



MARTINSVILLE SCHOOLS

eLearning Day Plan

**INCLEMENT WEATHER/SHORT-TERM
AT-HOME LEARNING**

2022



Rationale for utilizing eLearning Days:

Martinsville Schools will use eLearning days during emergency weather closings. We will use eLearning days for any emergency closing.

- **eLearning Days** allow our students to work from home, avoiding potentially dangerous commutes, and allow them to work in a safe, warm environment when the weather is unforgiving.
- **eLearning Days** are intended to counter the loss of curriculum momentum resulting from school cancellations due to Indiana's winter weather or another school building issue.
- **eLearning Days** do not replace the face-to-face time students have with their teachers, but they can provide better continuity when school is interrupted.
- **eLearning Days** can also negate the need for makeup school days during breaks or in June, helping families more effectively plan summer activities.
- **eLearning Days** for short-term closures are *asynchronous* (learning not existing or happening at the same time) to provide flexibility to families. For an extended closure, the district will communicate a *synchronous* (occurring at the same time) virtual learning plan that will include opportunities for live instruction.

Announcing and Facilitating eLearning Days:

- Families of students will receive notification of the impending eLearning day, along with typical announcements regarding inclement weather days/school closures.
- Devices and chargers will be sent home if the closure is predictable.
- Teachers will communicate learning activities for the students in the courses that would have met that day.
- Teachers will be online and accessible by phone during regular school hours to provide support for student learning.
- Accommodations will be made for students with special needs and for students who do not have access to the internet.

eLearning Expectations Different by Grade Level:

Students build academic stamina and persistence with practice as they mature, and expectations for students to complete activities in an independent context will increase as they grow older. A positive outcome of an eLearning day is student practice with self-direction.

Grade Levels Minimum Time Recommendations

Indiana Department of Education recommended guidelines for minimum student commitment each day are as follows:

Pre-K: 30 minutes

Grades 1-2: 45 minutes

Grades 3-4: 60 minutes

Grades 5-6: 90 minutes

Grades 6-12: 30 minutes per teacher (3 hours max in a day)

Principal/Counselor Expectations During eLearning Day:

- Send out any reminder communication to staff.
- Be available to answer questions from staff, parents, and students.
- Respond to emails and phone calls.
- Plan for future meetings (ILT, PLC, staff, committee)
- OPTIONAL: Distribute “brain break” video to students.

General Education Classroom & Self-Contained Special Education Teacher Expectations During eLearning Day:

- Post eLearning lessons aligned to Indiana’s Academic Standards for the day via Google Classroom or Seesaw no later than 8:00 A.M., for Secondary and 9:00 A.M., for Elementary.
 - Monitor the amount of work that is expected of at home students. Keep in mind the enormous amount of stress that students and their families may be experiencing.
 - Modify and make arrangements for students that do not have access to the internet.
- Post attendance/check in question for the day no later than 8:00 A.M., for Secondary and 9:00 A.M., for Elementary. All attendance questions should be completed by 9:00 P.M. Mark attendance appropriately.
- Be available to answer questions from parents and students.
- Provide feedback to students as assignments are turned in.
- Lesson plan.
- Grade papers or tests if needed.
- OPTIONAL: Set up a Zoom time with class to check in or do an activity.

Special Area Teacher Expectations During eLearning Day:

- Post elearning lessons/videos aligned to Indiana’s Academic Standards for the day via Google Classroom or Seesaw no later than 8:00 A.M., for Secondary and 9:00 A.M. for Elementary.
 - Monitor the amount of work that is expected of at home students. Keep in mind the enormous amount of stress that students and their families may be experiencing.
 - Modify and make arrangements for students that do not have access to the internet.
- Be available to answer questions from parents and students.
- Provide feedback to students as assignments are turned in.
- Lesson plan.
- Join as many Zooms as possible at the school if they are assigned for that day.

Secretary Expectations During eLearning Day

- Check-in with the principal to see if there are any duties/tasks needed for the day.
- Respond to emails and phone calls.
- Work on newsletters or other documents that can be worked on remotely.

