



eLearning at Nettle Creek

ABOUT

Nettle Creek School Corporation (NCSC) will hold eLearning Days in the event of school closings due to inclement weather. In the future, NCSC *may* also use Planned e-Learning Days. Planned e-Learning Days are days that occur regardless of weather.

WHY

SCHOOL CLOSINGS due to Inclement Weather

The day eliminates make-up and added days at the end of the year.

The day allows students to have continuous instruction in the event of inclement weather

It ensures the safety of all students and staff.

PLANNED FLEX DAYS

The day allows students to continue their learning while teachers and administrators participate in professional development.

WHAT

Students will access their eLearning lesson in the following ways:

K - paper pencil only, Grades 1-5 paper pencil or online, Grade 6 online through Google Classroom.

Secondary students, 7th grade - 12th grade, will access their eLearning lesson via Google Classroom.

HOW

Primary teachers will create learning packets that offer students the opportunity to choose between electronic or paper/pencil options. Reminders will be sent out through the classroom teacher's determined method of communication and packets will be sent home prior to anticipated inclement weather. Intermediate, junior high and high school teachers will post lessons no later than 9:00 AM in Google Classroom. Google Classroom allows teachers and students to interact online. Teachers will have office hours from 9:00 AM – Noon on inclement weather days and varying office hours on future planned eLearning Days.

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FAQ for eLearning Days

Why do we have eLearning Days?

The Indiana Department of Education encourages school districts to hold yearly eLearning Days as an opportunity for students to engage their lessons through technology initiatives. The IDOE has been transitioning state assessments and other assessments to a digital standardized assessment format. In addition, most colleges and universities have moved to electronic submission of many assignments, quizzes and tests. Also, most job opportunities require some level of electronic use ability. NCSC believes that eLearning Days will better prepare our students for their time as a student and for their future in college and/or the career field. Inclement Weather eLearning Days will provide an opportunity to have students learn while at home to maintain learning momentum during inclement weather, prevent additional make-up days, and add the option of staying safe during extreme weather events. For future planned eLearning Days, not only will the students continue to benefit from the eLearning experience, but our teachers will be able to attend professional development activities and collaborate.

Will we have any built in snow days?

We would NOT have built in snow days. Every day missed due to weather would be an eLearning day.

How will attendance be taken?

Students will be considered present when they submit their assignments.

Lesson/Assignment Expectations

Kindergarten students will receive a paper/pencil eLearning assignment. Grades 1-5 may receive a paper/pencil or online eLearning assignment. In grades 6-12, assignments created by teachers for eLearning days will be delivered online through Google Classroom (or other digital media) and available for students to complete electronically.

Digital assignments will include **“direct instruction”** (which could include reading a document or reviewing a website, watching a video created by the teacher or from some other source, etc.) and a **“processing activity”** where students will engage with content. Students should also complete an **“activity” or “task”** that is submitted (tasks or activities might include creating a review or counter position, virtual discussion or forum participation, creating a project, answering questions, etc.) —the possibilities are limitless. All assignments for an eLearning day will be posted in the teachers’ Google Classrooms by 9:00 a.m. and each teacher will have designated contact hours (9:00—noon) to provide guidance or additional assistance. Though students may organize their day in a manner that suits them, should the teacher wish to engage with students in a “virtual discussion,” students in that class would be required to participate at the designated time.

Considerations for Students with Special Needs

For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class.

Special Education staff will work closely with parents prior to eLearning days considerations are reflected in their children's IEP's.

What happens if my child cannot complete/submit their assignment that day?

Students will have one week (5 school days) to complete/submit assignments. Assignments must be submitted before midnight on the fifth day.

When will Learning Intentions and assignments be posted?

When inclement weather causes a school cancellation, Learning Intentions and Assignments are posted no later than 9:00 AM. When possible, Learning Intentions and assignments will be posted ahead of the eLearning Day.

How does my child contact their teacher?

Students should use the teachers district email address. If you do not have the teachers email address, you can find it by going to the school's website and clicking on the staff tab. Teachers will have office hours from 9:00 AM - 12:00 PM.

Where does my student go to find and turn in assignments?

For students in Grades K-5, the classroom teacher will give you directions. Students in Grades 6-12 will use Google Classroom.

What if the student's Chromebook is not working?

Students may use any other device to access web-based programs. If students have access to an electronic device that is able to access the internet, they can login and access Google Classroom. If the student cannot find a way to complete the assignments, they should contact their teacher to inform them of the problem.

