



*Northeast School Corporation
Administrative Guidelines for
Remote Learning/eLearning*

The Northeast School Corporation Board of School Trustees recognizes 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 Remote Learning and/or eLearning activities or accessing alternative compensation methods. The Northeast School Corporation will do no more than three consecutive eLearning days. However, there is no limit to the number of Remote Learning days. The following information will guide administrators, teachers, staff, parents, and students when preparing for Remote Learning and/or eLearning days.

Remote Learning vs eLearning

Remote Learning – Students have live, online instruction with their classroom teacher through Google Meets. Students follow their normal school schedule but online with Google Meets. Class begins at 8:00 A.M.

eLearning – Students in grades 3-12 will have their assignments for the day posted on Google Classroom by 9:00 A.M. Students in grades K-2 may have a homework packet given to them the day before or the day after the eLearning Day. Teachers are available by email to help students and answer questions. Assignments are due no later than 3 days after the eLearning Day.

Students: All students are expected to participate in Remote Learning days

- All students will have a Remote Learning education plan.
 - Students in grades 3-6 will access their class through Google Meets at 8:00 A.M. Their teacher will give them the schedule for the rest of the day. This will provide live instruction as well as time for students to work on their own.
 - Students in grades 7-12 will log in to their first period class at 8:00 A.M. through Google Meets. Then follow their normal class schedule times for live instruction.
 - Students K-2 (if their devices were sent home with them) will access their class through Google Meets at 8:00 A.M. Their teacher will give them the schedule for the rest of the day. This will provide live instruction as well as time for students to work on their own.
 - If a device was NOT sent home, students 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 Remote Learning day. Students will be counted present if school work is successfully completed on time.
- On weather related Remote Learning 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.

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

- All students will have an eLearning education plan.
 - Students K-2 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.
 - Students 3-12 will access these assignments through the link on the corporation website. Student assignments will be posted by 9:00 A.M. Teachers are available through email.
- 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.

T-bird Academy Students:

- Remote Learning Day – follow your normal schedule
- eLearning Day – assignments will be posted by 9:00 A.M. Teachers are available through email.

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

- K-2 Teacher, (if student devices were sent home with students) will access their class through Google Meets at 8:00 A.M. Teacher will give students the schedule for the rest of the day. This will provide live instruction as well as time for the students to work on their own. If devices were not sent home with students, teachers should have given students their homework packets, if possible, before the Remote Learning day.
 - Teachers should be available to respond to students', parents', or guardians' emails between the hours of 9:00 A.M. and 3:00 P.M. Teachers are to reply within one (1) hour when receiving an email from a student, parent, or guardian.
- 3-6 Teachers should be on Google Meets by 8:00 A.M. on Remote Learning days.
 - Teachers will meet with students and verify schedule for the day: times of live instruction and times to work on their own
 - Teachers should be available to respond to students', parents', or guardians' emails between the hours of 9:00 A.M. and 3:00 P.M. Teachers are to reply within one (1) hour when receiving an email from a student, parent, or guardian
- 7-12 Teachers should be on Google Meets by 8:00 A.M. on Remote Learning days.
 - Teachers should be on Google Meets by 8:00A.M. ready for live instruction with their 1st period class.
 - Teachers then follow the regular schedule class times for live instruction
 - Teachers should be available to respond to students', parents', or guardians' emails between the hours of 9:00 A.M. and 3:00 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 or ALEKS or Epic
 - Brain Pop or IXL
 - Other Northeast Approved Online Curriculum
- Teachers are to continue with their normal lessons and topics and not create unconnected Remote Learning 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 Remote Learning days.

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 or ALEKS or Epic
 - Brain Pop or IXL
 - Other Northeast Approved Online Curriculum
 - Elementary teachers may 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 (online only if a weather event) to assist students and answer help desk emails from 8 a.m. to 4 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 Remote Learning and/or eLearning days.

Support Staff/Aides/Nurse:

- Sick leave days may not be used for non-illness related absences on Remote Learning and/or

eLearning days.

- Additional Options for Remote Learning and/or eLearning days:
 - The employee may use a personal day.
 - The employee may choose to not be paid.
 - The employee may complete three online professional development courses. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

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

- Sick leave days may not be used for non-illness related absences on Remote Learning and/or eLearning days.
- Additional Options for Remote Learning and/or eLearning days:
 - The employee may use a personal day.
 - The employee may choose to not be paid.
 - The employee may complete three online professional development courses. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

Corporation Bus Drivers

- Sick leave days may not be used for non-illness related absences on Remote Learning and/or eLearning days.
- Additional Options for Remote Learning and/or eLearning days:
 - The employee may use a personal day.
 - The employee may choose to not be paid.
 - The employee may complete three online professional development courses. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

Contracted Bus Drivers

- The contracted driver may choose to not be paid.
- The employee may complete three online professional development courses. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

Custodians: Staff is expected to work on Remote Learning and/or 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 Remote Learning and /or eLearning days.
- Additional Options for Remote Learning and/or 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 complete three online professional development courses. The course must

be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

School Lunch Staff:

- Sick leave days may not be used for non-illness related absences on Remote Learning and/or eLearning days.
- Additional Options for Remote Learning and/or eLearning days days:
 - The employee may use a personal day.
 - The employee may choose to not be paid.
 - The employee may complete three online professional development courses assigned by the Director of School Services. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

Administrators:

- Sick leave days may not be used for non-illness related absences on Remote Learning and/or eLearning days.
- Additional Options for Remote Learning and/or 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 three online professional development courses. The course must be started on the day of the Remote Learning and/or eLearning day. No “banking” of courses and courses must be completed within 3 days of the Remote Learning and/or eLearning days.

**** Employees that choose to do the online training, Public School Works, must have all THREE (3) training modules completed THREE (3) days after the last Remote Learning and/or eLearning day. ****

To access the training:

- go to the corporation website: 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.