



Student Information for eLearning Days

When we experience a disruption in regularly scheduled school days, such as inclement weather, and traditionally would have to cancel school, District 3 students are able to continue their lessons at home via eLearning.

In addition to avoiding breaks in the learning process, the use of eLearning Days is less disruptive for families' schedules since there are no make-up days to be implemented. Virtual eLearning Days allow students to minimize the interruptions caused by bad weather days and continue to make educational progress.

Students will have regular assigned classwork on eLearning days, and their teachers will be available electronically. Students will be required to complete and submit all assignments as well as communicate with their teachers during the virtual eLearning days.

FAQ:

1. What is an eLearning Day?

Kindergarten – 2nd grade will receive hard copies of their lessons in a learning packet that will be sent home. On eLearning Days, students and teachers do not report to school, but will complete classroom activities using technologies for grades 3- 12.

2. How and when will students and parents know if an eLearning Day will take place?

We will communicate school cancellations and the announcement of an eLearning Day through phone calls, district/school websites, social media (Facebook and Twitter), and local media.

3. How will students be counted present or absent?

Students will be counted present when they:

Complete and submit their digital assignments on an eLearning Day

OR

Submit completed assignments within the three-day make-up window

If neither of these options are utilized, the student will be counted absent and assignments graded in accordance with the teacher's grading policy.

4. How will students be informed about assignments during an eLearning Day?

In grades 3-12, teachers will post their assignments on Google Classroom, Edmodo and Schoology. Students will download their assignments to their device ahead of time at school. Lessons will be posted daily by teachers at 7:30am.

5. Who do I contact if I need technical support?

You may call our Technology Office at 864-279-6050 or your school office.

6. How will students get help on their assignments on an eLearning Day?

Teachers will be available through Google Classroom, Edmodo, Schoology, email and regular school contacts which will be posted on their school and class website. Teachers will also be available during office hours which are 9:00-10:30am and 1:00-2:30pm.

7. How much schoolwork will students be required to accomplish?

Students will not be overloaded with busy work but will be provided meaningful learning activities related to their current unit of study. Assignments should take a reasonable amount of time to complete when on task. The actual amount of time online is less important than the work produced and/or created by the student to demonstrate learning and mastery of learning targets.

Students are expected to complete their work.

<p><u>Local Businesses Free WiFi Hotspots</u></p> <p>Bella Latte Bi-Lo Broadway Bagels Cakehead Bake Shop Chick-fil-A Clean 1 Coin Laundry Clock Drive-In Delaney's Irish Pub Downtown Deli & Donuts Hardee's Hickory Tavern Hub City Books Krispy Kreme Le Spice Downtown Little River Roasting Lowe's Home Improvement Mary Black Memorial Hospital McDonald's Monarch Cafe and Fresh Food Store Montgomery Chapel Baptist Church New Beginnings Church New Salem Zion Church Office Depot</p>	<p>Panera Bread Papa's Breakfast Nook Publix Super Market at Hillcrest Shopping Center Scrapbook Creations Spill the Beans St Christopher's Episcopal Church Starbucks The Home Depot The POWERHOUSE @ First African Methodist</p> <p><u>Public WiFi Hotspots</u></p> <p>Duncan Park Stadium Spartanburg County Public Library C.C. Woodson Recreation Center Pacolet Library Cowpens Library</p>
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Teacher eLearning Expectations

1. Log on by 9:00am. Lessons should be detailed and written in student friendly language. Lesson should contain a learning objective, standard, coordinated assignments, examples, if needed, grading criteria and estimated time to complete.
2. Teachers will hold office hours each day from 9:00am-10:30am and 1:00pm- 2:30pm.
3. Plan for 10 days at a time- teachers should use the attached lesson plan format. Plan the lessons and activities with the parameters of eLearning in mind. See Attachment A
4. K-2 will send home folders with hard copies of work. Grades 3-12 will utilize Google Classroom, Edmodo or Schoology and should have hard copies available if needed.
5. Lessons should be rigorous and standards based.
6. Grading and feedback should be submitted back to the students within three days. Grades should be posted in PowerSchool. If situations occur that prevent this, contact your principal for further direction.
7. Daily communication is expected as well as checking for individual learning progress.
8. E-Learning days are good days for PBL and research work; however, break the process into small chunks so students are not overwhelmed. In addition, be aware that other subject area teachers may have assigned extended projects as well. Do not introduce new learning on eLearning days.
9. Avoid worksheets and “busy work”.
10. Students should download material to their device when possible.
11. Individual supports, services and accommodations for students with an Individual Education Program (IEP), or a Section 504 Plan will be followed as a part of eLearning. Hard copy learning packets will be available and special education will have extended office hours.
12. Individual supports, services and accommodations for ELL students will be followed as a part of eLearning. Hard copy learning packets will be available and ELL teachers will have extended office hours.
13. Teachers must be sure to identify and communicate the eLearning platform they expect students to use before the E-Learning day.
14. Students will be counted present when they:
 - Complete and submit their digital assignments on an eLearning Day
 - OR-
 - Submit completed assignments within the three-day make-up window