My child/student can not access YouTube videos or specific websites assigned by the teacher?

You will need to be logged into Google with your (student) account for the system to receive the correct permissions.

Open Google Chrome (or compatible web browser)

Go to www.google.com

In the upper right hand corner, click sign-in

Login with the students Google account

Their login account is their email address (Ex: john.doe@nettlecreek.k12.in.us)

Their password is 8 digit combination of letters and numbers.

Once they have logged into Google, the student should now try to access the website or videos.

My child/student can not access wireless at home or location.

At times a device can not access the wireless access/router you have at home or at another location. We recommend to reboot the device which will reset the wireless connection. Also verify the correct login and password for the wireless router are entered.

My child does not have a device.

Students will have one week to turn in assignments. This will allow the student to use a district device to complete the assignments.

Can more than one student use or login on a Chromebook?

Yes, Chromebooks can have multiple user or login accounts on them.

My device is slow to connect to Google classroom or other websites.

We recommend to reboot the device to clear out the memory and reset the connections to the local wireless. Try connecting again to Google Classroom.

Connectivity

NCSC understands that there are limitations in being able to connect to a network. Students should stay home to learn. If there is a need to connect to a network outside of the home, there are many locations that provide free wifi.

Additional Information

1. Make sure to download all necessary documents or files before leaving school. That way you can access those documents anywhere, even if you don't have internet.
2. Get the free "Save to Google Drive" Google Chrome extension to help with saving various online content or images/screenshots to Drive. Extensions can be found on the Chrome Web Store. Access the store while on WiFi.
3. Tell your teacher as soon as possible if you do not have access to internet at home. Keep that channel of communication open as the school year progresses.
4. When you do have access to WiFi, whether that is at school -- before and after school, during study hall -- or at a relative's house, use that time wisely to access school work and content, complete assignments, and turn in something

Offline Access

You must use the app to have offline access on Chromebooks.

Reminder: Google Classroom cannot be accessed if offline, so all files must be opened and saved to Google Drive, Docs, Sheets, or Slides before leaving school.

For Chromebooks Only: Login to your Chromebook offline:

Login to your Chromebook without internet access.

1. A box will pop up that says "Network not available."
2. At the bottom of that box, click on the sentence, "If you've already registered on this device, you can sign in as an existing user."

For all devices: Access downloaded content offline:

Students are able to access their local files that have been downloaded to their computers. For example, a teacher sends you a PDF file of an article that you are to read and respond to for homework. You can make sure that you download that file WHILE CONNECTED TO WIFI (example, while at school.) , so that it is on your device.

Access/edit documents in your Google Drive offline:

Students have the ability to access (view, read) and even edit (type, make changes to) certain Google Drive documents while offline.

1. Make sure your Drive is set-up to work offline.

Go to your Drive (WHILE CONNECTED TO WIFI).

Click on the settings wheel in the top right. Choose "settings."

Now check the box that says, "Sync Google Docs, Sheets, Slides & Drawings..."

2. Now you can access your Drive items (Docs, Sheets, Slides, and Drawings) by finding your Drive app in the launcher (bottom left corner, magnifying lens).

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FAQ for Teachers on eLearning Days

Posting of eLearning assignments

The eLearning assignment must be available by 9 AM.

When are office hours? Are the times flexible?

All teachers should be available to students from 9 AM-Noon. Office hours are not flexible.

How will the teacher be available to students/parents for contact on the eLearning day?

Teachers should be available by email.

What types of activities/lessons should I plan for my students?

A continuation of the previous lesson, review, or front-loading for an upcoming lesson. The lessons may include videos, internet research, online quizzes/assignments, commenting on a forum, writing a paper, creating a presentation, or anything else the teacher deems relevant to the curriculum.

Lesson/Assignment Design Expectations

Kindergarten students will receive a paper/pencil eLearning assignment. Grades 1-5 may receive a paper/pencil or online eLearning assignment. In grades 6-12, assignments created by teachers for eLearning days will be delivered online through Google Classroom (or other digital media) and available for students to complete electronically. Assignments will include “direct instruction” (which could include reading a document or reviewing a website, watching a video created by the teacher or from some other source, etc.) and a “processing activity” (which might include creating a review or counter position, virtual discussion or forum participation, creating a project, answering questions, etc.) —the possibilities are limitless. All assignments for an eLearning day will be posted in the teachers’ Google Classrooms by 9:00 a.m. and each teacher will have designated contact hours (9:00—noon) to provide guidance or additional assistance. Though students may organize their day in a manner that suits them, should the teacher wish to engage with students in a “virtual discussion,” students in that class would be required to participate at the designated time.

