Sebeka Public School e-Learning Day Plan

	Grades K-3	Grades 4-6	Grades 7-12
Purpose	On days when school is canceled due to inclement weather, students and staff will utilize developmentally appropriate resources to communicate and engage in e-Learning that are related to current classroom goals and skills. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day. This will also help to minimize the disruption to academic progress caused by unplanned school closures		
Teachers K-6 Grade Levels 7-8 Subject Areas K-12 Specialists K-12 SPED	**On an e-Learning day, teachers will…** • Post assignments and activity directions and reminders onto their website, Remind by 10 am • Submit e-Learning plan to the principal by 10 am. • Take attendance by either email, phone calls or submission of work • Monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 am and 3 pm **In advance, teachers will…** • Communicate pertinent and timely information regarding activities, and assignments to students prior to anticipated e-Learning day when possible • Design flexible learning day activities that include options for students who have internet access and those without internet access • Design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home • Design activities that address standards and enhance appropriate grade level curriculum • Collaborate to develop options that incorporate specialists related activities • Collaborate to develop options that incorporate appropriate accommodations for students • Communicate activity guidelines and expectations to parents and students	**On an e-Learning day, teachers will…** • Post assignments and activity directions and reminders onto their website, Google Classroom, Remind by 10 am • Submit e-Learning plan to the principal by 10 am. • Take attendance by either email, phone calls or submission of work • Monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 am and 3 pm **In advance, teachers will…** • Communicate pertinent and timely information regarding activities, and assignments to students prior to anticipated e-Learning day when possible • Design flexible learning day tasks that engage students to collect visual artifacts, watch and respond to teacher posts and other videos, and interact with other students regarding standards and goals that are currently being addressed in class. • Collaborate with the specialists and other staff who will have access to the teacher's assignments to assist and provide accommodations • Design e-Learning assignments and activities with the expectation that students will be able to complete all assigned tasks for the day • Prepare a non-internet based assignment for students without internet access	**On an e-Learning day, teachers will…** • Post assignments and activity directions and reminders onto their website, Google Classroom, Remind by 10 am • Submit e-Learning plan to the principal by 10 am. • Take attendance by either email, phone calls or submission of work • Monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 am and 3 pm **In advance, teachers will…** • Communicate pertinent and timely information regarding learning goals, activities, and assignments to students prior to anticipated e-Learning day when possible • Design e-Learning day assignments with realistic expectations, timelines, and considerations regarding students' accessibility and workload • Design e-Learning day that address and enhance the course standards and benchmarks that are being covered in class • Design e-Learning day assignments that encourage collaboration and communication, and may involve formative assessments, when appropriate • Prepare a non-internet based assignment for students without internet access

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Non-Teacher Guidance Counselor Speech Support Staff	**On an e-Learning day, staff members will…** ● Develop an action plan for the day ● Communicate that action plan to their supervisor by 10 am ● Reflect on their accomplishments for the day and communicate via email to their supervisor by 3 pm ● Utilize digital communication tools to communicate and conduct virtual meetings, as appropriate		
Students	**On an e-Learning day, students will…** ● Complete selected activities on the e-learning worksheet ● Sign and return activity sheet to their teacher on the next school day **In advance, students will…** ● Know where to access and be prepared to complete e-Learning day activities	**On an e-Learning day, students will…** ● Complete e-Learning day assignments ● Communicate questions for teachers via email, Google Meets or Remind ● Sign and return activity sheet to their teacher on the next school day **In advance, students will…** ● Know where and how to access their email and teachers' websites ● Communicate to their teachers if they don't have access to the internet at home and take home the non-internet assignments	**On an e-Learning day, students will…** ● Access their email and/or their teachers' websites ● Complete e-Learning day assignments ● Participate in e-Learning day activities ● Communicate questions for teachers via email, Google Meets or Remind **In advance, students will…** ● Know where and how to access their email and teachers' websites ● Communicate to their teachers if they don't have access to the internet at home and take home the non-internet assignments
Parents/ Caregivers	**On an e-Learning day, parents will…** ● Monitor student progress on e-Learning day activities ● Communicate questions for teachers via email or Remind ● Sign and return activity sheet with the student to school on the next school day	**On an e-Learning day, parents will…** ● Monitor student progress on e-Learning day activities, when appropriate ● Communicate questions for teachers via email or Remind ● Sign and return activity sheet with the student to school on the next school day	**On an e-Learning day, parents will…** ● Monitor student progress on e-Learning day activities, when appropriate
Conditions Timelines Platforms Materials	**e-Learning day activities will…** ● Utilize subject strand activity sheet that provides multiple options for students and parents ● Consists of activities that are best suited to the resources that are available at home ● If possible, be sent home with students in advance of an e-Learning day	**e-Learning day activities will…** ● Utilize email, Google Meets or Remind ● Consist of activities that are best suited to the resources that are available at home ● Provide flexible options and due dates to accommodate for students who do not have access to the internet outside of school	**e-Learning day activities will…** ● Utilize email, Google Classroom or Remind ● Use multiple types of material formats, that may include videos, articles, Google Meets, and other collaborative media and communication platforms ● Provide flexible options and due dates to accommodate for students who do not have access to the internet outside of school

Approved 11/26/19

Revised 12/12/22

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Communication	**Communication regarding e-Learning days will…** • Include a letter home in the in the fall of each school year • Be sent via the school messenger call • Posted on the school's Facebook page and website	**Communication regarding e-Learning days will…** • Include a letter home in the in the fall of each school year • Be sent via the school messenger call • Posted on the school's Facebook page and website	**Communication regarding e-Learning days will…** • Include a letter home in the in the fall of each school year • Be sent via the school messenger call • Posted on the school's Facebook page and website
Attendance	**Students will be held accountable for attendance on e-Learning days by…** • Email or Remind responses • Returning a signed e-Learning assignment sheet to school within 2 school days	**Students will be held accountable for attendance on e-Learning days by…** • Email or Remind responses • Submitting assignments within 2 school days	**Students will be held accountable for attendance on e-Learning days by…** • Email or Remind responses • Submitting assignments within 2 school days