



*Northeast School Corporation*  
*Administrative Guidelines for eLearning*

The Northeast School Corporation Board of School Trustees recognize the need for students to learn through self-directed activities outside of the regular classroom. The Indiana Department of Education permits school corporations across the state of Indiana to provide alternative means of instruction during inclement weather or emergency situations. The administrative team will work with students, parents, and staff who experience difficulty in accessing eLearning activities or accessing alternative compensation methods. The Northeast School Corporation will do no more than three consecutive eLearning days. The following information will guide administrators, teachers, staff, and students when preparing for eLearning days.

**Students: All students are expected to participate in eLearning days.**

- All students will have an eLearning education plan. Students 6-12 will access these assignments through the link on the corporation website. Students K-5 will receive their work, if possible, the day before or the day immediately returning to school. All work should be completed and submitted to teachers three (3) days after the last eLearning day. Students will be counted present if school work is successfully completed on time.
- On eLearning days, there will be no athletic practices between 8:00 A.M. and 3:30 P.M. Practices and events after 3:30 P.M. will be determined at the discretion of the superintendent, administrator, and athletic director. If practice is allowed attendance for athletes will not be mandatory.

**Teachers: Certified teachers are expected to work from home on eLearning days and they will have the following options for missed work on eLearning days.**

- Teachers should post assignments by 9:00 A.M. on eLearning days.
- Teachers should be available to respond to students', parents', or guardians' emails between the hours of 9:00 A.M. and 2:00 P.M. Teachers are to reply within one (1) hour when receiving an email from a student, parent, or guardian.
- Teachers may utilize Northeast School Corporation online curriculum such as:
  - Google Classroom
  - Fast Forward
  - Brain Pop
  - Other Northeast Approved Online Curriculum
  - Elementary teachers will provide a packet of lessons in lieu of technology enhanced learning.
- Teachers are to continue with their normal lessons and topics and not create unconnected eLearning lessons.
- If a teacher was scheduled for a personal leave or sick leave, the teacher may choose to cancel this absence if they can meet the required availability to answer students' and parents' questions electronically. Sick leave days may not be used for non-illness related absences on eLearning days.

### **Technology Staff:**

- Technology personnel will be available to assist students and answer help desk emails from 9 a.m. to 2 p.m.
- If a technology staff member was scheduled for a personal leave or sick leave, the technology staff member may choose to cancel this absence if they can meet the required availability to answer students' and parents' questions electronically. Sick leave days may not be used for non-illness related absences on eLearning days.

### **Support Staff/Aides/Nurse:**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may use a personal day.
  - The employee may choose to not be paid.
  - The employee may make up the time during the pay period by making arrangements with the administrator.
  - The employee may complete four online professional development courses.

### **Secretaries/Treasurers: Administrators will advise secretaries and treasurers on whether to work or not on eLearning days dependent upon conditions.**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may use a personal day.
  - The employee may choose to not be paid.
  - The employee may make up the time during the pay period by making arrangements with the administrator and complete the eLearning day make-up form to be turned in with their time sheets.
  - The employee may complete four online professional development courses.

### **Corporation Bus Drivers**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may use a personal day.
  - The employee may choose to not be paid.
  - The employee may complete four online professional development courses.

### **Contracted Bus Drivers**

- The contracted driver may choose to not be paid.
- The contracted driver may complete four online professional development courses.

**Custodians: Staff are expected to work on eLearning days unless directed by the Superintendent or Director of School Services.**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may use a personal day.
  - The employee may use a vacation day.
  - The employee may choose to not be paid.
  - The employee may make up the time during the pay period by making arrangements with the Director of School Services and complete the eLearning day make-up form to be turned in with their time sheets.
  - The employee may complete four online professional development courses assigned by the Director of School Service

**School Lunch Staff:**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may use a personal day.
  - The employee may choose to not be paid.
  - The employee may make up the time during the pay period by making arrangements with the Director of School Services and completing the eLearning day make-up form to be turned in with their time sheets.
  - The employee may complete four online professional development courses assigned by the Director of School Services.

**Administrators:**

- Sick leave days may not be used for non-illness related absences on eLearning days.
- Additional Options for eLearning days:
  - The employee may come to school.
  - The employee may use a personal day.
  - The employee may choose to not be paid.
  - The employee may complete four online professional development courses.

**\*\* Employees that choose to do the online training, Public School Works, must have all FOUR (4) training modules completed THREE (3) days after the last eLearning day. \*\***

To access the training:

- go to the corporation website: [www.nesc.k12.in.us](http://www.nesc.k12.in.us)
- click on Staff
- click on [Public School Works Safety Portal](#)
- click on Staff Training
- Log in with Username (last name & first initial) and Password
- Under menu go to Available Courses these are listed alphabetically. Choose four courses that interest you or pertain to your field.

You do not have to print out the certificates unless you want them for your own records. The certificates can also be used for license renewal.