15. If neither of these options are utilized, the student will be counted absent and assignments graded in accordance with the teacher's grading policy.
16. Cheat sheet for technical resources/issues – see Attachment C.
17. Your principal will notify you of virtual faculty meeting dates/times.
18. IT support can be accessed by calling 864-279-6050 or by contacting your school administrator.
19. A list of area hotspots is listed below:

<p><u>Local Businesses Free WiFi Hotspots</u></p> <p>Bella Latte Bi-Lo Broadway Bagels Cakehead Bake Shop Chick-fil-A Clean 1 Coin Laundry Clock Drive-In Delaney's Irish Pub Downtown Deli & Donuts Hardee's Hickory Tavern Hub City Books Krispy Kreme Le Spice Downtown Little River Roasting Lowe's Home Improvement Mary Black Memorial Hospital McDonald's Monarch Cafe and Fresh Food Store Montgomery Chapel Baptist Church New Beginnings Church New Salem Zion Church Office Depot</p>	<p>Panera Bread Papa's Breakfast Nook Publix Super Market at Hillcrest Shopping Center Scrapbook Creations Spill the Beans St Christopher's Episcopal Church Starbucks The Home Depot The POWERHOUSE @ First African Methodist</p> <p><u>Public WiFi Hotspots</u></p> <p>Duncan Park Stadium Spartanburg County Public Library C.C. Woodson Recreation Center Pacolet Library Cowpens Library</p>
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Parent Information for eLearning Days

When we experience a disruption in regularly scheduled school days, such as due to inclement weather, and traditionally would have to cancel school, District 3 students are able to continue their lessons at home via eLearning.

In addition to avoiding breaks in the learning process, the use of eLearning days is less disruptive for families' schedules since there are no make-up days to be implemented. Virtual eLearning Days allow students to minimize the interruptions caused by bad weather days and continue to make educational progress.

Students will have regular assigned classwork on eLearning Days, and their teachers will be available electronically. Students will be required to complete and submit all assignments as well as communicate with their teachers during the virtual eLearning days.

Teachers will be expected to make contact with students, track virtual attendance and be available to students during virtual office hours from 9:00am -10:30am and 1:00pm -2:30pm.

FAQ:

1. What is an eLearning Day?

On eLearning Days, students and teachers do not report to school, but will complete classroom activities using technologies for grades 3- 12. Kindergarten – 2nd grade will receive hard copies of their lessons in a learning packet that will be sent home.

2. How and when will students and parents know if an eLearning Day will take place?

We will communicate school cancellations and the announcement of an eLearning Day through email, phone calls, district/school websites, social media (Facebook and Twitter), and local media.

3. How will students be informed about assignments during an eLearning Day?

In grades 3-12, teachers will post their assignments on Google Classroom, Edmodo or Schoology. Students will download their assignments to their device ahead of time at school. Physical materials will be made available at the school, if needed.

4. How will students get help on their assignments on an eLearning Day?

Teachers will be available through Google Classroom, Edmodo, Schoology, email and regular school contacts which will be posted on their school and class website. Teachers will also be available during office hours which are 9:00-10:30am and 1:00-2:30pm.

5. How much schoolwork will students be required to accomplish?

We will not overload our students with busy work but will provide meaningful learning activities related to their current unit of study. Assignments should take a reasonable amount of time to

complete when on task. The actual amount of time online is less important than the work produced and/or created by the student to demonstrate learning and mastery of learning targets.

6. When will assignments be due?

As students complete their work, they should upload their assignments if Wi-Fi is available. If an Internet connection is not available, they will have up to three school days after they return to school to turn in assigned work. Parents have the option to bring completed work to the school during the eLearning days.

All students will initially be counted as present on the eLearning Day; however, if the assigned work is not completed and submitted within the 3-day grace period, the student must be coded as absent on the day that school was cancelled. Since their assignments are just like any others, failure to do their work will be graded in accordance with the teacher's grading policy.

As with in school assignments, parents will be notified if students do not complete their work.

7. Do students with identified special learning needs have an alternative means to access their education on eLearning days?

Yes, individual supports, services and accommodations for students with an Individual Education Program (IEP), or a Section 504 Plan will be followed as a part of eLearning. Hard copy learning packets will be available and special education will have extended office hours of 9:00-11:30am and 1:00-3:00pm.

8. Do ELL students have an alternative means to access their education on eLearning days?

Individual supports, services and accommodations for ELL students will be followed as a part of eLearning. Hard copy learning packets will be available and ELL teachers will have extended office hours of 9:00-11:30am and 1:00-3:00pm.

9. Will my student have an opportunity to learn more about how an eLearning day works?

Yes, our schools will schedule a mock eLearning Day where teachers will show students how to retrieve and complete their digital lessons just like they will do during a real eLearning Day.

