



Virtual Learning Day (VLD) Plan

Attendance/Duties

Student

As Virtual Learning Days are considered instructional days, all K-12 students are expected to participate. VLD's will follow the IBOE for virtual attendance on these days. HTC will track and record attendance in JMC for participation on Virtual Learning Days.

Teacher

Virtual Learning Days are considered teacher instructional days and count towards fulfilling the number of instructional days required by contracts. As such, teachers are required to work virtually on VLDs. They do not have to report to the school building, but they must be available to students from 9:00 am-3 pm. Teachers should be accessible to the students virtually or by other communication methods in case of questions about the coursework.

****If a teacher is unable to work on a VLD, leave time must be used according to school policy. A substitute will not be required.***

Building Principal and Central Office Staff

The Building Principal and Central Office Staff are required to work on VLDs. It is at the Building Administrator's discretion as to the work location and duties.

Paraprofessionals/Support Staff

If working on VLDs, paraprofessionals/support staff may help monitor the virtual classroom, make "check-in" calls with students, or perform any number of tasks related to typical duties as assigned by the supervising teacher. A personal day or a non-paid day may be used.

If not working on VLDs, no compensation will be paid. If agreed, makeup days may be added to meet the contracted workday agreement.

Custodial

Custodial staff will conduct regular work activities or special assignments from the building principal if travel conditions are deemed safe at a later point in the day. A non-paid or compensation time may be used.

Instructional Approach

Virtual Learning Days are not a "free day" for teachers or students. They are considered instructional days where teaching and learning occur. Teachers are recommended to utilize a Comprehensive Instructional Plan to determine relevant content for the winter months or provide learning modules to review essential skills, provide enrichment activities, and/or Project-Based Virtual Learning opportunities through Google Classroom or other online resources.

New Material-Instruction

Depending on how accustomed the students have become to using online classroom instruction, the presentation of new material during VLDs should be limited, but is acceptable.

Technology needs

Families were surveyed at the beginning of the year for the technology needs. Families indicated if they had technology needs for items such as devices, internet access, packets, etc. If a student has a need that has not been identified, please contact the school as soon as possible to make arrangements.

What if my student doesn't have their materials at home?

Because we may not have much advance notice of bad weather, we encourage students in all grades to bring home their electronic devices and other materials EVERY DAY. If the student does not have their materials on that day, the teacher will work with the student when classes resume at school to make up any essential missed work.

Late Starts or Early Dismissals

There will be no changes to our processes from previous years if we need to start late or dismiss early due to weather or other emergencies.

Procedures of decision making

Multiple online weather sites are checked. TV and radio forecasts are considered. HTC coordinates weather-related dismissals with the FMCSO Superintendent and Transportation Director. Decisions to use VLDs, or an altered schedule, will be made as early as reliable information is available to make a sound decision.

Notifications

As we have in previous years, the district will send out mass notifications to all HTC employees and families. This includes voicemail, email, text, and JMC notifications. We will also try and post changes to schedules on HTCs social media. If a schedule is altered (2-hour delay) notifications to families and the community will be made as early as possible.

****If you did not update your contact information when going through our annual enrollment process, please contact the school's office to make sure we have your current email and phone numbers.***