The School Board recognizes the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance.

eLearning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

Delphi Community School Corporation Mission

Delphi Community School Corporation (DCSC) is committed to providing our students with an enriching, rigorous, differentiated and meaningful education. In doing such, we are committed to not only the children earning proficiency on assessments today, but also empowering the students to do well as members of the future workforce by engaging them with the tools of today and tomorrow.

eLearning Policies

A. **Academic work completion/submission:** The student's responsibility is to complete and turn in any assigned/graded material the next school day when the students return, excluding weekends and holidays.
Example: If school is cancelled on Tuesday, eLearning work is due on Wednesday when the student returns to class. If there are two consecutive eLearning days, then homework is due the following day through Google Classroom.
Homework not turned in within one day will be considered late per teacher policy. Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes. Teachers are expected to give students one day to complete the assignment as if they were in school that day. For High School and Middle School students, assignments will be due by the next class period/day.

IEP/Accommodation Support, Offline Support, and Individual Needs that have been approved:
Students will have 2 days after the eLearning day to submit the assignment, without being counted late, if such accommodations are specified in their IEP/504 plan. After day 2, the assignment will be counted late and subjected to penalty as per the classroom teacher's rule.

After school and OT will be available following the eLearning days for students to finish assignments/projects as needed if indicated by the student's accommodations. If students are involved with Project Success during OT and do not have that time available for other work, the following timeframes will be available for eLearning make-up if indicated by their accommodations: before school, after school, guided study, teacher aide periods, office aide periods, etc.

B. **Attendance:** Attendance will be taken by going into Google Classroom and marking yourself "Present" in the Delphi Google Classroom. If a student does not go in and mark themselves present for the day, then the student will be counted absent for the eLearning day. Students will follow the student handbook for consequences concerning unexcused absences.

If no attempt is made to complete the attendance form or to reach out to the current Principal/Hotline with a valid reason (such as lack of Internet access) the student will be counted absent.

C.   **Duration of eLearning:**   Three (3) days will be the maximum consecutive eLearning days allowed by the school corporation. After the third day, class shall be in session before another eLearning day will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.

D.   **Assignment Posting:**   Teachers are required to have their lessons posted to students by no later than 9:00 a.m. on an eLearning day. Teachers are available to answer any questions until 3:00 p.m. by email.

If a student has a course content question, it is the student's responsibility to email his or her teacher, or to contact the teacher via Google Classroom.

E.   **Platforms:**   Teachers must utilize the following online platforms to facilitate eLearning: Skyward, Google Classroom, and/or hard copies of work. Online assignments should be submitted through the Google Classroom. Skyward, the student information system, should be used to communicate with parents for daily assignments, discipline, grades, schedule, and attendance. Mass E-mailing can be done through Google Classroom or through the student information system.

F.   **Format:**   Teachers should utilize a standardized eLearning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):

     1.   Model/Demonstrate

     2.   Guided Practice

     3.   Independent Practice

     4.   Assessment

The instructional materials preceding an assignment should last approximately 5-10 minutes. Assignments should take approximately 20 minutes to complete. An entire eLearning day should take students between 2-4 hours to complete. It should be the teacher's goal to structure eLearning assignments in such a fashion that extends the typical day-to-day operations of the classroom to a purely electronic medium. Teachers will provide students with the following for an effective eLearning experience;

     1.   Provide students with modeling/demonstration material. (i.e. video, podcast, presentation, reading assignment, web site module.

2.   Ask students to recall what they have learned. This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.

3.   Ask students to apply what they have learned with a higher-level thinking activity. This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.

E.   **Procedure for extra-curricular activities, including athletic practices:** 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 or administrator and attendance for athletes/patrons will not be mandatory.