

# Wolf Branch School District #113

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Dr. Nicole Sanderson, Superintendent  
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## ***Approved-E-Learning Plan***

**Per Illinois School Code: (105 ILCS 5/10-20.56) Sec. 10-20.56. E-Learning days.**

- 1. Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day:**

During e-learning students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day or Act of God day and will be due to be submitted back to the teacher or staff member the following school day or by the requested due date assigned by the teacher.

**Elementary and Middle School Certified Staff:** On an e-learning day, the 7 hour workday for teachers shall be scheduled as follows unless otherwise directed:

*7:45 a.m. - 9:00 a.m. - Planning/preparation/checking email/follow-up/aligning student needs/professional responsibilities - contact coaches/sponsors for any needed support*

*9:00 a.m. - 2:00 p.m. - 5-hour block of student engagement, instruction, supervision, verification/assessment of student work, planning/prep, monitoring, class check-ins, story-time, 1:1 or small group feedback, contact with coaches/sponsors as needed. Teachers may adjust schedules as needed depending on coursework and needs of individual classes.*

### **PreK-1st Grade:**

*Along with predetermined packets, teachers will offer optional opportunities for students to participate in class circle/meeting; show-in-tell; storytime online through a Google Meet link. These opportunities will be communicated with parents/guardians via email.*

### **2nd Grade-3rd Grade:**

*Students will have assignments sent to them through Google Classroom. This is an app students are very familiar with from class. Teachers will offer optional opportunities for students to participate in class circle/meeting with optional office hours online through a Google Meet link to assist or provide feedback - should students need assistance. These opportunities will be communicated on Google Classroom.*

#### **4th Grade -8th Grade:**

*Students will have assignments sent to them through Google Classroom. This is an app students are very familiar with from class. Teachers will offer optional opportunities for students to participate in class circle/meeting with optional office hours online through a Google Meet link to assist or provide feedback - should students need assistance. These opportunities will be communicated on Google Classroom.*

*2:00 p.m. - 2:45 p.m. - Duty Free*

Specials/Encore Teachers - are expected to continue with a modified schedule of the day's classes as noted in the grade levels above. This information will be expected to be posted on Google Classroom, shared with student homeroom teachers (for a mass email to parents) or shared with parents directly depending on the age of the students. It is encouraged to offer class circle/meeting times, office hours, whole-group activity, or some time of online activity to support student engagement.

Social Workers, School Nurses, and Elementary Speech Language will be available to parents and students on the e-learning day and may be issued an assignment from their building administrator. The specialized services will be able to schedule individual times online or phone conferences to meet with students, if students need assistance. Depending on the related service needed, any student with an IEP who may have minutes scheduled on the day of a proposed e-learning day, may either have those minutes met the day of during an agreed upon scheduled online session or those minutes will be made up when the student returns to school. This will be arranged through case managers and related service personnel via email to parent/guardian or age appropriate student.

Likewise, Special Education Teachers/Case Managers are expected to reach-out, individually, to families of students on their caseload to share activities that coincide with special education services. Paraprofessionals are typically part of a student's general education teacher's Google Classroom, therefore, they can assist students through Google Classroom or email should a student need assistance.

Reading and Math MTSS - support for teachers during planning or to provide feedback for student progress will be available. The MTSS teams will also be expected to continue with the day's schedule of students. Depending on the age of the student, the activity/lesson will either be sent to the teacher or communicated directly with the student via Google Classroom or email.

Additionally, any personnel without teaching assignments may be issued assignments from administrators as needed. Classroom aides are expected to contact classroom teachers and support students as normal during class meets or throughout the duration of the scheduled work times via email/Google Meets.

Students and staff will have daily contact, either through a virtual class meeting, feedback on assignments, a direct email to students, or through a phone conversation. It is the expectation of the district that students will be engaged in the learning process on a daily basis. Parents will need to ensure that students are logged in to the district learning platforms each day and that students are engaged in the class assignments or independent work. **IF WE HAVE TWO DAYS WITHOUT ANY CONTACT or ENGAGEMENT, ADMINISTRATION WILL BE NOTIFIED AND A HOME VISIT MAY BE CONDUCTED.**

Part of the educational process is student assessment and monitoring growth. Assignments will be graded and the grades will be used for a cumulative grade. The district grading policy applies to the e-learning platform.

Additionally, the district/grade level policies for late and missing assignments also apply. When a student logs into their chromebook or via the Clever URL (using their school-issued username and password), students will see the main platforms the district uses for e-learning; TeacherEase, Google Classroom, Connect Ed, ARC Bookshelf, Amplify, Google Suite, etc. There may also be supplemental learning resources assigned by the teachers. When in doubt, emailing the teacher or visiting the teacher's Google Classroom is always helpful.

**2. Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program**

Students in grades second through eighth have chromebooks they carry to and from school on a daily basis. They complete assignments in Google Classroom on a regular basis so it is understood that our student population has access to the internet and our digital platforms we utilize. Typically, students in grades preschool through first grades do not carry chromebooks to and from school, however, they are familiar with accessing applications through a mass email sent to parents. Additionally, students in the primary grades will be sent home with hard copies of learning packets for their continued learning.

