



eLearning/Virtual Learning Guidance

eLearning/virtual learning is an opportunity for East Noble School Corporation to provide continuous instruction that would otherwise be put on hold due to weather conditions. As a result of recent legislation (HB 1093) updated eLearning/virtual learning guidance is necessary.

Definitions:

eLearning: lessons are posted, and teachers are available for questions via email throughout school day hours

All eLearning lessons should be recorded and posted to Seesaw or Canvas. The recording should include the instruction, modeling, and independent practice time (in which questions and answers may be valuable to others). Recording should be posted for a week following the eLearning day and should be saved until the end of the school year.

Virtual Learning: lessons are delivered **LIVE** by the teacher at a designated scheduled time (see schedule below); teachers will be available for questions throughout school day hours

Virtual learning instruction needs to include live instruction from teachers and cannot be check-in periods or office hours. Following the model of I DO, WE DO, YOU DO teachers should plan for instruction, modeling, and time for independent practices. Instruction is recommended to be a minimum of 15 minutes of the period. Independent practice should not exceed 15 minutes per period. Modeling of the content will be the remaining amount of time.

All virtual learning lessons should be recorded and posted to Seesaw or Canvas. The posting of videos should occur within 1 hour of the conclusion of the live instruction schedule for each building. The recording should include the instruction, modeling, and independent practice time.

ELearning/Virtual Learning Lessons

As eLearning/virtual learning plans are made there are several points to keep in mind to provide students, parents, and staff members a quality day of instruction.

1. When designing lesson content, some Internet based activities may be used. However, if a piece of instruction is reliant on the Internet, this should be clearly noted in the student directions, as well as a



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statement that allows students additional time to access the content if Internet access is not available in the student's home.

2. ELearning/virtual learning days are considered a contracted workday. Staff members are expected to be available to students and parents until the end of your normal contracted day. Teachers are expected to be at home or at school during their contracted hours. Perception is everything. When teachers are seen at the grocery store, out to lunch, or at the YMCA on an eLearning/virtual learning day, the assumption is they are not working.
3. Students and parents should have well publicized methods to reach a teacher. Email access is expected, and telephone communication is strongly recommended for the day. If a staff member does not have access to the Internet at home, he/she should relocate to a site with functioning Internet, unless the county alert status is elevated to a no travel level. Students and parents should receive a live response to questions and concerns (email or call) within 30 minutes of the initial contact, if the initial contact is made during contracted times.
4. ELearning/virtual learning is conducted in a different environment than a typical classroom. Therefore, lessons should be built using the ENSC eLearning/virtual learning guidance (located at the end of this document) as well as taking into consideration that students will find sitting at a table for 2.5-3 hours a challenge. Lessons built using movement, hands-on activities, manipulatives, etc.... will help students maintain engagement in the day.
5. ELearning/virtual learning lessons should contain all materials needed for the lesson. If a student will need a page from a textbook or paper that was sent home, these items should also be posted as PDFs on the student's device. Since many students will be completing assignments at a relative's house or daycare, it is our duty to ensure that they have access to everything they need.

Communication – Required

Students and parents should have well publicized methods to reach a teacher. Email access is expected, and telephone communication is strongly recommended for the day. If a staff member does not have access to the Internet at home, he/she should relocate to a site with functioning Internet, unless the county alert status is elevated to a no travel level. Students and parents should receive a live response to questions and concerns (email or call) within 30 minutes of the initial contact, if the initial contact is made during contracted times.

All teachers should have email open during an eLearning/virtual learning day. Since it may be impossible to respond immediately to each student, all teachers should set up and turn on an automatic reply to their email account during the eLearning/virtual learning day. An automatic reply will let the sender know that you have received the message and you will contact them shortly.

Example – Thank you for contacting me on our eLearning/virtual learning day. I may be working with another student at the moment, but your question is important to me. I will contact you as soon as I can.

To set up an Automatic Reply, open Outlook, go to File, choose Automatic Replies, click on Send Automatic Replies, and set the date and time. Then, compose a message and make sure to copy the message to both the Inside My Organization and Outside My Organization tabs. Click Ok to activate the responses. Don't forget to



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turn this off at the end of the day. Once an automatic reply is created, it is stored and can be used again by simply selecting different date and time ranges.

