

Last Edited 4/3/2023

## **Iroquois West CUSD #10 E-Learning Plan Document**

1. Show evidence that the Board of Education has:
  - a. Given notice of a public hearing in the newspaper of general circulation
  - b. Provided written or electronic notice to parents or guardians of hearing
  - c. Written or electronic notice of hearing to any exclusive collective bargaining unit.
  - d. Show evidence of adopted board resolution of the research-based program(s) for E-learning days

### **Attendance:**

-K-8 Students will be asked to check-in via DoJo

-Student participation will be verified through the completion of student packets/activities and online assignments. Parents/guardians will sign completed packets indicating student participation during the day.

-Middle School and High School Students will be required to check-in electronically in Google Classroom. Additionally, as a 1:1 school district, student electronic participation will be monitored through district servers and Google Classroom teachers.

Students not participating in these activities within the timeframes referenced below for each grade level will be marked absent.

2. Describe technology, techniques, and procedures that will be used on E-learning days.

The district website will serve as a hub as a reference for parents and students to get information on E-Learning day procedures and assignments. Teachers and schools will use a variety of platforms to both communicate and incorporate assignments on e-learning days. Among these platforms are ClassDojo for grades K-5 and Google Classroom for grades 6-12.

Attendance will be recorded through Class Dojo or a Google Form that is sent to parent/guardian's emails and phones using the district's school messenger system.

Each teacher will develop assignments and upload those assignments to the grade level platform following the district's guidelines.

When possible, students will practice routines and activities that would occur on an E-Learning day at school with teachers present to prepare students for an actual e-learning day.

Teachers will provide parents with detailed, step-by-step information to ensure students can log in and complete activities assigned on E-learning.

All students and parents have been given the teacher's email address and school phone number contact information if a student is unable to access information and needs assistance.

When an E-Learning day or days is/are known in advance, all students will receive relevant non-electronic assignments in advance with a parent verification form.

3. Identify hardware and software that is required by teachers and staff for the program.

Teachers and staff will use computers that are assigned to them by the school district. Teachers will use the following web-based programs but will not be limited to ClassDojo and Google Classroom.

In the event that a teacher does not have remote internet connectivity or it becomes disabled during the learning day, the teacher will contact the administration and inform them that they are unable to connect and the two will develop a plan for remote instruction to occur.

4. Do all teachers and staff have access to the hardware and software required to deliver the E-learning program?

All teachers and staff have access to the hardware and software required to communicate with students during an E-Learning Day. School principals confer with teachers to determine whether teachers have reliable internet connectivity. When a teacher does not, one solution the district can/has used is to issue that teacher a mobile hotspot.

5. How will the district 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?

K-8 Students will be asked to check in via DoJo. Teachers will have packets prepared (K-8), which will include designated work times for each subject. Parents will sign off on packets prior to return, indicating students have completed the time. Students will be counted present, upon returning to school with a completed and signed packet.

HS students will be required to check in using a Google Classroom at the beginning of each class period on the High School Schedule. Students will be required to log in to classes and office hours.

Period 1) 8:29 - 8:59

Period 2) 9:03 - 9:33

Period 3) 9:37 - 10:07

Period 4) 10:11 - 10:41

Period 5A) 10:45 - 11:15

Period 5B) 11:19 - 11:49

Period 6) 11:53 - 12:23

Period 7) 12:27 - 12:57

Period 8) 1:01 - 1:30

OFFICE HOURS 1:45 - 2:25

All teachers will be available by email, Class Dojo, or Google Classroom for five (5) clock hours. Teachers will be available to answer questions and/or provide help beginning at 9:00 a.m. and concluding no earlier than 2:00 p.m.

6. How will the district ensure access from home or another 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?

K-8 students will be working out of teacher provided packets. High School students will not require any additional devices other than their school issued Chromebook. Students without the internet are identified annually using a technology survey. Hot Spots are then issued to students in need. If parents/guardians have questions, they will be able to reach staff members beginning at 9:00 a.m. and concluding no earlier than 2:00 p.m. Teachers will also be able to be reached by email and DoJo with cell phones.

