



**OVERVIEW—WHAT IS eLEARNING?**

Southmont Schools’ Board, administration and staff believe that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students’ success. Therefore, our schools will provide the opportunity for students to interact with their teachers on days normally scheduled for make up in the corporation calendar and, as needed, snow days themselves, through the use of personal devices, Google Classroom, email and other electronic and digital media to ensure uninterrupted instruction.

**What days will students use for eLearning?**

Southmont Schools will utilize two types of eLearning Days:

1. **Flex Days** (listed as “possible snow make-up days” on the school calendar): These are days that are built into our calendar to make up for days missed for snow or other reasons. There are two scheduled for this year: January 15th and February 19th. The first two snow days of this year will be made up on those two days. Students will stay home and access instruction electronically.
2. **eLearning Days:** These are days when school is called off, but we wish to continue students’ learning. On the third snow day of the year, and any snow day thereafter, students will access instruction electronically on that day.

Summary of eLearning Guidance for Parents and Students					
	What is it?	Do Students go to School?	Will transportation be provided?	Will breakfast and lunch be	Other Info
<b>Flex Day</b>	These are days already scheduled on our calendar for make up because school was missed for snow or other circumstances. They are Jan. 15th and Feb. 19th.	No, students access work from home electronically. However, those needing to eat breakfast or lunch, or to use wifi may go to school until 12:00 p.m.	Yes, if parents indicate they would like transportation for their child, buses will run normally. However, students will be transported home at 12:00 p.m.	Yes, both breakfast and lunch will be served at your child’s home school.	
<b>eLearning Day</b>	These are days called off for snow or other circumstances. They will be used on the third snow day and any thereafter.	No, students access work from home electronically. However, those needing to eat breakfast or lunch, or to use wifi may go to school until 12:00 p.m.	No, transportation will not be provided.	Breakfast and lunch will be served at <u>only the High School</u> for any student who wishes to eat. Transportation to and from the HS is the parents’ responsibility.	

<b>Possible Scenarios</b>				
<b>Scenario</b>	<b>What happens?</b>	<b>Do students go to school on this day?</b>	<b>Is School Open?</b>	<b>Additional Explanation</b>
<b>School is cancelled on Friday, January 12th.</b>	Students will not go to school on this day. This day will be made up on Monday, January 15th, as scheduled.	No.	No	Because we have built in make-up days, cancelling school on the 12th would cause us to use the make-up day on the 15th. This is a Flex day and students will access instruction from home. If we go to school on the 12th, then there is no school on the 15th
<b>School is cancelled on Tuesday, January 16th.</b>	Students will not go to school on this day. This day will be made up on Monday, February 19th, as scheduled.	No.	No.	Because we have built in make-up days, cancelling school on the 16th would cause us to use the make-up day on Feb. 19th. The 19th is a Flex day and students will access instruction from home.
<b>School is cancelled on Tuesday Jan. 16th and Wednesday Jan. 17th.</b>	Students will not go to school on the 16th – that day will be made up on Feb. 19th (as the last remaining Flex Day). On Jan. 17th, students will participate in an eLearning Day from home.	Students do not go to school on the 16th (as it will be made up on Feb. 19th). Students do not go to school on the 17th but will participate in eLearning.	School is not open on the 16th. Buildings will be open on the 17th.	If school is cancelled on the 16th, it will be made up on Feb. 19th (Flex Day). That would be the last remaining Flex Day available. Should we also be out of school on Jan. 17th, we will call an “eLearning Day” and students will access instruction from home. No transportation; however, lunch and breakfast will be served at the High School. Buildings will be open for students access wifi if needed

### **What will an eLearning day look like for students?**

All staff and students in our district access and utilize Google Classroom and GAFE (Google Apps for Education), in addition to other digital media, online texts, forums and resources, on a regular basis to communicate, collaborate, research and complete assignments and lessons. On both Flex and eLearning days, students will access assignments from their teachers through their Google Classrooms (or other digital sources) just as they would normally do while present at school. All lessons and assignments will be posted by 10:00 a.m. and will be a continuation of the previous instruction and provide continuity to their current course of study. All teachers will be available between 10:00 – 11:30 a.m. for students to contact and ask questions should they need additional assistance. In addition, the technology staff will be available for assistance. Students who do not have internet access at home will have the following options available to them:

