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|  | Shawano School District  e-Learning Handbook  for Grades 4K-5  2020-2021 |

**What is Shawano School District e-Learning?**

SSD e-Learning is an all-online option that provides an equitable educational opportunity for students in grades 4K-12 for the 2020-2021 school year. Licensed teachers from Shawano Schools will plan and deliver instruction. In partnership with Shawano Schools, families that choose e-Learning agree to designate an at-home learning coach for each student. SSD e-Learning student participation is a semester-long commitment and students may choose to participate in one or both semesters of the school year. The program will operate regardless of which phase of re-entry Shawano School District is in regarding COVID-19.

**What can families expect from Shawano School District e-Learning?**

* Regular live instruction and interaction with e-Learning teachers
* Engaging, rigorous coursework that matches the sequence and pace of instruction happening on campus
* Flexibility to work on a schedule that works for you
* Timely and regular feedback on student progress
* Required support services for special education, 504 plans, and English Language Learners to be provided
* Opportunities for enrichment and intervention as needed
* Virtual social opportunities
* Connection to an on-campus homeroom class for seamless transition should you choose to leave the e-Learning program at semester
* Established office hours to connect with e-Learning teachers
* A partnership for your child’s success

**Enrollment in e-Learning**

Participation in Shawano School District’s e-Learning program is a **semester-long commitment.** Enrollment is completed in Skyward.

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| **Semester** | **Dates** | **Enroll By** |
| Fall | Sept. 1, 2020 - Jan. 15, 2021 | August 7, 2020 |
| Spring | Jan. 18, 2021 - June 3, 2021 | December 1, 2020 |

**Calendar and Daily Schedule**

The SSD e-Learning program will follow the Shawano School District calendar and therefore when there is no on-campus school scheduled, there will not be any e-Learning on those days.

e-Learning teachers may provide live instruction through whole group, small group or individual sessions on an as-needed basis during the hours of the normal school day. However, students will be able to complete their individual work at a time that best works in their schedule. Live instruction will be scheduled as a Google Meet on Google Calendar which students access through their Google account. Students should expect to devote the minimum amount of time required to complete the work assigned. This will average around 20 hours per week, but could take more or less time depending on the child's needs

A limited number of evening office hours will be established to accommodate family needs.

**Attendance**

Attendance for e-learners will be determined based on evidence of daily work, submission of completed assignments, record of log-in/check-in and communication with e-learning teacher.

**School Supplies**

e-Learning students will need:

* 3 composition notebooks
* post-it notes
* writing and marking tools: pens, pencils, highlighter
* Colored pencils

At times, special supplies, such as math tools, may need to be picked up from the school for use at home. A variety of school supplies can also be checked out from school. Contact your child’s e-Learning teacher if there is any supply or tool you feel your child needs to be successful.

**Device (Tablet/Computer)**

Students will be provided an appropriate device from their school **for educational use only**. Grades 3-5 can request a computer mouse for use with the Chromebook. You may provide your own mouse as well. Internet access on school devices is filtered in accordance with current policy as a safeguard for students; access to some sites will be limited or restricted.

Students may use a personal device but school programs will work best on school devices. We will not be able to troubleshoot problems with a personal device.

**Online Resources and Curriculum**

All Shawano Schools students are provided a Google Account with a suite of apps for working online. ClassDojo will be the main platform for instruction in grades 4K-2. Google Classroom will be the main platform for instruction for grades 3-5. Content specific resources are as follows: Into Reading, Into Social Studies, MyMath, Building Blocks Carolina Science, Reflex Math, IXL, Second Step and Learning.com. How-to Guides for our online tools and programs are available on our [How-to Guides Website](https://sites.google.com/shawanoschools.com/olga-brener-intermediate/how-to-guides) for students, parents/guardians, and at-home learning coaches.

**Instruction**

Students are assigned to an on-campus homeroom teacher/class and an e-Learning teacher/class. All instruction will be planned and provided by licensed teachers employed by Shawano School District. The pace, content, and materials used in the e-Learning program will match that of students on campus. The e-Learning teacher will be the main instructor but e-learners will be invited to participate in online sessions with their on-campus homeroom so that they can maintain relationships with peers and be able to smoothly transition back to on-campus learning at semester if decided. These invitations are optional for e-learners.

For the subjects of Art, Music, and Phy Ed e-learners will be provided an adapted set of lessons to complete at home.

**Assessment**

e-Learning students are expected to take the same school, district, state and national assessments as on-campus students. Some assessments may need to be taken in person on campus.