10. When is my student's teacher available should my child need help?

Teachers will be online for office hours from 9:00am -10:30am and 1:00pm -2:30pm. Teachers may be contacted through Google Classroom, Edmodo, Schoology, email and regular school contacts.

11. What is the attendance policy for eLearning Day?

Students will be counted present when they:

- Complete and submit their digital assignments on an eLearning Day
- OR-
- Submit completed assignments within the three-day make-up window

If neither of these options are utilized, the student will be counted absent and assignments graded in accordance with the teacher's grading policy.

12. What if I have questions about assignments or have technical difficulties?

If you have questions about assignments prior to or on eLearning day, contact your child's teacher or principal. If a student is having technical difficulties with his or her device, please call the Technology Office at (864) 279-6050 or your student's school.

13. What if a student does not have access to the Internet?

We are aware that not all students have Internet access at home. When we anticipate having an eLearning Day, students will be given ample time at school to download all assignments and supporting materials. Because power and Internet outages are possible during school cancellations, all students are encouraged to download all materials prior to the anticipated eLearning Day. Wi-Fi hotspots are available at these locations:

<p><u>Local Businesses Free WiFi Hotspots</u></p> <p>Bella Latte Bi-Lo Broadway Bagels Cakehead Bake Shop Chick-fil-A Clean 1 Coin Laundry Clock Drive-In Delaney's Irish Pub Downtown Deli & Donuts Hardee's Hickory Tavern Hub City Books Krispy Kreme Le Spice Downtown Little River Roasting Lowe's Home Improvement Mary Black Memorial Hospital McDonald's Monarch Cafe and Fresh Food Store Montgomery Chapel Baptist Church New Beginnings Church New Salem Zion Church Office Depot</p>	<p>Panera Bread Papa's Breakfast Nook Publix Super Market at Hillcrest Shopping Center Scrapbook Creations Spill the Beans St Christopher's Episcopal Church Starbucks The Home Depot The POWERHOUSE @ First African Methodist</p> <p><u>Public WiFi Hotspots</u></p> <p>Duncan Park Stadium Spartanburg County Public Library C.C. Woodson Recreation Center Pacolet Library Cowpens Library</p>
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English Language Learning Guidelines



English Language Learner Teachers:

- ELL teachers will be available during office hours and will communicate contact information with students and parents. Office hours are 9:00-11:30am and 1:00-3:00pm each school day.
- Provide supplemental material to general education teachers, if needed. You do not have to provide additional assignments for your pull-out service.
- ELL teachers will work closely with general education teachers to ensure that accommodations are accessible during E-Learning
 - Accommodations that are not necessary to provide include preferential seating, small group, frequent breaks, etc.
 - If students require extended time, consider this when giving due dates.
 - Oral Administration Suggestions
 - Utilize Immersive reader in OneNote or Microsoft Word
 - On Internet Explorer, ctrl+shft+g should read aloud webpages
 - Record yourself reading an assignment, share and have them download the recording
 - <https://www.naturalreaders.com/online/>
 - If students receive chunking of or shortened assignments, their assignments may need modifications in the way they are sent home or posted.
 - If students require a bilingual dictionary, send home one with them.
- Be prepared to send printed assignments or ensure assignments are downloaded for students who may not have internet access



Parent Communication:

- To ensure accurate communication is available in native languages, all district letters of communication will be translated and available online.
- Language Line will be used for daily communication when necessary.
- Teachers and families will also be provided instructions on how to utilize "Talking Points" for effective communication. This is a free messaging application to help teachers engage all families through two-way, translated messages.

Special Education/504 Guidelines for E-Learning

Academic Skills Teachers/504 Plan Coordinators:

- SPED teachers will be available during scheduled office hours of 9:00-11:30am and 1:00-3:00pm as well as extended hours when necessary.
- Teachers will communicate contact information with students and families.
- Academic Skills Teachers must provide supplemental material to general education teachers, if needed. You do not have to provide additional assignments for your pull-out service.
- The IEP/504 case managers will work closely with general education teachers to ensure that accommodations are accessible during E-Learning
 - Accommodations that are not necessary to provide include preferential seating, small group, frequent breaks, etc.
 - If students require extended time, consider this when giving due dates.
 - Oral Administration Suggestions
 - Utilize Immersive reader in OneNote or Microsoft Word
 - On Internet Explorer, ctrl+shft+g should read aloud webpages
 - Record yourself reading an assignment, share and have them download the recording
 - <https://www.naturalreaders.com/online/>
 - If students receive chunking of or shortened assignments, their assignments may need modifications in the way they are sent home or posted.
 - If students require a calculator, send one home with them or make sure they understand how to access on the computer.

Self-Contained Teachers:

- SPED teachers will be available during scheduled office hours of 9:00-10:30 and 1:00-2:30, as well as extended hours when necessary.
- Teachers will communicate contact information with students and families.
- Provide assignments in all classes for which you teach the student
- You may utilize iReady
- Be prepared to send printed assignments or ensure assignments are downloaded for students who may not have internet access



