

Continuous Learning Guidelines

Introduction

The Western Wayne Schools (Corporation) may provide an alternative means for uninterrupted instruction during school cancellations, early release days when professional development is completed by staff in the afternoon, or when there may be a situation rendering in-person instruction inappropriate for a particular student or group of students. Distance learning provides an option for attendance away from traditional time limits and brick and mortar setting.

Virtual Student Instructional Day

If the Corporation conducts more than three (3) virtual days when at least 50% of the Corporation's in-person enrolled students attend virtually or online, at least 50% of instructional time on any subsequent virtual days will consist of teacher directed synchronous instruction. Where instruction is less than 100% teacher directed synchronous instruction, the remainder of instruction will be asynchronous.

Internet Access

Students will have school days to complete the assigned work for each day in which a student participates in distance learning. By establishing this window for each instructional day, students will have adequate time to complete their assigned lessons. Students have assigned devices for school-related work while at school or at home while following established policies and procedures.

Teacher Access

Teachers will be directly reachable for students and parents to facilitate and support instruction. During all instructional days, teachers will be accessible during regular school hours to direct instruction. Teachers will inform students of their preferred means of communication during periods of asynchronous instruction.

Attendance

Students will have the ability to acknowledge their attendance during the instructional day by responding to an attendance check-off requirement located within the platform; participation in mandatory videoconferences, phone conferences, or other virtual environment; and/or timely completion of activities or assignments designated for a particular school day. Teachers are responsible for reviewing attendance of students and reporting any absences to administration by the end of each school day.

Assignments

Teachers shall inform students of assignments for asynchronous instruction, if any, 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 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 in distance learning. 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 appropriate educational materials and learning activities for student use per the Individual Learning Plan.

Technology Assistance

Technology staff are available during instructional days to answer technology-related issues through email or phone.

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.

I.C. § 20-30-2-2.7

Western Wayne Schools, Wayne County, Indiana

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