

## eLearning /Virtual Instruction

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 or an extenuating circumstance that may cause a cancelation of normal school instructional activities.

Therefore, eLearning/Virtual activities may be 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/Virtual Days are utilized.

Teachers must use Canvas as the online platform to facilitate eLearning/Virtual Instruction. Teachers' posting will follow a lesson of their curricular concepts prepared for the instructional day. Hard copies may also be used to facilitate instruction.

The following plan of action will be followed:

- A Monday - Friday schedule will continue.
- Students without Internet or students for which online activities may not be appropriate will be provided paper packets available for daily pick-up at school.
- Students may access the Internet from the school parking lot if they choose.
- Special education students will be afforded specially designed activities to address their IEP goals.
- Speech services will be offered via teletherapy, telephone, recorded lessons, suggested activities created, and/or consultation with the parent by the SLP.
- ELL students will receive specific assignments related to their ILP goals in addition to the instruction for core subjects.
- Any accommodations in IEP or 504 plans will be utilized to the greatest extent possible.
- On eLearning/Virtual 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 Superintendent's discretion.

### eLearning Policies

1. All students are expected to participate in eLearning days used for lost instructional days.
  - 1.1. Students must show proof of participation on eLearning days by completing eLearning day assignments within two school days following the eLearning day.
    - 1.1.1. Middle/Senior High School - If work is not turned in at the end of the second school day, the student will receive an unexcused absence for the class periods the work is missing. Teachers are responsible for keeping track of each assignment's day for record-keeping purposes.
    - 1.1.2. Elementary School - If fifty percent (50%) of classwork is not turned in by the second school day, the student attendance will be counted as unexcused for that day.

- 1.2. Students will be counted as present if school work is 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 or an eLearning day.
2. Three days shall be the maximum consecutive eLearning days allowed by the school corporation.

### Virtual Instruction Policies

1. All students are expected to participate in Virtual Instruction used for lost instructional days.
  2. Students must show proof of participation on Virtual Instruction days by satisfactorily attending the Virtual class. For students who have documented a lack of internet access, attendance is determined by completing the assigned work.
3. Employees:
    - 3.1. Bus Drivers:
      - 3.1.1. Bus Drivers will not work on eLearning/Virtual Instruction days, and they will have the following options for missed income on eLearning/Virtual Instruction days:
        - 3.1.1.1. Use a Personal Day
        - 3.1.1.2. Employees may choose not to be paid
        - 3.1.1.3. Employees may make up missed time by making arrangements with the Superintendent
        - 3.1.1.4. Sick leave days may not be used for non-illness related absence on eLearning days
    - 3.2. Cafeteria Staff:
      - 3.2.1. Cafeteria Staff will not work on eLearning/Virtual Instruction Days.
    - 3.3. Certified Staff
      - 3.3.1. Certified Staff members are expected to work from home or the school on eLearning/Virtual Instruction Days from 8:00 a.m. – to 3:00 p.m., and they will have the following options for missed work on eLearning days. Certified shall follow the instructional schedule as established by the building principal.
        - 3.3.1.1. May use a Personal Day
        - 3.3.1.2. Sick Leave days may not be used for non-illness-related absences on eLearning Days.
    - 3.4. Computer Technicians:
      - 3.4.1. The Director of Technology will advise the Computer Technician to work or not work on eLearning/Virtual Instruction days. In addition, the Computer Technician will have the following options for missed income on eLearning days.
        - 3.4.1.1. Use a Personal Day
        - 3.4.1.2. Employees can choose not to be paid

- 3.4.1.3. An 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 to make up missed time with the approval of the Superintendent.
- 3.4.1.4. Sick leave days may not be used for non-illness related absence on eLearning days

3.5. Custodians/Maintenance Personnel:

- 3.5.1. Custodians/Maintenance Personnel are expected to work on eLearning/Virtual Instruction Days. However, they will have the following options for absences on eLearning/Virtual Instruction days.
  - 3.5.1.1. Use a Personal Day
  - 3.5.1.2. Use a Vacation Day
  - 3.5.1.3. Employees can choose not to be paid
  - 3.5.1.4. Custodians/Maintenance Personnel can make up missed time with the approval of the Superintendent. (Employees shall not exceed the time allotment per week as outlined in the Classified Employee Handbook.)
  - 3.5.1.5. Sick Leave days may not be used for non-illness related absence on eLearning Days

3.6. Instructional Assistants:

- 3.6.1. Instructional Assistants may provide direct student services with the prior authorization of their building principals.

3.7. Nurses:

- 3.7.1. The Nurse will not work on eLearning/Virtual Instruction days, and they will have the following options for missed income on eLearning/Virtual Instruction days:
  - 3.7.1.1. Use a Personal Day
  - 3.7.1.2. Employees may choose not to be paid
  - 3.7.1.3. Employees may make up missed time by making arrangements with the Superintendent
  - 3.7.1.4. Sick leave days may not be used for non-illness related absence on eLearning days

3.8. Secretarial Staff & Extra Curricular Accounts Treasurer

- 3.8.1. Secretaries and the Extra-Curricular Accounts Treasurer, with their principal building approval, may work or not work on eLearning/Virtual Instruction days, and they will have the following options for missed income on eLearning/Virtual Instruction days
  - 3.8.1.1. Use a Personal Day
  - 3.8.1.2. The employee can choose not to be paid
  - 3.8.1.3. 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.)

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

### 3.9. Treasurer, Deputy Treasurer, & Director of Technology

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

- 3.9.1.1. Use a Personal Day
- 3.9.1.2. Use a Vacation Day
- 3.9.1.3. Employees can choose not to be paid
- 3.9.1.4. Employees can make up missed time by making arrangements with the Superintendent.
- 3.9.1.5. Sick Leave days may not be used for non-illness related absence on eLearning Days