Telephone or Video Communication - Recommended

Staff members are strongly encouraged to provide students and parents with a way to be reached by phone. If you are not comfortable with providing your personal phone number, just remember that your phone numbers are completely accessible in a quick Internet search. You can always utilize the block number feature offered by your telephone carrier, as well. If you are still not comfortable with telephone communication, then consider using Teams to video chat with students.

Other Forms of Communication - Optional

In addition to email and phone access, many teachers are also communicating with students and parents via Canvas, class website, Facebook, Twitter, Class Dojo, etc. The use of other forms of communication should always be from a school-based or school specific account and not a personal account. If you don't have two different accounts, now is the time to establish them. These are also acceptable forms of communication but should be used in combination with email and/or phone contact.

Virtual Learning with Teachers at Home or School

If teachers are conducting virtual learning from their home or school, the expectation is that they can provide distraction free teaching during the required hours based on their building level. This means that children, pets, and other household distractions should not be present or visible during the live instruction. Teachers will need to be present and on camera during the defined live period of instruction.

Teachers without adequate internet access or speeds at home, should report to the building for eLearning/virtual learning days unless Noble County is at a level **Red** status.

On camera, teachers should be dressed as they would be for an in-person instruction day in business casual clothing (from top to bottom). Teachers should also be aware of what is visible in the background while on camera – paying close attention to any references to alcohol, politics, religion, or any other inappropriate materials.

Guidance for Local Daycare Facilities

Local daycare and childcare facilities will now be encouraged to provide time for students to join virtual learning during the published times.

Utilization of eLearning vs. Virtual Learning Days

Each Indiana school corporation is allotted up to three eLearning/virtual learning days per school year where live instruction does not have to occur. East Noble will be utilizing these days if there is a cancellation during the first week of school or following consecutive virtual learning days. Staff should assume all inclement weather days will be virtual learning days unless otherwise announced by the Superintendent or designee.



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Attendance

Teachers will need to take attendance to document which students attend eLearning/virtual learning. Attendance will be taken by assignment completion. One assignment is required for each teacher per eLearning/virtual learning day. Elementary students have three days to turn in assignments, with the day that eLearning/virtual learning is conducted as Day 0. High School students are required to turn in assignments within 24 hours.

How will full day PD be Handled if Required Virtual learning Must Occur

If ENSC does not receive a waiver for PD days and if PD days become virtual learning eLearning/virtual learning days, PD will occur between 7:30-9:00 and from 2-3:30. All teachers will be expected to provide virtual learning from their designated school building or the building in which the PD is occurring.

What Happens on Mondays?

If eLearning/virtual learning occurs on a Monday, the goal would be to maintain the PD schedule that schools have built to support their school improvement planning. Collaboration time will flip to the afternoon and will occur from 2:30-3:15 PM.

How will Special Education, Title 1 and ELL services be provided during virtual learning? What will the special education, Title 1, ELL teachers do on these days?

Teachers who provide pull out services at the elementary buildings will develop a rotation schedule in which they attend class with students and are available during the independent practice times to help support students. They may also pull students for service during the Science or Social Studies periods but not during related arts.

What is the plan if a teacher is not able to conduct virtual learning live eLearning/virtual learning (i.e., due to illness, funeral, personal day)?

If a staff member is not able to provide virtual learning instruction due to illness, funeral, etc.... they will submit a day off to Region 8 and will create a virtual learning lesson plans that will be posted by 9:00 AM. If a partner teacher is available to include the students in virtual learning instruction this would be encouraged. The absent staff members should reach out to the building principal as soon as possible.

EXTREME EMERGENCIES - If a staff member is unable to provide virtual learning, they will submit a day off to Region 8 and will contact the building principal as soon as possible. A message will be posted to students and parents that indicates that due to an emergency the teacher will not be available for the day. Lesson material will be posted as soon as possible, and students will be notified on how to complete the learning for the day.

Deadlines for Student Work

Elementary students will have three (3) days to submit all work and the Middle School students will have two (2) days to submit work. Submission of work is counted towards attendance. The eLearning/virtual learning day is considered Day 0. High School students are required to turn in assignments within 24 hours.



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IA's

IA's who are listed in the classified handbook as employees who will report to work on closed days, will be able to report to the buildings. All others may take a personal day or an unpaid day.

Time Schedule for the Day

Elementary schedule

Elementary students are expected to receive 2.5 hours of live instruction during the eLearning/virtual learning day.