Households we serve have access to the internet either on a computer or cell phone. They also access Google Classroom to retrieve assignments on a regular basis.

During an e-learning day, all students preschool through eighth grade will be assigned work through either a mass email to parents/students or utilizing Google Classroom. A matrix/assignments will be sent out for students to complete that day. The matrix/assignments will be posted on each teacher's Google Classroom page and will be able to be viewed on a cell phone. The students can complete the work either electronically or on paper to turn in to the teacher. The assignment created for that day will include activities in math, language arts, science, social studies and the student's assigned specialty area for the day. Special Education teachers will

provide assignments based on students goals and objectives. School staff will be available from (9:00-2:00) to support student learning and answer any questions.

**3. Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology**

Our district has the infrastructure and professional capacity in place to support the adoption of e-learning days in place of traditional emergency days. Our experience and surveys have indicated that most of our middle and elementary school students have reliable access to the internet. We have experience in working with a few of our families that need individual assistance to accommodate accessibility to the required technology services. If there is a power outage or another issue out of a family's control; staff will work with the student/parent to make arrangements for an opportunity to complete the work. Parents will be instructed to reach out to the building Principal to make these arrangements.

**4. Ensure appropriate learning opportunities for students with special needs**

For students with approved modifications and accommodations, assignments will continue to be modified and provided based on their learning goals from their special education teacher or support staff they work with during the regular school day. Academic programming will be provided via electronic platforms. On a case by case basis, accommodations will be made for students. Additionally, staff may schedule individual meetings to help facilitate the learning process or provide related services. Special education teachers will serve as co-teachers on the appropriate grade-level's Google Classroom and also will continue to maintain their own Google Classrooms for their self-contained students.

**5. Monitor and verify each student's electronic participation**

It is expected that all students will check in for attendance on TeacherEase using their Clever Portal. Once students log in, they will be prompted with a screen that states: *"Check into e-learning"* Students should select, "Check In" and they may then close out of TeacherEase. All work will be posted on Google classroom by 9:00 a.m. on the e-learning day. The work will need to be completed and turned in when students return to school for paper assignments or by the requested due date for electronic assignments. Our personnel will use daily attendance in comparison to the evidence of learning being returned to teachers for various assignments to note participation during our e-learning days. Students who do not submit assignments or do not properly "check into e-learning" may be counted absent. Teachers will be providing feedback and assessing student progress and learning by various assessments, student/teacher partnership, coaching, purposeful dialogue and differentiation. A student's grades may be negatively impacted by the quality of work, or lack of work, turned in by the student.

**6. Address the extent to which student participation is within the student's control as to the time, pace, and means of learning**

A student's asynchronous participation/optional class meetings/activities will vary based on the grade level. Learning/extension activities for the specific day will be assigned within the instructional classes below. It is understood additional learning is required and encouraged to continue each course's curriculum pacing.

<b>PreK-1</b> Class Meeting/Circle Time ELA (Phonics, Reading, Writing, Grammar) Math Science Social Studies Special of the day Class Meeting/Circle Time	<b>2-4</b> Class Meeting/Circle Time ELA (Phonics, Reading, Writing, Grammar) Math Science Social Studies Special of the day Class Meeting/Circle Time	<b>5-8</b> ( <i>shortened schedule</i> ) Class Meetings/Office Hours ELA (Reading, Writing, Grammar) Math Science Social Studies PE Encore
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**7. Provide effective notice to students and their parents or guardians of the use of particular days for e-learning**

Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website. On the particular day an e-learning day is utilized, an alert will go out on our emergency alert system giving parents/students directions. Also, teachers will send notifications out via email to direct students, parents/caregivers to their designated Google Classroom page and notice will be posted on our webpage/social media pages.

**8. Provide staff and students with adequate training for e-learning days' participation**

A PowerPoint was created to explain the e-learning day participation and procedures and available on our website. Principals will be reviewing the expectations with staff at an upcoming staff meeting. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their building administrator independently to review the information. Every year thereafter a section on e-learning will be added to our faculty handbook to review annually.

PowerPoint Link:

[https://docs.google.com/presentation/d/1Pi9-QKYLguGn-LWd-FrxB3ffh7VsvuE3m\\_kmrXW8Wo/edit?usp=sharing](https://docs.google.com/presentation/d/1Pi9-QKYLguGn-LWd-FrxB3ffh7VsvuE3m_kmrXW8Wo/edit?usp=sharing)

**9. Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program**

All teachers and aides have been assigned a laptop or Chromebook for use at school and at home. Teachers and specialists will be available for support from 9:00 am to 2:00 p.m. Parents/students can email their teacher/specialist, do a virtual chat with their teacher on GoogleMeets, post a question in Google Classroom, or call and leave a voicemail.

**10. Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day.**

A signature page is on file in the District office.