

## **Remote/E-Learning Guidelines**

### **Introduction**

Western Wayne Schools (“Corporation”) may provide an alternative means for uninterrupted instruction during school cancellations, release days when professional development is completed by staff, or when there may be a situation with facilities being uninhabitable. Per IC 20-30-2-1, e-learning days provide school districts with an option for continuing an instructional day away from traditional time limits and brick and mortar setting.

### **Internet Access/Technology**

Students have assigned Chromebook devices for school-related work while at school or at home while following established policies and procedures. Most student work will be distributed electronically and students will be given adequate time to complete their assigned lessons.

### **Teacher Access**

Teachers will be directly reachable for students and parents to facilitate and support instruction during regular school hours. Teachers will inform students and families of their preferred means of communication.

### **Attendance**

Students will have the ability to acknowledge their attendance by communicating with their teachers. Teachers are responsible for reviewing the attendance of students and reporting students they have not heard from to administration within established timelines.

### **Assignments**

In the event of a scheduled cancellation of classes, students will be informed at least forty-eight hours in advance, and teachers will give out materials/assignments ahead of the scheduled Remote/e-Learning day. In the event of an unscheduled cancellation of classes, teachers shall inform students of assignments for the day by 9 a.m. In the event of a two-hour delay that becomes a cancellation, students will be informed by 11 a.m.

### **Work Continuity**

Each lesson will cover content that would have been addressed if the school were in session in a traditional setting or an equivalent lesson.

### **Accommodation Support**

Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English Learners will also receive accommodations according to their

Individual Learning Plan (ILP). Students with Section 504 Plans will receive appropriate accommodations as outlined in their 504 Plan.

Conferences will be held for students, as needed, to address any unique circumstances regarding each student's learning needs to support them on Remote/e-Learning days. In some cases, an addendum to the established learning plan may be sufficient.

### **Offline Support**

For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use.

Alternative plans will be developed for students as appropriate. Such alternative plans may include prepared activities focused on the student's individual learning plan.

### **Individual Needs**

For limited English proficient students, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use per the Individual Learning Plan.

### **Technology Assistance**

During e-learning days, technology staff will be answering technology-related issues through the link below.

<https://helpdesk.wwayne.k12.in.us/portal/tickets>

### **Additional Information**

In the event of a widespread technology issue, the Corporation will communicate the problem and any solution to students and parents as soon as practicable. If the problem is not determined to be a Corporation issue, staff will work with the student/parent to address the concern on a case-by-case basis when students return to school.

For more information regarding eLearning Days from the Department of Education - click here <https://www.doe.in.gov/elearning/elearning-day-program>.

Western Wayne Schools