

## E-Learning Day Plan 2024-2025

### **Rationale of E-Learning Days at The Newgrange School**

Implementing E-Learning days with asynchronous learning during snow days or severe inclement weather promotes educational continuity, enhances safety, fosters flexibility, and prepares students for future success in a digitally interconnected world. E-learning reduces the need for makeup days, thereby minimizing disruption to the school calendar to accommodate Newgrange families and staff.

### ***What will an E-Learning day look like for students?***

- Students will be required to check Google Classroom or other online platforms as determined by the teacher for daily work to complete.
- The work will be **asynchronous**. Students will not log in to a Zoom or Google Meet and see teachers.
- All assignments will be submitted to the teacher before the end of the school day.
  - ◆ If a student does not have working Internet, there will be an extension for work completion.
- All assignments should be completed independently. However, if a student has a question or needs clarification about an assignment or concept, the student is encouraged to email the teacher.
- If a student has a hardship at home that hinders them from completing an assignment, this should be communicated to the teacher(s) and/or administration.
- Hours of Instruction: Students will complete work for each class that will be equivalent to seat time in the classroom. This would be a block of 45 minutes for each subject. The students will complete a minimum of four hours of instruction.

## **What will an E-Learning day look like for teachers?**

- In anticipation of an E-Learning day, teachers will post assignments on Google Classroom.
  - ◆ Each assignment should be completed independently by the student.
  - ◆ Teachers will communicate specific expectations and deadlines for each assignment.
  - ◆ Upon completion of the assignments, *teachers will properly assess each assignment and give feedback to each student.*
- It is required that each teacher check their email for student questions three times during the day (morning, mid-morning and afternoon).
- Each teacher will provide responses to student emails and answer any questions students and/or parents have about an assignment.

## ***Equitable Access and Opportunity to Instruction***

- Students will have access to their assigned Chromebooks to use at home.
- If the students are absent before the day of remote instruction, Chromebooks will be delivered to the students to ensure continuity of instruction.
- Virtual or remote instruction will include synchronous, asynchronous, or hybrid.
- Progress will be measured through:
  - Standardized testing (WADE, Acadience, and TOWRE)
  - Observations and work samples
  - Chapter and unit tests
- Students with limited or spotty internet access will receive a hot spot provided by the school.

## ***Addressing Special Needs Education***

- Accommodations in student IEPs will be addressed and implemented.
  - Logs and notes will be kept by the administrative team and the staff to ensure continuity of instruction and compliance.

- Sending district case managers will reach out to families via phone or email.
- Newgrange staff will have at least weekly correspondence with families.

### ***Addressing English Language Learners (ELL) Plan Needs***

- There are no students who currently attend Newgrange that meet this criteria.

### ***Attendance Plan***

- Attendance is tracked by the teacher through a Google Spreadsheet.
- Information is reported to and monitored by the administrative assistant.
- Parents and case managers will receive formal notification of extended student absences.
  - Informal communication between the teachers and families will also document student attendance.
- Students will receive a minimum of 4 hours of instruction per day (10:00 AM- 2:00 PM)

### ***Safe Delivery of Meals Plan***

- We do not have a meal plan at Newgrange. Meals are the responsibility of the sending districts.

### ***Facilities Plan***

- Building maintenance staff and the Chief School Administrator will be available at the building Monday through Friday.

### ***Other Considerations***

- Accelerated learning opportunities will be determined through standardized and informal assessments. If it is necessitated, students will receive instruction from an enhanced curriculum.

- Student and staff check-ins with the school counselor and administrators will be provided.
- Students will be able to meet with staff for “office hours” for help and extended learning opportunities.
- Homework will be provided on an as-needed basis.
- IEP meetings will be held virtually in collaboration with the sending school districts.

***Sharing Plans:***

- The plan is available for review by the districts and can be found on the school’s website at [www.thenewgrange.org](http://www.thenewgrange.org).

***Essential Employees:***

- James P. Sheeley, Jr., CEO
- Michelle Dailey, Assistant Principal
- Dana Morris, Supervisor of Curriculum and Instruction
- Lynn Smola, Executive Assistant
- Ryan Lewis, Custodial and Maintenance

James P. Sheeley, Jr  
Principal  
[JSheeley@thenewgrange.org](mailto:JSheeley@thenewgrange.org)

Dana Morris  
Supervisor of Curriculum & Instruction  
[dmorris@thenewgrange.org](mailto:dmorris@thenewgrange.org)