

# MADISON CITY SCHOOLS

## E-Learning Guidelines



EMPOWERING ALL STUDENTS  
**FOR**  
**GLOBAL SUCCESS**

## **RATIONALE**

This plan provides information and resources to ensure preparedness for teachers and students in the event of a school closure which results in an e-learning day, or a pre-planned e-learning day in the school calendar. The details included in this plan are intended to serve as a framework and guide for e-learning. However, depending upon the nature of the school closure event, e-learning may sometimes follow a slightly different format than the one provided here. In addition, not all school closures may result in e-learning days. If the district has determined to follow a different format on a given e-learning day, that information will be shared with faculty, parents, and students via school administration.

## **TEACHER EXPECTATIONS**

### **ELEMENTARY**

#### **Content and Lessons**

- Teachers will have asynchronous lessons posted in the learning platform the morning of the elearning day by 8:00 am.
  - Teachers will post one ELA and one Math asynchronous lesson per day to include some form of instruction and student practice opportunities.
  - Any videos should not exceed 30 minutes in length.
  - Teachers will offer multiple opportunities for learning extension each day.
  - Teachers will utilize the learning platform at various times throughout the school week on non e-learning days to ensure student confidence in navigating the learning platform.
  - Teachers will provide clear directions for parents and students regarding navigating to and within the learning platform.

#### **Communication**

- Teachers and students will use email or the learning platform to communicate with parents.
  - Teachers will monitor email from 8:00 a.m. until 3:00 p.m.
- Teachers will communicate with parents and students regarding how communication will take place.

## **SECONDARY**

### **Content and Lessons**

- Teachers will have asynchronous lessons posted in Schoology the morning of the planned elearning day\* by 8:00 am. Expectations for lessons:
  - Teachers should place asynchronous lessons so that they are easy to locate for students and parents and should communicate this information directly.
  - Activities or assignments given should not exceed the allotted classroom time.
  - Any instructional videos should not exceed 30 minutes in length.
  - The lesson should include strategic teaching strategies, such as structuring a class with a “before/during/after” and using quality questioning.
  - Teachers should give strong consideration prior to administering any major exam on an e-learning day.

\*In the event of an unplanned e-learning day, expectations (if different than listed above) will be communicated to the educators.

### **Communication**

- Teachers and students should use email or the Schoology messaging to communicate.
- Teachers should monitor their email / messages during school hours on the e-learning day
  - For example, on a scheduled virtual day for standardized testing, teachers may be delayed in responding, due to serving as test proctors.
  - Teachers may hold office hours, if desired.

## **STUDENT EXPECTATIONS**

### **Content and Lessons**

- Students will continue to be held accountable for assignments and to the Madison City Schools Code of Conduct during this time of online learning, as they would if they were attending face-to-face instruction.
  - Students will complete assigned work by the assigned due date.

### **Communication**

- Students should use email or the learning management platform messaging to communicate.

## **Digital Citizenship**

- Teachers will monitor your communication within the learning management system.
  - Any communication within the platform that is not focused on the class will be addressed by your teachers.
- Parents have signed Madison City Schools Acceptable Use Policy and are responsible for your online actions.
  - Cyberbullying will not be tolerated and will be addressed by your teachers and your administrators.
  - Students should not plagiarize by copying work from the internet, sharing their work online, or copying work from their peers.