned Wednesday eLearning Days, teachers must be available from 9:00 a.m.-3:00 p.m. to assist students with questions or concerns regarding the posted lessons. On planned Saturday eLearning Days, teachers must be available a total of six (6) hours during the weekend to assist students. Teachers will be expected to post/share their "office hours" if they are unavailable during the 9:00 a.m.–3:00 p.m. time on Saturday. Teachers are expected to assist students in a timely manner during their office hours.

It is the recommendation, especially for a planned Saturday eLearning Day, that teachers create a shared Google Doc with their respective classes so the teacher can go to one location to try to answer many of the questions. This would likely reduce the time needed to respond to multiple different emails/messages from students who may be asking the same, or at least similar, questions.

3. Platform Experience

The goal of eLearning is that the assignments should not be out of the "norm" of a regular school day. Blended Learning should not just occur on a weather-related eLearning Day. Therefore, students and teachers will be trained on how to use the format in which eLearning assignments will be posted.

Assignments for all teachers/grade levels will be accessible from the eLearning page of the corporation website. (not yet created..will be in process upon approval)

The Eastern Pulaski Community School Corporation will hold evening sessions in the fall to train and inform parents on the workings of the eLearning Day and the use of Canvas.

Two practice eLearning Days will be held in the fall on Wednesday, October 2nd and Wednesday, November 13th to prepare students and teachers for Saturday eLearning Days.

Question: What if the student's electronic device is not working?

- Since the LMS (learning management system) is web-based, students may use any other device to upload their work. Ultimately, if there is a device or Internet issue, students will have three additional school days in which to make up the work and hand it in for full credit.

4. Learning Targets

Teachers are required to have their lessons posted to students by no later than 9:00 a.m. on an eLearning Day.

Each building will have a link attached to the Eastern Pulaski website for students to view their assignments.

5. Work Continuity

According to the Indiana Department of Education, teachers are to design their lessons as if school were in session that day to preserve the continuity of their classroom. Therefore, assignments should also be relevant.

6. Accommodation Support, Offline Support, and Individual Needs

Students with IEPs/ILPs should have eLearning Day provisions written into their learning plan to help meet accommodations. Additionally, Teachers of Record (TOR) should work with families ahead of eLearning Days to clarify expectations for learning and how support will be offered prior to and on the day.

For some students with a IEP/ILP, utilizing an online platform may not be appropriate. For these students, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use.

The only students allowed to take a paper copy or packets home during an eLearning day are those who have the accommodations listed in their IEP or ILP.

7. Work Measurement

A. **Attendance:**

Students must report in attendance to the school by midnight. This should give parents the opportunity to help their child (children) after work and into the evening. Google Forms (available on the EPCSC eLearning Day webpage) will be filled out and submitted for attendance at each building.

Middle-High School:

Students will fill out the Google Attendance Form. It will be submitted to their first hour teacher.

Elementary School:

Students will fill out the Google Attendance Form. It will be submitted to their homeroom/classroom teacher.

Google Attendance Forms are time-stamped, therefore, they tell us when the form was filled out and submitted.

B. **Assignments:**

Assignment length will vary depending on class, teacher, and subject area. However, in general, teachers should post/assign approximately 20 minutes of eLearning material for each class taught. Teachers should give feedback to their students on their assignments as soon as possible.

With eLearning, teachers should strive to provide students with the following for an effective eLearning experience:

- Identification of the lesson goal/objective.
- Modeling/Demonstration Material, i.e. video, podcast, presentation, reading assignment, web site module.
- A recall portion should prove the student actively participated in the previous step. A recall quiz or worksheet would be a good example.

- 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.
- All work will be assessed by the teacher with meaningful feedback provided.

C. Assignment Turn In:

Students will have three (3) school days after the e-Learning Day to submit the assignment without being counted late. After day three (3), the assignment will be counted late and subjected to penalty as per the classroom teacher's policy or student handbook rule.

During all planned eLearning Days, at least one computer lab will be open and available during the 2019-2020 school year. The specific location and times will be shared prior to each planned day.

Computer Labs will be available after school until 4:30 for three school days following the eLearning days for students to finish assignments/projects as needed.

8. Number of Consecutive Days of eLearning:

During the 2019-2020 school year, it is the intent of the Corporation to not utilize eLearning on the day of a weather cancellation. Rather, the Corporation will first utilize the two "Flex Days" in May (May 1st and 15th) as make up days and then utilize planned Saturday eLearning Days (February 8th and 22nd, March 14th, and April 4th) for make up days.

In the future, the Corporation will continue to build in some weather make up days in the calendar that are to be utilized prior to using eLearning. However, in the event these days are already used or "spoken for" and school is cancelled for an extended period of time, the Eastern Pulaski Community School Corporation will only use eLearning for two (2) consecutive days. Any additional consecutive days will become snow make-up days to be made up as scheduled eLearning Days or added to the end of the calendar.

9. Superintendent's Decision:

The Superintendent of Schools will have the final decision to determine whether the cancellation will be an eLearning Day or day to be made up at a later time.

The Superintendent of Schools will announce, on the morning of the cancellation, via School Messenger phone calls, radio, tv, and social media whether the day is an eLearning Day or a snow make-up day.

10. Practices/Meetings:

On the two Wednesday eLearning Days there will be no practices/activities prior to 3:30 p.m. Naturally, there will be planned activities, practices, events, etc. on the Saturday eLearning Days. Therefore, it is important to note that teachers are expected to post their virtual office hours for the weekend ahead of time and students will still have three (3) school days in which to complete and hand in their assignments.