A Days – Avilla, South Side, Wayne Center	B Days – Rome City, North Side
Group 1 9:30-10:15 Group 1 Related Arts/Science/SS 10:30-11:30 ELA Instruction 12:00 –12:45 Math Instruction Group 2 9:30-10:30 – ELA Instruction 10:45-11:30 Group 2 Related Arts/ Science / SS 12:00 –12:45 – Math Instruction Group 3 9:30-10:30 – ELA Instruction 10:45-11:30 Math Instruction 12:00 –12:45 Group 3 Related Arts/ Science / SS	Group 1 9:30-10:15 Group 1 Related Arts/ Science / SS 10:30-11:30 ELA Instruction 12:00 –12:45 Math Instruction Group 2 9:30-10:30 – ELA Instruction 10:45-11:30 Group 2 Related Arts/ Science / SS 12:00 –12:45 – Math Instruction Group 3 9:30-10:30 – ELA Instruction 10:45-11:30 Math Instruction 12:00 –12:45 Group 3 Related Arts/ Science / SS



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The following is the Middle School schedule:

Middle school and high school students are expected to receive 3 hours of live instruction during a virtual learning day.

9:30-10:00 – Period 1

10:05-10:35 – Period 2

10:40-11:10 – Period 3

Lunch – 11:10-11:40

11:40 – 12:10 – Period 4

12:15-12:45 – Period 5

12:50-1:20 – Period 6

The following is the High School schedule:

9:30-10:10 -Period 1

10:15-10:55 – Period 2

11:00-11:40 – Period 3

11:40-12:05 Lunch

12:05-12:45 – Period 4

12:50-1:30 – Period 5

Special Cases for Shared Teachers

Michael Cary will provide service to SS on eLearning/virtual learning Days.

Rob Wilson will provide follow his daily schedule.

Amanda Blackman will provide virtual learning to high school on A days and live instruction to HS on B days. On A Days would provide virtual learning instruction to SS.

Chris and Kim Mettert will work ensure single taught classes are covered before co taught classes.



What Makes a Quality e-Learning/virtual learning Lesson?

Parts	Rationale	Examples (not inclusive list)	
Instruction – I do	<p>ALL lessons for eLearning/virtual learning should contain instruction. Even if you provided instruction the day before or earlier in the week, in class you would always conduct a review of the information before jumping into the content, so the same should be true of an eLearning/virtual learning day also.</p> <p>Whether a new lesson or a review, a lesson should contain instruction.</p> <p>Both eLearning and virtual learning lessons should be posted for student access.</p>	Best	A live video session or a recorded video of you providing information and/or instruction.
		Better	<p>1. A Khan Academy or similar site that provides instruction that you have previously vetted.</p> <p>2. A video that students can learn information from, i.e., Discovery Channel, National Geography, etc.....</p>
		Satisfactory	A PDF article or chapter to read with guiding questions to reflect upon.
Modeling – We do	<p>ALL lessons should contain modeling. No matter what you are asking students to do, they should be provided examples that demonstrate the process needed to complete the skill. While eLearning/virtual learning may not allow you to collaborate with students, you can still provide a scaffolded model. In some cases the modeling may also be a part of the instruction piece.</p>	Best	A live video session or a recorded video of you providing a model, i.e., solving an example problem, filling in a notes page, answering the first reflection question.
		Better	A Khan Academy, Learnzillion or similar site that provides modeling that you have previously vetted.
		Satisfactory	A PDF of the example with detailed written directions.
Independent Practice – You Do	<p>ALL lessons should have students independently practice the skill.</p>	Best	Using technology, employ an app or program to complete a task. Moving towards higher levels of SAMR, is this a task that goes beyond substitution?
		Better	Using technology, employ an app or program to complete a task. Substitution level task on SAMR.
		Satisfactory	A paper/pencil activity.



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Assessment	Not all lessons may have an assessment, or the independent practice may serve as an assessment.	Best	An electronic product that will be graded that contains items that can't be Googled, i.e., a video reflection, a written response, a picture of a product, a quiz.
		Better	An electronic product that will be graded that falls lower on the SAMR model.
		Satisfactory	A paper/pencil activity.
Grading	If it is assigned, it should be graded.	Best	Rubrics were shared ahead of time and work is scored using the rubric.
		Better	Students receive a performance score for the work completed
		Satisfactory	Completion grade is given.