

# RBBCSC eLearning Day Staff Expectations Handbook

# **RBBCSC eLearning Days Handbook**

The Richland-Bean Blossom Community School Corporation Board of Education recognizes the need to provide alternative means for students to achieve classroom goals on days when regular school instructional activities may be canceled. 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 provides guidelines for students and employees when eLearning Days are used.

## **DEFINITIONS & DISTRICT POLICY**

For this document, the following definitions apply:

- **eLearning:** Curriculum and instruction that takes place outside the school building, during traditional school hours, with electronic/digital communication.
- **LMS:** Learning Management System. For RBBCSC, this is Google Classroom.
- **Asynchronous eLearning:** Students work at their own pace on assignments posted online (via Google Classroom), and teachers are available via email or office hours, but there are no live, real-time meetings.
- **Synchronous eLearning:** Virtual instruction is provided in real-time, meaning the teacher delivers content live via video call (e.g., Google Meet) and students participate remotely.

### **District policy expectations:**

- All students are expected to participate in eLearning days to make up for lost instructional time.
- Parents and students will be notified of eLearning days through Blackboard Connect (Finalsite) phone calls, the RBBCSC website, and via TV|radio (in the case of inclement weather).
- Information about student and teacher expectations (including marking attendance, office hours, and availability) will be communicated to parents via newsletter or email.
- Students must provide proof of participation on eLearning days, as communicated by each building to its students and staff.
- Per Indiana code, school districts may use up to **three** asynchronous eLearning days per academic year (without an explicit waiver). There is no limit on the number of synchronous eLearning days within an academic year.

## **EXTRACURRICULARS**

**On all eLearning days,** all extracurricular practices and events will be canceled unless specifically authorized by the superintendent, principal, and/or athletic director.

**On planned eLearning days for teacher professional development,** there will be no athletic practices between 7:30 a.m. and 2:45 p.m. (EJHS and EHS teacher contract hours); however, practices and other events scheduled after 2:45 p.m. will proceed as usual.

# Asynchronous eLearning

# ASYNCHRONOUS eLEARNING

## **Instruction, Classwork & Attendance:**

### ● **Elementary Teachers (K-5):**

- All work, information and class expectations should be posted in Google Classroom by 9 a.m. If the eLearning day is preceded by a two-hour delay, assignments should be posted by 10 a.m.
- Teachers should plan for approximately 30 minutes for each core area lesson/assignment.
- Content should be in-line with current curricular topics and learning goals.
- Special Area teachers will provide instruction to students who they would normally teach on a given day with a similar expectation for length of lesson/assignment as core content areas.
- Teachers will allow students 3 school days following the eLearning day (or last day of a continuous series of eLearning days) to complete any missing work.
- Teachers will record attendance based on assignment completion.

### ● **Secondary Teachers (6-12)**

- All work, information and class expectations should be posted in Google Classroom by 8 a.m., with reasonable efforts to post the day before if possible (to allow students without home internet access to mark files for offline use.) If the eLearning day is preceded by a two-hour delay, assignments should be posted by 9 a.m.
- Teachers should plan for each period's lesson/assignment to be no more than 30 minutes.
- Content should be in-line with current curricular topics and learning goals.
- Teachers will allow students 3 school days following the eLearning day (or last day of a continuous series of eLearning days) to complete any missing work.
- EHS teachers will record attendance based on assignment completion. Teachers can record attendance directly in Harmony.
- EJHS teachers will record attendance by students answering a question in their homeroom's Google Classroom.

### ● **Title 1 Teachers**

- Title 1 teachers will be available to provide support to their students via Google Meet link, shared through (their own or the homeroom teachers') Google Classroom.
- Title 1 teachers will work with classroom teachers to ensure all students they serve have completed assignments within the 3-day window of time for completion.

## **Office Hours and Teacher Availability:**

- Teachers will maintain office hours at minimum from 9:00-11:00 for elementary and 10:00-12:00 for EJHS. At EHS, staff will be separated into 2 groups by departments:
  - Group A (English, Science, Special Education, PE, and Business) will be online from 10am - 12pm
  - Group B (Fine Arts, Social Studies, Math, World Languages and Agriculture) will be online from 11am - 1pm
- During the office hours time, teachers will be available to answer student | parent communications as they arise via the Google Meet link posted in Google Classroom.
- Information about teacher office hours and availability should be posted on Google Classroom.
- Outside of the office hour window, teachers will maintain no more than a 30 minute response time to student or parent questions throughout the contractual school day.

