

Hello Elim Staff,

As the weather is getting colder, we need to ensure that we are prepared to switch to an E-Learning day in the event that the campus would need to close due to an emergency (e.g., snow day/too cold weather). It is the desire of the school leadership team to be prepared to pivot to an E-Learning day at the first opportunity so that we would not be required to “make up” any missed school days. However, that means we need to have everything in order. At the beginning of the year, teachers should have provided each of your students’ families with their unique learning code on Seesaw. We are asking teachers to take advantage of parent teacher conferences or designate another time before Thanksgiving to have a conversation with families about E-Learning. Please complete the following directions.

1. All staff, read through the E-Learning information that is included in the school procedure manual which for your reference is linked at the end of this document.
2. Teachers, spend a few minutes during parent teacher conferences or another designated time before Thanksgiving to remind each family that if Elim needs to have a snow day, instruction will switch to an E-Learning day. Also remind them that the school day will not be made up so it is important that they are able to access Seesaw.
3. If possible, it would be best for teachers to show the family how to use their unique learning code to confirm they have access during the parent teacher conference.
4. If a family does not have the ability to access Seesaw or the technology to support Seesaw, then an E- Learning Kit (hands-on materials) needs to be provided for those students. The E- Learning Kit should be sent home for every student who requires one by Thursday, November 17<sup>th</sup> (staff should keep an original copy of what was sent home in case they are misplaced).
5. Collaborate with the IEP team and determine what the “synchronous learning” (minimum of 1 hour) will look like for your classroom. You are encouraged to work together as a sub will need to be assigned in case you will not be able to lead this synchronous learning in the event it is needed.
6. Teachers are required to complete a 2023.2024 E-Learning Plan Form for each student in your classroom by Thursday, November 17, 2023. Use the following form [https://www.cognitofrms.com/ElimChristianServices/\\_20232024ELearningPlan](https://www.cognitofrms.com/ElimChristianServices/_20232024ELearningPlan) and submit one for each student in your classroom. Once completed, the form will be saved in SharePoint under student information then courses.grades.consents folder.
7. All E-Learning lessons should be in Seesaw, you should have a plan for what the synchronous instruction will look like, and you should be prepared to switch to an E-Learning day as early as Thursday, November 17, 2023.
8. In the event that we have an E-Learning day, teachers and therapists should update Planbook to reflect that the lesson plans that day were provided via E-Learning.

**E-Learning Expectations as written in the school procedure manual:**

Staff should reference page 59 of the school procedure manual for the specific requirements for E-Learning.

**E Learning as written in the parent handbook:**

Parents were provided with an explanation of E-Learning via the Parent Handbook. Staff can see page 6 of the parent handbook on Page 6.