Board of School Trustees                                      Program

Delphi Community School Corporation                    2350

## eLearning

The School Board recognizes the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance.

eLearning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

### Delphi Community School Corporation Mission

 DCSC is committed to providing 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

1. **Academic work completion/submission and Attendance:**  All work should be completed and turned in to teachers three (3) days after the last eLearning day. If work is not turned in at the end of the third day, the student will receive an unexcused absence for the class periods in which the work is missing.
   - Teachers will need to keep track of the day each assignment was assigned for record keeping purposes.

2. **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.

3. **Platforms:**  Teachers must utilize the following online platforms to facilitate eLearning: Skyward, Google Classroom, and/or hard copies of work. Online assignments should be submitted through the Google Classroom.  Skyward, the student information system, should be used to communicate with parents for daily assignments, discipline, grades, schedule, and attendance. Mass E-mailing can be done through Google Classroom or through the student information system.

4. **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):
   - Model/Demonstrate
   - Guided Practice

- Independent Practice
- Assessment

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

- Provide students with modeling/demonstration material. (i.e. video, podcast, presentation, reading assignment, web site module.
- 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.
- 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.

5. **Procedure for extra-curricular activities, including athletic practices:**  On eLearning days there will be no athletic practices between 8:00 A.M. and 3:30 P.M.  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.

6.  **Employment:**
    ### Bus Drivers:
    Contracted Route Drivers will not work eLearning days and they will be paid for eLearning Days.
    - ISBA attorneys site IC 20-28-9-15 that implies that bus drivers will be paid.  In future bus driver contracts, we may consider stating that bus drivers will only be paid for those days in which they drive; therefore, eLearning days may not be paid in the future).  All corporation bus drivers will be treated equally.
    - The employee can make up missed time during the month of June.


    ### 9-10 Month Employees:
    Nine-month custodians Administrators/Head Custodians will advise nine-month custodians to either work or not work on eLearning days and they will have the following options for missed income on eLearning days:
    - The employee may use a Miscellaneous Day.
    - The employee can opt not to be paid.
    - The employee can make up missed time by making arrangements with the administrator.
    - Sick Leave days may not be used for a non-illness related absence on eLearning Days.
    - The employee can make up missed time during the month of June.

### Instructional Assistants:

Instructional Assistants will not work on eLearning days; however, they will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee can opt not to be paid.
- The employee can make up missed time by making arrangements with the administrator (up to two additional hours per work day).
- The employee can make up missed time during the month of June.

### Secretarial Staff:

Administrators will advise Secretaries to either work or not work on eLearning days.  Secretaries will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee can opt not to be paid.
- The employee can make up missed time by making arrangements with the administrator.
- The building administrator may authorize home-based work as deemed appropriate.
- The employee may utilize previously unscheduled time in the summer to make up hours.
- The employee can make up missed time during the month of June.

### Technicians:

The Technology Director will advise Technicians to either work or not work on eLearning days.  Technicians will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee can opt not to be paid.
- The employee can make up the day by making arrangements with the Technology Director.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.

### Twelve-Month Custodians:

Administrators will advise twelve-month custodians to either work or not work on eLearning days.  Twelve-month custodians will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may use a Vacation Day.
- The employee may choose not to be paid.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.
- Makeup hours/time missed.

**Food Services/Cafeteria:**

Food Service Staff/Cafeteria Staff are not expected to work on an eLearning day. Food Services Staff/Cafeteria Staff will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may choose not to be paid.
- The employee may work on a summer school day if this opportunity is available.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.
- Makeup hours/time missed.
- The employee can make up missed time during the month of June.

**School Nurse:**

School Nurses are recognized as salaried employees and they are exempt from documenting their daily work by clocking in. Nurses will have the following options for missed income on eLearning days:

- The employee may work at home on reports and other state requirements.
- The employee may use a Miscellaneous Day.
- The employee may choose not to be paid.
- The employee may work during a summer school day.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.
- The employee can make up missed time during the month of June.

**Certified Staff:**

Certified Staff members are expected to work from home on eLearning days from 9:00 A.M. – 3:00 P.M. Certified Staff will have the following options for missed work on eLearning days:

- The employee may use a Miscellaneous Day.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.
- Prescheduled time off is to be determined by the administrator.