### **Considerations for Special Education, English Language Learners and Individual Student Needs:**

- Instruction may be provided through a variety of options such as the use of online learning management systems, paper and pencil assignments, projects, etc. The student's IEP, ILP or 504 will be implemented as written and accommodations will be provided.
- ELL staff will prioritize their time based on student need.
- Students who do have a device will be expected to access and complete assignments via Google Classroom; accommodations will be provided.
- Special education teachers will join the Google Classroom LMS of those students on their caseload as a teacher to provide access to assignments, expectations and to facilitate parent|student-teacher communication. SPED staff will prioritize which general education classroom they can provide support to and do their best to work around scheduling conflicts.
- Special education teachers will hold office hours to provide support to their students in concurrence with the general education teachers.
- Related services educators (OT, SLP, PT & social workers) will attempt to meet with students during eLearning days unless an alternative plan has been developed and communicated.

**Work Hours:** A teacher's hours ebb and flow with the needs of your students. Teachers should use professional judgment to provide the very best education regardless of where students are learning.

# Synchronous eLearning

# **SYNCHRONOUS eLEARNING**

## **Schedule & Timeframes:**

- All synchronous eLearning days will follow a two-hour delay schedule.
- All general classroom teachers are expected to hold live instruction, following the schedules outlined below (up to 30 minutes for K-5 and 25 minutes for 6-12).
- Teachers may pre-record their instruction, as long as they maintain availability for real-time Q & A from students during the scheduled timeframes below.
- Students may have work to complete outside of the live instruction. Work should be completed within 3 days of the eLearning day (or of the last day of a continuous series of eLearning days).
- Teachers should make reasonable efforts to post and notify students of assignments the day prior, to allow students without internet access to access files offline.

## **Delivery of Instruction:**

- **Elementary Teachers (K-5)**
  - All work, information and class expectations should be posted in Google Classroom.
  - Content should be in-line with current curricular topics and learning goals.
  - Teachers will allow students 3 school days following the eLearning day (or last day of a continuous series of eLearning days) to complete any missing work.
  - Students without device or internet access at home will be given opportunities at school to access or complete assigned eLearning day work.
  - Teachers will record attendance based on assignment completion.
  - All live instruction will take place through Google Meet. All Meet links will be posted through Google Classroom.
  - Specials teachers should plan to use the general classroom teacher's Google Meet link. If specials teachers meet with multiple classes at the same time, they can share their own Meet link through their own Google Classroom.
- **Secondary Teachers (6-12)**
  - All work, information and class expectations should be posted in Google Classroom.
  - Content should be in-line with current curricular topics and learning goals.
  - Teachers will allow students 3 school days following the eLearning day (or last day of a continuous series of eLearning days) to complete any missing work.
  - Students without device or internet access at home will be given opportunities at school to access or complete assigned eLearning day work.
  - Teachers will record attendance based on assignment completion.
  - All live instruction will take place through Google Meet. All Meet links will be posted through Google Classroom.
- **Considerations for Special Education, English Language Learners and Individual Student Needs**
  - Instruction may be provided through a variety of options such as the use of online learning management systems, paper and pencil assignments, projects, etc. The

student's IEP, ILP or 504 will be implemented as written and accommodations will be provided.

- ELL staff will prioritize which general education classroom they can provide support to based on student need.
- Students who do have a device will be expected to join lessons and access/complete assignments via Google Classroom; accommodations will be provided.
- Special education teachers will join the general classroom LMS of those students on their caseload as a teacher to provide access to assignments, expectations and to facilitate parent|student-teacher communication. SPED staff will prioritize which general education classroom they can provide support to based on student need.
- Special education teachers will hold office hours to provide support to their students in concurrence with the general education teachers.
- Related services educators (OT, SLP, PT & social workers) will attempt to meet with students during eLearning days unless an alternative plan has been developed and communicated. These educators may choose to use their own Google Classroom or join the general classroom Google Classroom as a co-teacher to facilitate these meetings.

- **Title 1 Teachers**

- Title 1 teachers will be available to provide support to their students via their own or the homeroom teachers' Google Classroom LMS.
- Title 1 teachers will work with classroom teachers to ensure all students they serve have completed assignments within the 3-day window of time for completion.
- Title I teachers may reach out individually to students to plan intervention groups/homework help.

