

## eLearning

The Rossville Consolidated School District (RCSD) Board of Education recognizes the need to provide alternative means by which students may achieve classroom goals during lost instructional days due to inclement weather which may cause a cancelation of normal school instructional activities.

Therefore, eLearning activities may be utilized as an educational alternative for learning experiences or activities. These activities are designed to extend, enhance, supplement or serve as a substitute for onsite classroom instruction.

This document will provide guidelines for students and employees when eLearning Days are utilized.

### eLearning Policies

1. All students are expected to participate in eLearning days used for lost instructional days due to inclement weather.
  - 1.1. Students must show proof of participation on eLearning days by satisfactorily completing eLearning day assignments within **two school days following the eLearning day.**
    - 1.1.1. If work is not turned in at the end of the second day the student will receive an unexcused absence for the class periods the work is missing. Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes.
    - 1.2. Students will be counted present if school work is successfully completed on time.
    - 1.3. Sick days may not be used for non-illness related absences on eLearning days.
    - 1.4. Parents are reminded to contact the school in the event of an illness on an eLearning day.
2. Three days should be the maximum consecutive eLearning days allowed by the school corporation. After the third day, class should be in session before another eLearning day is utilized. Rossville schools are not online facilities. RCSD are classroom facilities that are capable of supplemental work through an eLearning platform.
3. Teachers must use Canvas as the online platform to facilitate eLearning. Hard copies may also be used to facilitate instruction.
4. Teachers should use a standardized eLearning format. For example in an efficient lesson plan teachers will do the following;
  - 4.1. Model/Demonstrate
  - 4.2. Guided Practice
  - 4.3. Independent Practice
  - 4.4. Assessment
5. With eLearning teachers should strive to do the same with a 30-40 minute lesson plan in mind. Provide students with the following for an effective eLearning experience;
  - 5.1. Provide students with Modeling/Demonstration Material. i.e. Video, podcast, presentation, reading assignment, web site module.

- 5.2. Ask students to recall what they learned. This portion should prove the student actively participated in step a. A recall quiz or worksheet would be a good example.
  - 5.3. Ask student to apply what they learned to a higher level thinking activity. This should not simply be a worksheet. This task should apply knowledge to a problem solving activity that incorporates critical thinking and independent thought.
6. Athletic Practices – On eLearning days there will be no athletic practices between 8:00 a.m. and 3:30 p.m. Practices after 3:30 p.m. and events will be determined at the discretion of the superintendent.
7. Employees:
    - 7.1. Bus Drivers:
      - 7.1.1. Bus Drivers will not work on eLearning days and they will have the following options for missed income on eLearning days:
        - 7.1.1.1. Use a Personal Day
        - 7.1.1.2. Employee may choose not to be paid
        - 7.1.1.3. Employee may make up missed time by making arrangements with the Superintendent
        - 7.1.1.4. Sick leave days may not be used for non-illness related absence on eLearning days
    - 7.2. Cafeteria Staff:
      - 7.2.1. Cafeteria Staff are not expected to work on an eLearning Days and they will have the following options for missed income on eLearning days.
        - 7.2.1.1. Use a Personal Day
        - 7.2.1.2. Employee can choose not to be paid
        - 7.2.1.3. Employee can make up missed time by making arrangements with the Cafeteria Manager with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.) The Cafeteria Manager may make arrangements for making up missed time with the approval of the Superintendent.
        - 7.2.1.4. Sick leave days may not be used for non-illness related absence on eLearning days
    - 7.3. Certified Staff
      - 7.3.1. Certified Staff members are expected to work from home or the school on eLearning Days from 9AM – 3PM and they will have the following options for missed work on eLearning days.
        - 7.3.1.1. May use a Personal Day
        - 7.3.1.2. Sick Leave days may not be used for non-illness related absence on eLearning Days.

#### 7.4. Computer Technicians:

7.4.1. The Director of Technology will advise the Computer Technician to work or not work on eLearning days and they will have the following options for missed income on eLearning days.

