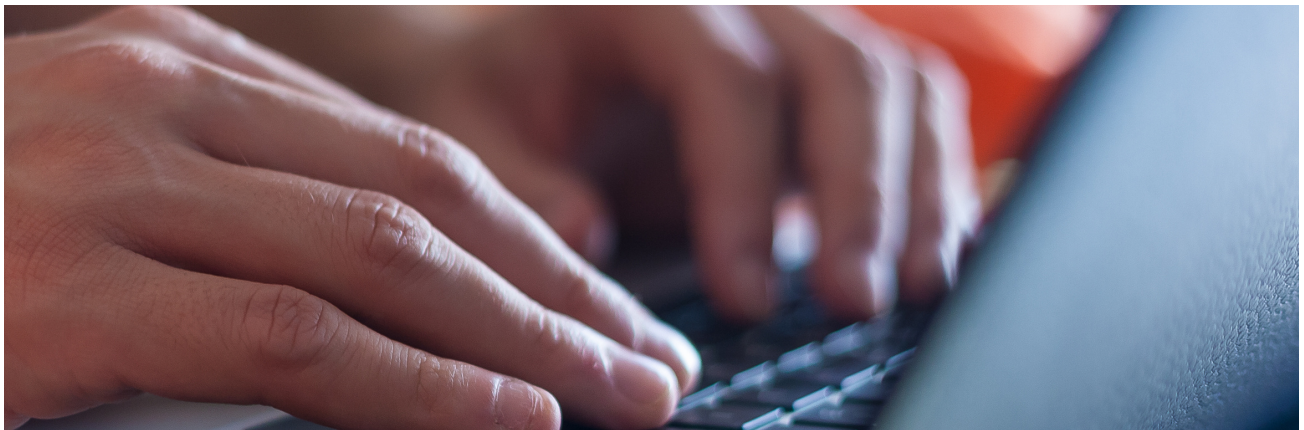Plainfield Community School Corporation

THE STUDENT AND FAMILY GUIDE TO

E-LEARNING

FOR GRADES 6-12

PURPOSE & VISION

It is our belief that education is relational and that face-to-face instruction is superior to any other programming for learners. eLearning is our best attempt to provide effective instruction while caring for the health and safety of our students and staff if we must close due to increased health concerns in our community. We have worked to develop an eLearning plan that will help our children thrive in all areas.

E-LEARNING AND EXPECTATIONS

Teachers and students will be logged in online and attend each scheduled e-learning class period on time with materials prepared to the best of their ability.

Teachers and students will be engaged, actively participate, and communicate with each other effectively.

Students will submit all assignments by the due dates.

Parental support is key to our children's success. Partner with your child's teachers to ensure students are in attendance and working to the best of their ability.

DAILY E-LEARNING SCHEDULE

There is now a structured time period for each class, each day so students do not have to miss out on live video sessions overlapping.

Students are required to attend each class virtually each day.

Class periods are each 50 minutes in length.

Students may have independent work time within their 50 minute class period. However, teachers and students should plan to be engaged in a full day of school.

A lunch period from 11:50-12:30 has been built into the daily schedule for students.

Start Time		End Time	E Learning Schedule
8:00 AM	-	8:50 AM	1st Period
9:00 AM	-	9:50 AM	2nd Period
10:00 AM	-	10:50 AM	3rd Period
11:00 AM	-	11:50 AM	4th Period
11:50 AM		12:30 PM	Lunch
12:30 PM	-	1:20 PM	5th Period
1:30 PM	-	2:20 PM	6th Period
2:30 PM	-	3:20 PM	7th Period

ATTENDANCE POLICY

Attendance is required and will be taken every period, every day. Students must be logged in and engaged to be counted present.

Students not logged in will be marked absent for that class period.

Attendance will be marked in PowerSchool so that PCSC can report our attendance to the Indiana Department of Education as per Indiana State code.

If your child is ill and or and cannot participate, please report absences/ appointments to our main office. Your child should also report these absences to their teachers as well via email.

Even if students are not present during class, students are still required to complete all classwork just as if they were absent.

GRADING

Grades will be taken and marked based upon assessments and classwork. All assignments are to be submitted digitally to the teacher.

Deadlines for assignments will be posted by teachers. Students are expected to follow these deadlines.

Students are expected to follow and maintain our academic honesty and integrity policy outlined in our student handbook.

Assessments during e-Learning may look different than "typical" in-person assessments.

SOCIAL & EMOTIONAL SUPPORT

We recognize and acknowledge that supporting students' social and emotional wellbeing during e-Learning is a priority.

Each student is assigned a guidance counselor for academic and social/emotional support. Using your counselor's email is a great way to connect with your counselor.

PCMS COUNSELORS

6th Grade Counselor- smattern@plainfield.k12.in.us
7th Grade Counselor- mhamilton@plainfield.k12.in.us
8th Grade Counselor - wwoodson@plainfield.k12.in.us

PHS COUNSELORS

Last Names A-Ge: Mr. John Newbold jnewbold@plainfield.k12.in.us
Last Names Gi-O: Mrs. Jaleen Royer jroyer@plainfield.k12.in.us
Last Names P-Z: Mr. Dave Owens dowens@plainfield.k12.in.us
Students with Special Services: Mr. Adam Fritz afritz@plainfield.k12.in.us

MENTAL WELLNESS COUNSELORS

Grades 6-8: Mrs. Jennifer Bigelow jbigelow@plainfield.k12.in.us
Grades 9-12: Mrs. Christa Detzel cdetzel@plainfield.k12.in.us

TIPS & TRICKS

Find a quiet space at home with good lighting and designate it as your school study space.

Create and post a copy of your daily schedule in a visible location.

Maintain structure with your sleep and meals schedule. Be sure to get at least 8 hours of sleep each night.

Keep your device charged at all time and make sure your chromebook is working properly. If it's not, reach out to the technology department.

If you miss a few assignments, don't get stuck. Reach out to teachers, counselors, principals, or classmates with any questions so you can get back on track.

Check Power School every day to ensure you are not missing any assignments. If you are, reach out to your teacher first.

Communicate with your family about your work/study time. Ask family members for help when needed.

Limit distractions so that you can stay focused on school.

GOOGLE CLASSROOM

Use your Google Classroom calendar. It's an easy way to keep all your due dates for each class in one location

Take your time to get to know each teacher's google classroom. The more familiar you are with the page, the easier it will be to navigate it. We will be helping you with this by creating a consistent announcement with directions on how to find your weekly lessons/assignments as well as requiring that the folder of the current week's work be placed at the very top so you can easily find it.

LIVE GOOGLE MEETS

Check your camera and internet connection to ensure it is working properly prior to logging into a live video session.

ONLY login to video sessions using the link and directions provided to you by your teacher through google meet.

Do NOT login to live video sessions from unknown sources.

To the best of your ability, place yourself in a quiet room that has good lighting

Most video sessions allow you to test your microphone before beginning. Use this feature when it is available to you!

Mute your microphone at the start of your session and only unmute yourself when you are ready to speak.

Bring all materials, bring a drink, and use the restroom prior to a live video session so that you can remain seated for the entire time.

The distance between you and your computer screen should be about the same distance as when you type (approximately 2 feet). Stay at approximately this distance for the whole session so the volume of your microphone is well heard and consistent.

Use your first and last name only when creating a video "ID." While it is tempting to come up with a silly name, the teacher may mark you absent if they do not see your name appear in the session.