**Live Instruction Schedules:**

<b>Edgewood Primary School eLearning Synchronous/Google Meet Sessions</b>			
<b>K5</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>
2-Hour Delay Start 8:00-10:00	2-Hour Delay Start 8:00-10:00	2-Hour Delay Start 8:00-10:00	2-Hour Delay Start 8:00-10:00
Start of Day Team Time 10:00-10:15	Start of Day Team Time 10:00-10:15	Start of Day Team Time 10:00-10:15	Start of Day Team Time 10:00-10:15
ELA 10:15-10:45	ELA 10:15-10:45	ELA 10:15-10:45	Specials 10:15-10:45
Specials 10:45-11:15	ELA 10:45-11:15	ELA 10:45-11:15	ELA 10:45-11:15
ELA 11:15-11:45	Specials 11:15-11:45	Math 11:15-11:45	ELA 11:15-11:45
Math 11:45-12:15	Math 11:45-12:15	Specials 11:45-12:15	Math 11:45-12:15
Office Hours 12:15-1:00	Office Hours 12:15-1:00	Office Hours 12:15-1:00	Office Hours 12:15-1:00
Lunch 1:00-1:30	Lunch 1:00-1:30	Lunch 1:00-1:30	Lunch 1:00-1:30
Teacher Prep Time 1:30-3:30	Teacher Prep Time 1:30-3:30	Teacher Prep Time 1:30-3:30	Teacher Prep Time 1:30-3:30

<b>Edgewood Intermediate School eLearning Synchronous/Google Meet Sessions</b>		
<b>Third Grade</b>	<b>Fourth Grade</b>	<b>Fifth Grade</b>
2-Hour Delay Start 8:00-10:00	2-Hour Delay Start 8:00-10:00	2-Hour Delay Start 8:00-10:00
Start of Day Team Time 10:00-10:15	Start of Day Team Time 10:00-10:15	Start of Day Team Time 10:00-10:15
ELA 10:15-10:45	ELA 10:15-10:45	Specials 10:15-10:45
ELA 10:45-11:15	ELA 10:45-11:15	ELA 10:45-11:15
Specials 11:15-11:45	Math 11:15-11:45	ELA 11:15-11:45

Math 11:45-12:15	Specials 11:45-12:15	Math 11:45-12:15
Office Hours 12:15-1:00	Office Hours 12:15-1:00	Office Hours 12:15-1:00
Lunch 1:00-1:30	Lunch 1:00-1:30	Lunch 1:00-1:30
Teacher Prep Time 1:30-3:30	Teacher Prep Time 1:30-3:30	Teacher Prep Time 1:30-3:30

<b>EJHS/EHS eLearning Synchronous/Google Meet Sessions</b>	
2-Hour Delay Start	7:30-9:30
1st Period	9:30- 9:55
2nd Period	10:00-10:25
3rd Period	10:30-10:55
4th Period	11:00-11:25
5th Period	11:30-11:55
6th Period	12:00-12:25
7th Period	12:30-12:55
Lunch	1:00-1:30
Office Hours	1:30-2:30

# District Employee Expectations

# **DISTRICT EMPLOYEE EXPECTATIONS**

For this document, the following definitions apply:

- **RBB Flex Days:**

- RBB Flex days apply only to full-time cafeteria and bus driving staff

**Certified Staff:** Certified Staff are expected to work from home or the school on eLearning days during normal contract hours. They will have the following options for missed work on eLearning days.

- May use a Paid Leave Day with approval of the building administrator. Approval should be sought prior to the eLearning day if possible.
- In lieu of sub plans, teachers are expected to post instructions and/or video instructions (depending on if it is a synchronous or asynchronous eLearning day) in Google Classroom.
- Teachers may choose to send home paper copies of work, or collaborate with a non-classroom teacher (i.e. Title 1 or SPED) as fits for their situation, class and circumstances.

**Administrators:** Administrators are expected to work from home or the school on eLearning days during normal school hours and under the same expectations for availability and communication with students, parents and teachers as their building's faculty. They will have the following options for missed work on eLearning days:

- May use a Paid Leave Day only with approval of the Superintendent prior to the eLearning Day.

**Certified Preschool Staff:** Certified Preschool Staff are expected to work from home or the school on eLearning days during normal contract hours. The work should focus on planning for instruction/activities. They will have the following options for missed work on eLearning days.

- May use a Paid Leave Day only with approval of the building administrator prior to the eLearning Day.

**Preschool Leads:** Preschool Leads are expected to work from home or the school on eLearning days during normal hours. The work should focus on planning for instruction/activities. They will have the following options for missed work on eLearning days.

- Use a paid leave day
- Employee may choose not to be paid and take an approved unpaid day

**Corporation Nurse:** The Corporation Nurse will have the following options on eLearning days.

- May work from home on administrative tasks
- Use a Paid Leave Day
- The Nurse can choose not to be paid
- The employee can make up missed time from an eLearning Day at the end of the school year by making arrangements with the building principal.
- On a planned eLearning day the employee should report to work unless otherwise told by the superintendent or his designee.

**Health Aides:** Health Aides will have the following options on eLearning Days.

- Use a Paid Leave Day
- The Health Aide may choose not to be paid
- On a *planned* eLearning Day the employee may come to work if approved by the building principal.
- May work from home on specified tasks as approved by the principal.
- The employee can make up missed time from an eLearning Day at the end of the school year by making arrangements with the building principal.