How much time should students on assignments?

Elementary: Plan 10-15 minutes per subject/class

Jr/Sr High: Plan 20-30 minutes per subject/class

How long will students have to submit work?

All students, K-12, will have (5) school days from the day of the inclement weather day to submit assignments. Assignments must be submitted before midnight on the fifth day.

Ex: Snow days is on Tuesday, March 5 assignments are due March 12 before midnight.

How will we meet student accommodations?

The special education teachers are adding statement(s) to IEPs that will address eLearning days.

My students do not have online textbooks. How do I plan for an eLearning day?

Think of your lesson in different terms-- these lessons/activities don't always include reading from a textbook and answering questions. The lessons may include videos, internet research, online quizzes/assignments, commenting on a forum, writing a paper, creating a presentation, or anything else the teacher deems relevant to the curriculum.

Student Attendance

Attendance sheets are due the day after assignments are collected. Teachers will use a class roster and mark each child present or absent. The document is then given to the specified building secretary. The building secretary will enter attendance into the computer system. If a student does not turn in the eLearning assignment by the due date, he/she is counted absent.

Ex: Snow days is on Tuesday, March 5 assignments are due March 12 before midnight. Attendance is turned into the secretary on March 13.

Do we count completion of the assignment as attendance even if it comes, say, five days late?

For attendance purposes, No.

However, the teacher may accept a late assignment and give the student credit (for a grade) per teacher/school policy.

Teacher Attendance

What if a teacher is physically ill on an eLearning day and can't be available to students?

If a teacher is sick on an eLearning day, then they are sick and they are to follow the same procedures as if they were sick on a regular school day. HES- contact Mrs. Hokey and complete an absence form. HHS- contact Mrs. Schaeffer and complete an absence form. Sub plans are still expected for absences; teachers are required to have an eLearning assignment ready to go even if you aren't available during 'office hours'.

What if a teacher had already planned a personal day for that eLearning make-up day?

If a teacher has a personal day on an eLearning day, then they are out and they are to follow the same procedures as if they were out on a regular school day. HES- contact Mrs. Hokey and complete an absence form. HHS- contact Mrs. Schaeffer and complete an absence form. Sub plans are still expected for all absences. The teacher would take their personal day. The teacher would communicate to their students that they are going to be absent. An eLearning assignment is still required even if the teacher isn't available during 'office hours'.

Could a teacher absence be made up an alternative way? Will an absence count as sick/personal day for the teacher?

No, a teacher absence cannot be made up in another way. An absence would count as an absence for the teacher. If a teacher contacted admin and filled out an absence form, it would count as a sick/personal day.

Will we have any built in snow days?

We would NOT have built in snow days. Every day missed due to weather would be an eLearning day.

Will there be a limit to the number of eLearning days?

No

Should there be a limit on the number of eLearning days back to back?

No. However, if we were to have multiple snow days in a row, administration with the guidance of the Indiana Department of Education would determine to continue with the consecutive eLearning or add a day to the end of the school year.

How will the days work with the current high school schedule?

All eLearning days will be Tiger Days

What is the state's accepted attendance percentage?

There is no minimum attendance required in order for a school day to "count" as an instructional day. It should be noted however that if at least 20% of your students call in sick, you should report it to the Department of Health.

What will we do to encourage students to complete the assigned work so the day can count?

The day will count for the school corporation regardless if the student does the assignment or not. The assignment is given to ensure learning and to hold students accountable for the learning.

Does the eLearning day have to be on the exact day of the missed day or can it happen 48 hours after?

We will hold eLearning on the day of the missed day. The assignment must be posted by 9 AM on the missed day.

What about students who do not have internet access at home?

If some students do not have internet access at home they may be able to work at another location or work may be downloaded to their device before they leave school.

How will teachers be assessed on their eLearning lessons?

Teachers will be assessed by showing their building administration proof of their eLearning assignment/lessons. *Options: add admin to Google classroom or provide them with a 'hard' (paper) copy of the assignment.*

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FAQ for Support Staff on eLearning Days

Transportation Staff, Administrative Assistants, and Instructional Assistants

Your supervisor will give you options on how you can make up the hours which may include professional development opportunities or working on different days or at different times other than your regular schedule.

Maintenance Staff

Your supervisor will communicate inclement weather expectations to you.

Food Service Staff

Chartwells will communicate your inclement weather expectations to you.