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Avoca West Elementary
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Avoca School District 37 e-Learning Plan for Emergency Days 2024-2026

Avoca School District 37 will employ e-learning days as part of its District Emergency e-Learning Plan. The goal is to provide continuity of education for students on days when school otherwise would have been canceled due to an emergency situation. On e-learning days, students use their district-issued device, home computer, or mobile device to access assignments for the day. They will be required to check in for attendance and then complete assignments as a continuation of what they are learning in their classes.

This plan has been developed to be consistent with state statute and is modeled after other programs. Furthermore, the SD 37 plan was previously approved by the Regional Office Of Education and the Illinois State Board of Education (ISBE).

ACCESS

Students

General Education. All Avoca District 37 students in grades K-8 are assigned an iPad. Students in grades 5-8 already regularly take their device home with them. Students in grades K-4 will likewise be provided their device to take home in the eventuality of an e-learning day. Students who do not have high speed Internet at home should contact their school's main office.

In the event that students are not able to access their school-issued device or the Internet on the day an e-learning day is called, they may get such materials from the teachers on the next school day following a school closing. Students have two school days from the date of the e-learning day to turn in any work either electronically or non-electronically.



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Student(s) with Special Needs/Accommodations. Teachers work to create relevant, meaningful, and manageable assignments for students on e-learning days. Activities and expectations for submission of work will be varied according to the course, subject, unique skills, and knowledge required for the lesson. When possible, specific services designated in a student's IEP may be provided electronically either synchronously or asynchronously, as deemed appropriate by the teacher. Specific guidelines for meeting the needs of learners in this category will be provided to teachers.

Teachers

All Avoca teachers are issued an iPad or MacBook. They may access GSuite (Google Suite), District curated online and other web-based applications remotely via the Internet to engage in posting and responding to assignments as needed.

INSTRUCTION

Teachers at all levels should have a lesson ready in the event that an e-learning day is called, in which case the lesson should provide instruction that can fit in during any point in the curriculum; however, teachers are encouraged to create a customized lesson for an e-learning day that differs from their originally planned lesson. Lessons should be stored in Google Drive for easy off-site access in the event of an e-learning day.

Teachers must log assignments for the e-learning day in their gradebook. This assignment does not need to be graded, but it must be notated with the prefix "ELDAY" (no hyphen) in the title of the assignment. It may be added to any category. The e-learning day specific assignments will be reviewed to verify student attendance.



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Grades K-5

For each K-5 class, a teacher will design instruction to add value to the class and be a coherent part of the curriculum. E-Learning assignments will follow state content standards and learning targets. Assigned tasks will take no more than the normally allotted time for a given subject consistent with a typical school day. For instance, first through fifth grade teachers normally allot one hour per day combined for reading instruction and independent reading. Additionally, in first through fifth grades, an hour per day is allotted for writing, another hour for social studies or science, and an hour for math. Likewise, electives at the elementary level consist of 1 hour per week of: Art, Drama, Music, Science, Spanish, and Physical Education meets for approximately 30 minutes daily.

Grades 6-8

For each 6-8 class, a teacher will design instruction to add value to the class and be a coherent part of the curriculum. E-Learning assignments will follow state content standards and learning targets. Assigned tasks will take no more than the normally allotted time for a given subject consistent with a typical school day. For instance, District 37's middle school students normally spend one hour per day learning in each of the following subjects: English Language Arts, Math, Social Studies, and Science. Additionally, in grades sixth through eighth, students normally spend 40 minutes per day learning in each of the following subjects: Physical Education, World Languages, two Allied Arts classes, and/or intervention classes.

ATTENDANCE

Parents/Guardians will sign students in using a Google Form that will need to be accessed at the beginning of the normal school day time.

Students will be required to submit at least one piece of student work that will confirm their attendance to specific learning that day. That will confirm their attendance for the teacher. The teacher then will simply report as "absent" any student who did not submit such work. The



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student attendance submitted at the beginning of the day by the parent will be compared against that confirmed by the teacher.

TRAINING

Staff will learn about the expectations for an e-learning day through email communication and model documents posted for their review and based upon which they can develop subject specific resources. Opportunities for in-person support and consultation will be made available during independent professional time.

Students and families will learn about the expectations and student responsibilities for an e-learning day through direct communication from the Superintendent via email.

NON-INSTRUCTIONAL STAFF

In the event of an e-learning day, *non-instructional* staff shall operate under the following:

- The following Avoca staff are expected to work their normal shifts:
 - Custodial
 - Maintenance
- The following Avoca staff should refer to their supervisor for instructions:
 - Administrators
 - Office Staff
 - Instructional Assistants



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PROGRAM EVALUATION

After holding an e-learning day, the District will survey stakeholders including students, teachers, non-instructional staff, and families for feedback on how the e-learning day went and how it could be improved in the future.

COMMUNICATION

Every attempt will be made to determine that an e-learning day will be used by 8pm the night before. Email will be used for communications between staff. Email will be used to communicate formally with parents. Information will also be posted on the Avoca SD 37 website.

Students + Families

Information will be shared with students and families about expectations and protocols for an e-learning day as soon as possible. When an e-learning day is implemented at Avoca School District 37, information will be shared as outlined for a school day canceled due to inclement weather or other adverse circumstance.

Staff

Avoca staff will receive training regarding expectations for District employees on an e-learning day. Links with information regarding general expectations and responsibilities of the program will be provided at least 30 days prior to utilizing an e-learning day. Additionally, staff will review the expectations and responsibilities during a live session prior to implementation.



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