Title I & Special Education Teacher Expectations During eLearning Day:

- Be available to answer questions from parents and students.
- Collaborate with classroom teachers.
- Provide feedback to students as assignments are turned in.
- Lesson plan.
- Join as many Zooms as possible at the school if they are assigned for that day.

Instructional Assistants Expectations During eLearning Day:

- Check in with the Principal and/or Supervisor for duties/tasks needed.
- If the teacher does a Zoom with class, then join the Zoom session.

School Commitments to Families During an eLearning Day:

Families can expect:

- Students will have remote learning activities that reinforce grade-level Indiana Academic Standards.
- Delivery of remote learning activities will be sent out via Google Classroom or Seesaw. Additional guidance/mini lessons may be given during scheduled Zooms/videos.
- Families can contact school personnel, including their child's teacher, administration, and counselor, through dojo, email or phone calls.
- Students will receive feedback on their work, and teachers will monitor and track their engagement.

Student Expectations During eLearning Day:

- During remote learning, **elementary students** are expected to login to their Seesaw or Google Classroom accounts. All assignments and attendance questions will be posted by 9:00 A.M. Attendance questions must be answered by 9:00 P.M.
- During remote learning, **secondary students** are expected to login to their Google Classroom accounts. All assignments and attendance questions will be posted by 8:00 A.M. Attendance questions must be answered by 9:00 P.M.
- Students are expected to complete assignments. Students will be given regular feedback on their assignments. Assignments will count towards the students' cumulative grade.
- Students are expected to engage in their learning and students/parents are expected to reach out to the teacher and/or school if help is needed.
- Student attendance will be documented when answering the attendance question and work completion by 9PM.
- Students will need to attend any Zoom scheduled by the classroom teacher unless other arrangements have been made with the teacher.

Family Support of eLearning Day:

We will work with parents and families to determine how we can best support you. If your student is unable to meet the given expectations, please reach out to your child's teacher or school principal to make arrangements to ensure your student is successful during virtual learning.

General tips that parents and families can consider:

- ❑ Create a routine so your student always knows when it will be time to focus on learning. Designate a quiet space that can be his or her at-home desk.
- ❑ Ensure your students are receiving adequate sleep and are well-rested when they begin their learning.
- ❑ During breaks and evening hours, encourage activities that do not involve screens.
- ❑ Provide your student with frequent encouragement and reminders as needed.
- ❑ Be patient and flexible with yourself and your child. Focus on ensuring that your child remains academically engaged and connected to his or her school community.
- ❑ Check grade and attendance updates in Skyward.

Frequently Asked Questions:

1. *What if our family does not have internet access?*

- **Wi-Fi ACCESS POINTS:** The district has added outdoor access points to each school (and the Central Education Center/389 E. Jackson Street) to provide Wi-Fi for district devices. Families can park in the parking lot of each school or at the Central Education Center and download homework from their teachers, then complete the assignment offline while at home. Students will be able to upload assignments once finished and back on the district's Wi-Fi. Every school in the district has at least one outdoor access point.
- For an extended weather break, please contact your child's teacher or school office to arrange an alternate plan as needed.

2. *Does the work assigned during eLearning days count?*

- **Yes;** work assigned during the eLearning days will count towards the students' cumulative course grades.

3. *How can I get technology support?*

- Please contact the district's Tech Helpdesk with chromebook/device questions during remote learning at **765-342-6641, extension 8038** or by email, helpdesk@msdmartinsville.org.

4. *If my child is a Kindergartner or 1st grade student, will my student be able to take a device home?*

- Teachers will be sending home devices and chargers for Kindergartners and 1st graders if the district is predicting a possible eLearning Day.

Resources:

- [Tips & Tricks for Educators on Zoom](#)
- [Zoom Directions for Students](#)
- Offline Mode Tutorials [video](#) and [slides](#)– Students can download files and their work will be saved and then synced when they are back on Wi-Fi.
- <https://askrose.org/educator-resources/>
Students and parents needing additional support with math and science school work can always contact Rose-Hulman Institute of Technology’s free math and science tutoring service for **grades 6-12** by calling 877-ASK-ROSE. AskRose Homework Help is a free tutoring service where students can email, video, or chat live with a friendly tutor to work through and better understand homework assignments. Tutors will stay on the phone with the student until he/she understands or finishes the work.