Information for Parents and Students—Use of eLearning Days

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 If school is cancelled for any reason during the school year, that day will be an eLearning day. Students should be prepared to access lessons assigned by their teachers from home or other appropriate place to ensure continuity of instruction.

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. 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
- 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 also work from home. 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.
- 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, he/she should contact the technology department before it would be needed for an eLearning Day.

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 eLearning days considerations are reflected in their children's IEP's.

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.