



Ortonville Area Schools eLearning Day Expectations

If an eLearning day is scheduled, OAS staff, students, & parents will be notified at least 2 hours prior to the start of the school day

	Teacher Expectations	Student Expectations	General Information
James Knoll Elementary PreK-6 (Seesaw)	Assignments/Activities (Snow Day Board) will be sent home prior to an eLearning day. Teachers will send a Seesaw reminder by 8:30 AM. Teachers will be available during regular school hours (8:15 AM - 3:30 PM) and will respond to any communication from parents, students, staff or administration in a timely manner. Attendance will be determined by the student submitting to the teacher the assignments/activities and/or sending a photo of the Snow Day Board to the teacher through Seesaw within 2 days of school being back in session.	Students will know where to locate their assignments/activities (Snow Day Board). Students will complete their assignment/activities as directed. Students will return assignments/activities (or send a picture of Snow Board through Seesaw) within 2 days of school being back in session. <i>**Parents and students will follow their teacher's eLearning lessons in Seesaw or using the paper copy (Snow Board).</i>	The proposed guidelines for total amount of work time per grade level for a student are listed below. •Kindergarten: 45 minutes-1 hour •First & Second Grade: 1-2 hours •Third - Sixth Grade: 2-3 hours • 7-12: Half hour per class (4 hours) The eLearning day is considered a student day requiring attendance. Students and teachers are expected to participate in the eLearning day and attendance is required. If you do not have access to the internet, or if there is an insufficient amount of technology for the number of children in your home, please contact your child's teacher or building principal to discuss alternative options. Please consider checking your child's Schoology or Seesaw sites for further information.
Ortonville High School 7-12 (Schoology)	Assignments/Activities will be posted by 8:30 AM on the teacher's Schoology page. Teachers will be available during regular school hours (8:15 AM - 3:30 PM) and will respond to any communication from parents, students, staff or administration in a timely manner. Attendance will be determined by students completing assignments/activities assigned in each Schoology class. Please mark students absent only when confirmed absent at the end of the day to avoid confusion.	Students will know where to locate their assignments/activities in Schoology. Students will complete their assignments/activities as directed. Students may return assignments and activities on the next scheduled school day if approved by their teacher. Students will check in with teachers to ask questions or get feedback on assignments. <i>**Parents and students will find eLearning activities posted in each Schoology class.</i>	

	Support Staff Roles and Expectations		
	Paraprofessional Expectations		General Information
	Paraprofessionals will either discuss a plan with their case manager or supervisor ahead of time or work through on-demand training. Any training will need to be completed by 3:15 of the work day and please provide proof of completion to your supervisors. Paraprofessionals should be available as needed during their contracted time and are expected to be available during their regular work hours/day to assist students, and are encouraged to reach out via email using the school issued device they will receive. Expectations are for paraprofessionals to respond to communication by administration or other staff within 60 minutes. See Training access on the right for PD, as well as the potential for Google Meetings with students who have requested or need assistance.		- <u>Paraprofessionals will log into their Vektor School Training Portal. Inside this portal they will see a menu of relevant available professional development trainings completed asynchronously. (Online records of trainings completed kept)</u>
	Cooks, Maintenance/Custodians		
	Cooks/Kitchen staff will look to perform other duties on this day related to Nutrition Services online. Maintenance/Custodial staff will work as needed to ensure the district buildings are safe and ready for the return for staff and students. They will look to Building and Grounds Supervisor, Mitch Torgerson, for specific directions.		
	PreK-12 Office Staff and Media Center		
	PreK-12 Office Staff and Media Center will complete work remotely on E-Learning Days. They will look to administration for communication on these days for work that is being completed remotely and be available by any communication during their regular work hours.		