7.4.1.1. Use a Personal Day

7.4.1.2. Employee can choose not to be paid

7.4.1.3. Employee can make up missed time by making arrangements with the Director of Technology with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.) The Director of Technology may make arrangements for making up missed time with the approval of the Superintendent.

7.4.1.4. Sick leave days may not be used for non-illness related absence on eLearning days

#### 7.5. Custodians:

7.5.1. Custodians are expected to work on eLearning Days. However, they will have the following options for absences on eLearning days.

7.5.1.1. Use a Personal Day

7.5.1.2. Use a Vacation Day

7.5.1.3. Employee can choose not to be paid

7.5.1.4. Employee can make up missed time by making arrangements with the Supervisor of Custodians with the approval of the Director of Building & Grounds and the Superintendent. The Supervisor of Custodians may make arrangements for making up missed time with the approval of the Director of Buildings & Grounds with the approval of the Superintendent. (Employees shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)

7.5.1.5. Sick Leave days may not be used for non-illness related absence on eLearning Days

#### 7.6. Instructional Assistants:

7.6.1. Instructional Assistants will not work on eLearning days and they will have the following options for missed income on eLearning days.

7.6.1.1. Use a Personal Day

7.6.1.2. Employee can choose not to be paid

7.6.1.3. Employee can make up missed time by making arrangements with the building principal with the approval of the Superintendent. (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)

7.6.1.4. Sick leave days may not be used for non-illness related absence on eLearning days

## 7.7. Maintenance Staff:

7.7.1. Maintenance personnel are expected to work on eLearning Days and they will have the following options for missed income on eLearning days.

- 7.7.1.1. Use a Personal Day
- 7.7.1.2. Use a Vacation Day
- 7.7.1.3. Employee can choose not to be paid
- 7.7.1.4. Employee can make up missed time by making arrangements with the Supervisor of Custodians with the approval of the Director of Building & Grounds and the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.) The Director of Building & Grounds may make arrangements for making up missed time with the approval of the Superintendent.
- 7.7.1.5. Sick Leave days may not be used for non-illness related absence on eLearning Days

## 7.8. Nurse:

7.8.1. The Nurse are recognized as a salaried employee and are exempt of documenting their work day by a time clock. The Nurse will have the following options for missed income on eLearning Days.

- 7.8.1.1. May work at home on reports and other state requirements
- 7.8.1.2. Use a Personal Day
- 7.8.1.3. The Nurse can choose not to be paid
- 7.8.1.4. The Nurse can make up missed time by making arrangements with the building principal with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)
- 7.8.1.5. Sick leave days may not be used for non-illness related absence on eLearning days

## 7.9. Part-time School Nurse:

7.9.1. The Part-time School Nurse with the building principal approval may work or not work on eLearning days and they will have the following options for missed income on eLearning days

- 7.9.1.1. Use a Personal Day
- 7.9.1.2. Employee can choose not to be paid
- 7.9.1.3. Employee can make up missed time by making arrangements with the building principal and the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)
- 7.9.1.4. Sick leave days may not be used for non-illness related absence on eLearning days

7.9.2. Secretarial Staff & Extra Curricular Accounts Treasurer

- 7.9.2.1. Secretaries and the Extra Curricular Accounts Treasurer with their building principal approval may work or not work on eLearning days and they will have the following options for missed income on eLearning days
- 7.9.2.2. Use a Personal Day
- 7.9.2.3. The employee can choose not to be paid
- 7.9.2.4. The employee can make up missed time by making arrangements with the building principal with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)
- 7.9.2.5. Sick leave days may not be used for non-illness related absence on eLearning days

7.10. Treasurer, Deputy Treasurer, & Director of Technology

7.10.1. Treasurer, Deputy Treasurer, and the Director of Technology are expected to work on eLearning Days. However, they will have the following options for absences on eLearning days.

- 7.10.1.1. Use a Personal Day
- 7.10.1.2. Use a Vacation Day
- 7.10.1.3. Employee can choose not to be paid
- 7.10.1.4. Employee can make up missed time by making arrangements with the Superintendent.
- 7.10.1.5. Sick Leave days may not be used for non-illness related absence on eLearning Days