7. How will the district ensure that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students?

Students in grades K-8 will be provided with an E-Learning folder that will be sent home once the plan is approved. High School will survey students to determine home access to the internet. Hot Spots will be provided as needed for students or alternative activities will be provided for students without internet capabilities. Student participation will be verified by the completion of the day's work. The district will survey teachers and staff to determine internet accessibility. If a situation arises where a teacher does not have access to the internet, an alternate teacher will be assigned to field questions on that day. The school district will use automated calls/text messages in English and Spanish, post messages to the district website, as well as use media notifications.

8. How will the district ensure appropriate learning opportunities for students with special needs?

Students with special needs will work with their Case Manager, who will prepare folders with activities aligned to meet their individual goals. The activities will allow students to continue to work on their IEP goals during the E Learning Day. Students will have access to their case manager through Class DoJo, Google classroom, or email. Service provider minutes will be made up upon returning to school, as minutes are figured weekly on IEPs, and can be flexible. Teachers will be provided with professional development on procedures to be followed. Students will be instructed during regular class time on their procedures to be followed, including how to access their work and the expectations for work completion.

9. How will the district ensure appropriate learning opportunities for students that are English Language Learners?

Students designated as English Learners will work with classroom teachers, who will identify their unique needs and work with the Tier II team, to make sure appropriate accommodations are made. ELL staff will be available for K-12 students on e-learning days and will work with individual students. Assignments will be available in both English and Spanish as necessary.

10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?

Classroom teachers will identify students with unique needs and work with the building principal or Tier II team to make sure that appropriate learning accommodations are made for E Learning Days. This will include 504 accommodations as well as other unique learning needs that have not yet been formalized due to individual student circumstances.

11. How will the district monitor and verify each student's electronic participation?

As a current 1:1 school district, student electronic participation will be monitored through district servers. In addition student participation will be verified through the completion of student packets/activities and online assignments. Parents/guardians will sign completed packets.

12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?

HS Teachers will post lessons no later than 9:00 a.m. the morning of an e-learning day. If extenuating circumstances arise, and the student is unable to complete work a student should email the teacher as soon as possible. The district will allow a two-day grace period for work completion. Successful work completion will be based on graded student assignments or validation of work on an assigned computer program. Parents will be notified on an E-Learning Day using the district's Sky Alert system. Notice will also be posted on the district website and local media outlets will be notified.

13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for E-learning?

Building principals will meet with staff to review the E Learning Day program prior to each school year. Teachers will review protocol with students prior to the end of each school year and by the end of September each year. This will include a review of platforms being utilized. A note will be sent to parents to inform them of the progress of the program.

14. How will the district provide staff and students with adequate training for E-learning days' participation?

Stakeholders will meet to review the successes and weaknesses of the E-Learning program, and will make any necessary changes for the next two school years.

Teachers will practice with students and guide them through the needed steps to successfully participate and complete assignments on an e-learning day.

Teachers will also communicate with parents on how students are to access and complete assignments.

15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?

Stakeholders will meet to review the successes and weaknesses of the E-Learning program, and will make any necessary changes for the next two school years. Discussions occur at the end and beginning of each school year at each building.

16. How will the district review and revise the program as implemented to address difficulties confronted?

Building principals will hold faculty meetings with all staff members and the end of each school year and prior to the start of each year to ensure that protocol and general expectations are clear. No E-Learning Days will be used prior to final plan adoption and official notification by the Regional Office of Education.

17. How will the district ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an E-Learning day?

Upon final approval of the plan, notice will be sent electronically to all staff and families. Additionally, the plan will be posted on the district webpage.

Additionally, all staff will review at end of year and beginning of year building meetings. Once school is in session, teachers will further explain procedures and expectations to students and families.