

## Randolph Central School Corporation eLearning Days for Students and Parents

### **A. e Learning Days are School Days**

eLearning days are counted as actual school days for students and is a paid working day for teachers and principals.

1. Attendance will be counted and recorded for eLearning days. Students must complete and/or submit the teachers' work within three (3) school days in order to be counted as present for an eLearning Day(s). For example, if the eLearning day is on Friday, January 25, students must turn in eLearning work by the following Wednesday, January 30 at the close of the day in order to receive credit for it.

2. If a student is ill during an eLearning day, the parent must notify the school office by the following regular school day that is in session. The student should notify the affected teacher(s) as soon as reasonably possible and discuss the timeframe for the make-up work.

### **B. Lack of Internet Access**

If you do not have access to the internet for eLearning Days, your teacher should be notified at the beginning of the school year or at any time during the school year if the situation arises. Students without internet access outside of school can still complete eLearning lessons. Teachers can download lessons (internet not necessary to access) that you can access at home for eLearning, and then you can submit it when your device returns to school with the school's internet access. There will be some instruction and practice at the beginning of the school year, so students can understand the process. Please do not hesitate to request assistance at any time, if needed.

The school corporation will provide internet access from 9:00 a.m.-3:00 p.m. at the WCHS-DMS Commons at 700 North Union Street, Winchester, Indiana for any student who does not have internet access at home or nearby their home. This accommodation will be supervised by a Randolph Central employee; however, a parent or guardian must accompany the student who is under 16 years old throughout the duration of the time in the Commons. Students who are under 16 years old will not be permitted to stay at the Commons without a parent or guardian. Students who are 16 years old or

higher must have permission from a parent or guardian to travel to the Commons to use the internet access for eLearning lessons. **If there is a county-wide issued travel advisory that prohibits travel, the Commons will not be open for internet access.**

As another option, if you live in Winchester or can safely travel here, you may find public places with free Wifi like: Mrs. Wick's, McDonald's, and the Winchester Public Library.

### **C. Devices for Learning**

It is expected that students will take home their device daily and charge it at night for the next school day. Please take special care of your device and charging equipment at all times in order to minimize costs and disruptions to your digital learning. Many parents have a set location for their children to charge their devices while sleeping at night. We encourage parents to establish a place at home for charging a device at night that is not near your child, so his/her sleep is not disrupted. As a reminder, any searches on student devices are filtered by a system at school, on or off-site.

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### **D. eLearning Lessons**

Your eLearning lessons will incorporate as much of your school day as possible. eLearning days are not intended to be extensive homework hours or extra credit. Rather, eLearning days will be a continuation of the current curriculum or focused review or enrichment that includes instruction, student feedback, and teacher feedback.

1. For unplanned closures (cancellation due to weather, etc.), eLearning lessons should be loaded by each teacher by 9:00 a.m. in either Google Classroom or Unified Classroom (PowerSchool's Student Learning Management System) depending on the system used for a particular class. Teachers are asked to be online and available for students for three (3) hours per school day as well as at least one time per hour for the remainder of the school day. If there is a power outage, plan to complete the lessons when the power is restored. For most unplanned eLearning days, the teachers' online office hours will be 9:00 a.m.-12:00 p.m., so it is advised that students work on lessons at that time to take advantage of the teachers' office hours for assistance and feedback.

- a. Google Classroom or Unified Classroom provides a timestamp when students complete work and turn in assignments.
- b. If you have any difficulty submitting work for any class, please contact your teacher directly.

2. For planned closures (eLearning days scheduled on the school calendar), teachers will be expected to conduct online office hours for three (3) hours per day before their professional development activities at school. In most cases, the teachers' online office hours will be 8:00-11:00 a.m. However, due to scheduling some teacher training events, teachers may have to inform you about a different time-frame for their online office hours.

3. Students must complete and submit eLearning schoolwork within three (3) school days after the eLearning Day(s) in order to receive credit.

#### **E. eLearning Lessons for Special Circumstances**

If a student has some special circumstances for accessing lessons online or receiving supports for learning, the student and/or parent may contact the individual teacher if any issues arise for the eLearning lessons.

#### **F. Multiple, Consecutive eLearning Days**

After three (3) consecutive eLearning days, the next consecutive school day will be made up within the school calendar as follows: Martin Luther King Day, President's Day, Good Friday, and days added on at the end of the school year.