

Crawford County Community School Corporation
Crawford County High School — Crawford County Middle School
East Crawford County Elementary School — West Crawford County Elementary School
South Crawford County Elementary

ELEARNING POLICY AND PROCEDURES (Revised January 15, 2020)

Terms

- **Scheduled eLearning (as indicated by the school calendar):** Days scheduled ahead of time to allow the corporation to continue student education as an eLearning day with students outside of school buildings while teachers are working within the school (ie. election days, parent-teacher conference days)
- **Inclement Weather eLearning:** Unscheduled days that are announced when school sessions must be closed due to dangerous or potentially dangerous weather.

Student Assignments/Lessons

- **Accessibility** - Lessons will be created and available for students in Google Classroom and must include a technology component.
- **Assignments/Lessons** - must be meaningful and a continuance of existing topics being taught in class. (vocabulary, literacy, video/article summary, ReadWorks, ConnectEd, Kahn Academy, IXL, etc.)
 - Content will build off of previous assignments and what would have been addressed if the school were in session. DOE states assignments must include the following components: Instruction, Practice, Application, and Assignment.
- **Availability Scheduled eLearning Day** - Assignments will be available to students in advance of the planned eLearning day.
- **Availability Inclement Weather day** - Assignments will be available to students by 9:00 am of the (actual inclement weather day).
 - All snow makeup days will be exhausted before using Virtual Learning.
 - Deviations from this would be discussed with the eLearning committee and CTA leadership.
- **Log Sheet** - If required by the teacher, students will complete a log indicating the time frame spent on assignments.

Teacher Office Hours

- Teachers must be available from 9:00 - 3:00 with immediate response to students from 9:00 - 11:00 AM. Teachers must check emails, text, voicemail, etc. every hour from 11:00 - 3:00.

Facilities

- **Designated school building(s)** will be open on scheduled eLearning days to accommodate those students who do not have internet access available to them. 9:00 a.m. - 12:00 Noon.
 - **Crawford County Public Library (English):** 9:30 a.m. – 6:30 p.m. Tuesday, Wednesday, and Thursday; 9:30 a.m. – 4:00 p.m Friday and Saturday. (812) 338-2606 <<http://www.ccpl.lib.in.us/>>
 - **Breeden Memorial Library (Leavenworth):** 10:00 a.m. – 6:00 p.m. Monday, Wednesday, Friday, and Saturday. (812) 739-4092 <<https://breedenmemoriallibrary.org/>>

- **One Hour after School (Inclement weather days only):** Each school will remain open one hour after the conclusion of the school day for three days following the return to school for students to complete work. Each building will remain open later for each day of cancellation.

Attendance/Grades

- **Attendance** - based on the submission of assignments per class/subject.
 - **Students must submit at least partial work** to be counted present for the eLearning day. Blank/Empty assignments will NOT count as being present for the eLearning day.
 - **Full-Day Present** - Assignments must be submitted by eLearning due date to be counted present for that eLearning day.
 - **Absent - Full Day** - NO assignments submitted by eLearning due date.
 - **Absent - Middle School and High School** - based on absenteeism in class periods.
 - **Due Dates** - Students will have three (3) in-session school days to complete and submit the assignment.
- **Grades** -
 - If a grade is taken on the eLearning assignment, it will be entered as the lowest percentage category. For example, Classwork 20%, Formative Assessment 30%, and Test 50%, the grade will be entered as Classwork at 20%.
 - Students should not be punished by entering the grade as a test (highest percentage) category.
 - It is teachers' discretion to give partial credit for late work submitted after eLearning due date.
 - **Incomplete assignments** will not receive full credit.
 - **Non-submitted assignments** will receive a zero (0).

All - Call/Email

School leadership will announce Inclement Weather eLearning in the all-call for school cancellation. This will be also placed on the schools' websites and social media. The eLearning Coordinator will send out an email to additionally notify faculty of eLearning day and assignment due date.