District 146 e-Learning Plan

- Ensure and verify at least 5 clock hours of instruction or school work, as required by Section 10-19.05, for each student participating in an e-learning day.
    - *Synchronous learning refers to educators and students gathering at the same time and (virtual) place and interacting in "real-time".*
    - *Asynchronous learning refers to students accessing materials at their own pace and interacting with each other over longer periods of time.*
    - K-5 Daily Schedule
        - 8:30-8:55 a.m.- Communication and resources provided to students/families through learning platform (Seesaw or Schoology)
        - 3 Hours of teacher/student interaction balancing synchronous and asynchronous learning with direct instruction, small groups, and independent activities
        - Noon to 12:30 Lunch
        - 2 Hours of teacher/student interaction balancing synchronous and asynchronous learning with direct instruction, small groups, and independent activities
        - 2:30-3:35 p.m. Office Hours/Intervention Time
    - Middle School Schedule
        - 7:50-8 a.m. Communication and resources provided to students/families through Schoology
        - 3 Hours of teacher/student interaction balancing synchronous and asynchronous learning with direct instruction, small groups, and independent activities
        - 11-11:30 a.m. Lunch
        - 2 Hours of teacher/student interaction balancing synchronous and asynchronous learning with direct instruction, small groups, and independent activities
        - 1:30-2:55 p.m. Office Hours/Intervention Time

- Ensure access from home or other appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.
    - All K-8 students have been issued school-provided iPads and other technology depending on the grade level.
    - Students and parents will be able to access online materials through Seesaw and Schoology.
    - All teachers have been issued school-provided laptops.

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- 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.
  - o Hard copies of materials will be posted on learning platforms and will be made available upon return to school.
  - o Information on Internet Essentials from Comcast will be provided for families to sign up if Wi-Fi is needed.

- Ensure appropriate learning opportunities for students with special needs. Resources to support students with special needs and bilingual students will be available.
  - o English language learners may need an adapted approach in order to fully participate.
  - o Case managers may need to create remote learning assignments that are consistent with their IEP goals.
  - o Specialists and/or Case Managers are expected to reach out, individually, to families of students on their caseload to share activities that coincide with related services.
  - o SPED co-teachers will contribute to lesson planning. Therefore, they can assign their students' work through the appropriate learning platform and check it as it gets returned. Another option is to create a separate assignment in the learning platform for students on their caseload - this could be the modified assignment that they create based on the Gen Ed teacher assignments or it could be something completely different related to one of the student's goals.

- Monitor and verify each student's electronic participation.
  - o All devices will provide access to teachers, via email, for all parents and students needing support.
  - o The district provides staff and students with access to Schoology, Seesaw, and email for communication, collaboration, and instructional support. This will be the means used for teachers and students to communicate during e-learning days and track student learning. Other online resources used to track learning progress may be Khan Academy, IXL, myON, Lexia, and ZEARN.

- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.
  - o District supported learning platforms will be used to facilitate a balance of synchronous and asynchronous learning. Staff will connect virtually live with students during the course of the e-learning day.

  - o As a rule of thumb, students should be able to complete work for each course or content area or specials classes such as PE, art, music, etc., in about 10-20 minutes. Times may be adjusted according to grade level appropriateness.

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- Provide effective notice to students and their parents or guardians of the use of particular days for remote e-learning.
  - e-Learning day procedures and expectations will be posted in learning platforms, Seesaw and Schoology, with general expectations posted on the district and school websites.
  - Email alerts and phone calls will be utilized when necessary to follow up with parents and guardians regarding e-Learning day protocols and expectations if they do not respond in learning platforms.
- Provide staff and students with adequate training for participation in e-learning days.
  - Training using voice over PowerPoint will provide an overview of e-learning including key components, procedures, framework, schedules, supporting resources, and expectations of teachers and certified staff.
  - Information will be provided to non-certified staff outlining their role and support for e-learning.
  - Principals will discuss best practices and expectations for remote learning assignments with teachers.
  - Information will be provided to students and parents outlining the e-learning process, expectations, and how to access online learning management systems during open house and teacher communication.
  - Frequently Asked Questions and Answers will be provided to all stakeholders.

- 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 have been issued school-provided laptops.
  - All teachers have been trained and have access to the online digital resources that support remote learning.

- 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.
  - The collective bargaining negotiations team approved the e-Learning plan on March 28, 2020 and March 1, 2023, representing the purpose of consensus agreement of e-Learning plan.

- Review and revise the program as implemented to address difficulties confronted.
  - Community Consolidated School District 146 will continue to evaluate and revise the program based on staff, student, and parent/guardian feedback.

- Certified/Classified Staff
  - All staff members will be expected to work remotely. Supervisors will indicate what tasks will be assigned during e-Learning.