**Custodians:** Custodians are expected to work on eLearning Days and snow days.

However, if road conditions or impending weather warrants, their principal or the Director of Maintenance may allow the following options on eLearning days or snow days.

- Adjust Hours for the Day and/or working days during that pay period
- Use a Paid Leave Day
- Use a Vacation Day
- Employee can choose not to be paid

**Paraprofessionals|Assistants:** Paraprofessionals and Assistants will not work on eLearning days and they will have the following options for missed income on eLearning days.

- Use a Paid Leave Day
- Employee can choose not to be paid
- The employee can make up missed time from an eLearning Day by making arrangements with the building principal/ PK director (for PK staff).

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

- Adjust Hours for the Day and/or working days during that pay period as approved
- Use a Paid Leave Day
- Use a Vacation Day
- Employee can choose not to be paid

**Bus Drivers:** Bus drivers will not drive on eLearning days and they will have the following options for missed income on eLearning days:

- Corporation Drivers
  - May use one of the three RBB Flex days given each year if they are still available.
  - Driver can choose not to be paid.
  - Driver may use a Paid Leave Day
  - Driver may make up missed time by making arrangements with the Director of Transportation.

**Cafeteria Staff:** Cafeteria staff are not expected to work on an eLearning day and they will have the following options for missed income on eLearning days.

- May use one of the three RBB Flex days given each year if they are still available.
- Use a Paid Leave Day
- Employee can choose not to be paid
- The Kitchen Supervisors may make arrangements for making up missed time with the approval of the Nutrition Services Director.

**School Secretarial Staff, Attendance Clerks and Extra Curricular Accounts Treasurer:**

School Secretaries, Attendance Clerks, and the Extra Curricular Accounts Treasurer may work at home on inclement weather or unplanned eLearning Days. School Secretaries, Attendance Clerks, and the Extra Curricular Accounts Treasurer are expected to work at school (onsite) on eLearning Days planned for professional development activities or select one of the following options:

- Use a Paid Leave Day
- The employee can choose not to be paid
- The employee can make up missed time from an eLearning Day at the end of the school year by making arrangements with the building principal.

**Technology Department:** The Director of Technology will assign staff to handle eLearning Day questions from staff, students, and parents. The Director of Technology will be expected to work from home or the office on eLearning days. Technology Support Personnel are expected to work from home or in the office on eLearning days. They will have the following options for missing time on an eLearning day.

- Use a paid leave day.
- Take the day off unpaid.
- Take a vacation day (if available) with appropriate approvals.

**Service Center Staff and Year Round Secretaries:** are expected to work on eLearning Days. However, they will have the following options for absences on eLearning days.

- Use a Paid Leave Day
- Employee can choose not to be paid

- Employee can make arrangements with the Superintendent for that day.

# Q & A

## Q & A

### Attendance:

- Are we marking attendance by period or day?
  - *Still marking by period*
- Are we marking attendance for attending the live instruction as well as work completion?
  - *Marking by work completion*
- Are we doing attendance at the end of each class? And if a kid shows up late, are we counting tardies or just present/not?
  - *No tardies*
- How to handle office assistants and study hall attendance?
  - *Attendance based on work completion. If there is no work for these particular classes, then the student is presumed present.*

### Work expectations:

- Are we making a distinction between students with device access at home, and those without? If/how does this decision affect how much work time students are expected to get once school returns to in person?
  - *We are not making this distinction*
- Are we making a distinction or setting an expectation with in-person live instruction vs. work time for synchronous learning days
  - *No distinction set here. Teachers using professional judgement*
- SPED:
  - *IAs and SPED teachers should join the general classroom's Google Classroom*
  - *SPED teachers can communicate with their caseload directly via Classroom - can provide a small selection of work if they would like, but otherwise work alongside the general classroom work*
  - *Can hold a breakout room on the General Classroom Meet link*

### Schedules:

- When does the clock start for the three days to turn in work?
  - *3 school days following the eLearning day*
- Is there a different Wednesday schedule?
  - *No*
- Will we use our last asynchronous day before going synchronous?
  - *Supt. decision - will be communicated out to families and teachers ahead of time*
- How many synchronous days are we allowed to do in a row?
  - *There is no limit - locally determined*

### Misc:

- When will this be rolled out?
  - *This afternoon to families & teachers; tomorrow to roll out with students*
- Are cameras required to be on for students?
  - *Cameras are **encouraged** to be on.*
- Will the technology department be able to field questions/tickets?
  - *Yes - same*
- EJHS is having problems with ED Puzzles working.
  - *Rick is working on this*
- What do we do if staff wifi fails and we cannot access it online?
  - *If this is typically an issue, pre-record and schedule a post for your Google Classroom*
  - *Cell phones are also an option*

- *If you are planning to join and you are unable to, communicate with your administrator.*