- Go to a friend’s home where wifi is available

- Go to one of the public libraries in our community that provides public wifi
- Go to a business that offers public wifi
- Go to one of our schools to complete their assignments for the day
- Students may, in some cases, work offline on assignments they have previously downloaded to their Google Drive

### **What will an eLearning day look like for teachers?**

Teachers will work their normal hours, but the focus of an eLearning day for teachers will be PLC (Professional Learning Community) driven. They will ensure student lessons and assignments are posted by 10:00 a.m. to their Google Classrooms. Teachers will be available from 10:00 – 11:30 a.m. (some may offer additional office hours) during the day to assist students should they need additional help.

### **How will attendance be taken?**

Students will be expected to complete assignments and have them returned to their teacher by the next school day. If the work is not completed, the student will be marked absent for the eLearning day and will have an appropriate number of days to make up the work (as determined at the building level).

### **What if a student's school-issued device is not working?**

In the rare event that a device stops working on a Flex or eLearning day, there are options available:

- Since Google Classroom is an online system, as are GAFE and the student's Google Drive, one does not have to access their assignments from his/her school-issued device. Students may use any internet-connected device to access their assigned work.
- If a student does not have another internet-connected device, or access to wifi, he/she may be able to use a device (computer, laptop, Chromebook or iPad) made available to the public at the local libraries. He/she may also go to the school to complete assignments.
- In order to validate that the device is non-functioning, the student **MUST** take the device to the tech department for repair immediately upon return to school the next day (tech staff will then confirm the device's malfunction with the student's teacher)

If a student is having difficulty with his/her device before a planned eLearning day, he/she should contact the tech department (at the school the student attends) for assistance well before that day.

### **What if a student would like to eat breakfast or lunch at school?**

- **Flex Days (planned make-up days):** Students will be asked (or parents may notify the school) one week prior to the Flex Day if they plan to eat at school so that we can have an accurate number of meals prepared for those days. Breakfast and lunch will be available to any student who wishes to go to school. Bus transportation will be provided at the normal schedule (if needed). However, students will only be able to attend school through lunch (served at 11:30 a.m. at all buildings) - **students will then be transported home at 12:00 p.m.** Students may also go to school at 11:30 a.m. to just eat lunch if they wish (parents are required to provide transportation if a student wishes to attend school just to eat lunch.)
- **eLearning Days (snow days):** Breakfast and lunch will be served at the High School only for any child in the district who wishes to eat at school. If parents wish to transport their child to Southmont High School for breakfast, lunch or for use of the wifi, they may do so. Transportation will not be provided on these days and students must be transported back home at 12:00 p.m.

**In the event that the county enforces a travel advisory or state of emergency, all buildings will be closed.**

### **Considerations for Students with Special 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 their assignments reflect both individual education plans and expected learning objectives for the class. Special Education staff will work closely with parents to ensure Flex and eLearning days considerations are reflected in their chil-

dren's IEP's. Students who require additional services at school may also attend from breakfast through the 12:00 p.m. dismissal.

### **Lesson/Assignment Design Expectations**

All lessons and assignments created by teachers for eLearning days will be delivered online through Google Classroom (or other digital media) and available for students to complete electronically. Assignments will include "direct instruction" (which could include reading a document or reviewing a website, watching a video created by the teacher or from some other source, etc.) and a "processing activity" (which might include creating a review or counter position, virtual discussion or forum participation, creating a project, answering questions, etc.) – the possibilities are limitless. All assignments for an eLearning day will be posted in the teachers' Google Classrooms by 10:00 a.m. and each teacher will have designated contact hours (10:00–11:30 a.m.) to provide guidance or additional assistance. Though students may organize their day in a manner that suits them, should the teacher wish to engage with students in a "virtual discussion," students in that class would be required to participate at the designated time.