**Grading and Report Cards**

The Shawano School District 4K-5 standards based grading scale will be used in the e-Learning program. Students will receive a report card for each semester, the same as on-campus learners.

**Student Expectations**

e-Learning students can expect to:

* Devote the minimum amount of time required to complete the work assigned. This will average around 20 hours per week, but could take more or less time depending on your child’s needs.
* Complete most of their individual schoolwork online on their own schedule
* Complete some additional work offline (reading, writing, projects)

Student behavior expectations are further outlined in the e-Learning Pledge that all e-learners, parents/guardians, and at-home learning coaches must sign and acknowledge. The expectations are also listed here for reference.

**Students will be responsible.**

* Complete e-learning schoolwork and assignments on time and to the best of one’s own ability.
* Remember that teachers and administrators can see whatever is done and said on the school's device and within a school user account during video meetings, in emails and chats, and on shared documents.
* Use my school device for my schoolwork only.
* Be careful with the school device by:
  + carrying it with two hands.
  + putting it down on a clean, flat surface.
  + not eating or drinking when using it.
* Report if the device is broken, stolen, or lost.
* Give credit to the sources of online information used for schoolwork.
* Know that not all information online is true.

**Students will stay safe.**

* Not share school account passwords with anyone other than teachers and at-home learning coach.
* Not share private information without family permission. (Includes full name, date of birth, address, phone number, and photos or videos of oneself.)
* Tell a teacher or trusted adult if anything makes them feel uncomfortable online.

**Students will speak up.**

* Tell a teacher and at-home e-learning coach if they are confused about anything or need help.
* Be a good friend to classmates.
* Tell a teacher or a trusted adult if they see someone being treated poorly or unfairly.

**Students will stay balanced.**

* Set specific times to use their device for e-learning and schoolwork.
* Make sure there's time in the day for non-screen activities, like exercising and eating healthy food

**Parent/Guardian and At-Home Learning Coach Expectations**

Elementary aged students require a lot of support from caring adults at home in order to be fully successful in a virtual environment. Therefore, an at-home learning coach needs to be designated for each student. At-Home Learning Coaches and teachers are **partners** for student success. At-Home Learning Coaches can expect to:

* Devote about three to four hours per day to overseeing their students’ schoolwork
* Set the daily schedule with varied activities and breaks
* Assist with lessons and communicate frequently with the teacher
* Help monitor student progress

At-Home Learning Coach expectations are also outlined in the e-Learning Pledge that all e-learners, parents/guardians, and at-home learning coaches must sign and acknowledge. The expectations are also listed here for reference.

* Support student e-learning by setting them up for success.
  + Assure necessary access to a device and internet connection
  + Create a dedicated work space devoted to learning
  + Help create a schedule and plan for learning
* Develop the student’s growth mindset and remind them that they can do hard things.
* Communicate regularly with the student about his/her progress.
* Model grace and remain flexible.

**Staffing and Contact Information**

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| **Hillcrest/LEADS**  **4K-Grade 2**  **715-524-2134** | **Olga Brener Intermediate School**  **Grades 3-5**  **715-524-2131** |
| **Administrators** | |
| Troy Edwards, Principal, x8500  [edwardst@shawanoschools.com](mailto:edwardst@shawanoschools.com)  Brian Morstad, Dean of Students, x8501  [morstab@shawanoschools.com](mailto:morstab@shawanoschools.com) | Terri Schultz, Principal, x8400  [schultt@shawanoschools.com](mailto:schultt@shawanoschools.com)  Matt Peterson, Dean of Students, X4102  [petersm@shawanoschools.com](mailto:petersm@shawanoschools.com) |
| **Teachers** | |
| Brandi Dombrowski, 4K, x5108  [dombrob@shawanoschools.com](mailto:dombrob@shawanoschools.com)  Allison Pagel, Kdg, x5401  [holtza@shawanoschools.com](mailto:holtza@shawanoschools.com)  Lauren Almario, 1st Grade, x5602  [almaril@shawanoschools.com](mailto:almaril@shawanoschools.com)  Stephanie Laabs, 2nd Grade, x5308  [laabss@shawanoschools.com](mailto:laabss@shawanoschools.com) | Elisha Wagenson, 3rd Grade, x4155  [wagense@shawanoschools.com](mailto:wagense@shawanoschools.com)  Joanne Edwards, 4th/5th Grades, x4148  [edwardsj@shawanoschools.com](mailto:edwardsj@shawanoschools.com)  Brittney Firari, 4th/5th Grades, x4151  [firarib@shawanoschools.com](mailto:firarib@shawanoschools.com) |