

New England Public School District E-Learning Plan

Vision	NEPS understands the challenges that using E-Learning Days creates for students, families, and staff. As a district, we will utilize E-Learning Days only when necessary to ensure the continuity of learning for our students and to ensure we meet state and local contact day requirements as determined by state law and agreed upon contracts. These days will be utilized in lieu of having to make up days in our school calendar.			
Procedure	Administration will inform all staff, students, and families of an E-Learning Day. NEPS will use the resources available to us to make determinations about when to use E-Learning days and communicate those decisions with staff, students, and families. The procedures adopted in this plan have been created/adopted by staff members at all levels (Pre-K through 12) and will be implemented accordingly.			
Who	Time	Pre-K	Kinder– 3rd	4th – 12th
Teachers	8:00 – 10:00	Teachers will communicate through Facebook Live for virtual meetings, and assignments will be sent to parents via email.	Teachers will communicate assignments on Seesaw and through school email. Virtual meetings will take place on Microsoft Teams. Plans will be available no later than 8:00 am.	Teachers will communicate assignments on Microsoft Teams or through school email. Plans will be available no later than 8:00 am.
	10:00 – 12:00	Teachers will be available to meet with students on Facebook Live from 8:00-12:00.	Teachers will be available to meet with students on Microsoft Teams from 8:00-12:00.	Teachers will be available to meet with students on Microsoft Teams for periods 1 – 5.
	12:00 – 1:00	Staff Lunch		
	1:00 – 2:00	Staff Work Time		
	2:00 – 3:00	Teachers will be available to meet with students on Facebook Live from 2:00-3:00.	Teachers will be available to meet with students on Microsoft Teams from 2:00-3:00	Teachers will be available to meet with students on Microsoft Teams for periods 6 – 7.
Lesson Expectations		Instruction and information will be disseminated through Facebook and email.	Instruction and information will be disseminated through Seesaw and email.	Instruction and information will be disseminated through Microsoft Teams and email.
		E-Learning Days assignments should be related to what students are currently doing in their classes or review of essential standards. New information can be taught if the online platform is suitable for new learning.		
Students	Time	Pre-K	Kinder – 3rd	4th – 12th
	8:00-10:00	Parents will help students check assignments via email. Students and parents will communicate with teachers through Facebook Live or email with any questions or to schedule appointments with teachers to review work or get help.	Students check assignments via email and/or Seesaw. Students will communicate with teachers through Microsoft Teams or email with any questions or to schedule appointments with teachers to review work or get help.	Students check assignments via email or Microsoft Teams. Students will communicate with teachers through Microsoft Teams or email with any questions or to schedule appointments with teachers to review work or get help.
	10:00 – 3:00	Students will use this time to complete assigned work or meet with teachers during the appropriate time slots.		
	*Students with special needs or circumstances may face unique challenges while performing academic tasks. Provisions and accommodation will be made for individual needs on a case-by-case basis.			
Parents	8:00-10:00	Verify students received work. Offer support where needed.		
	10:00 – 3:00	Parents can communicate with teachers via email.		
	Parent Follow-Up	Parents will ensure students complete and submit any work given.		
Attendance		Attendance will be taken as assignment(s) are marked complete.		
Teacher/Student Communication		Students will be encouraged to communicate via email or through the desired grade level platform (Facebook, Seesaw, Microsoft Teams)		
		Teachers will communicate to their class the most effective mode of communication.		
School/Parent Communication		Parents will be informed of the E-Learning plan prior to first time use of the plan. The school will announce through Thrillshare when an E-Learning Day is being utilized.		