

School District 146 - COVID19 Emergency E-learning Plan

- 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.
 - All K-8 students have been issued school-provided IPADS.
 - Students and parents will be able to access online materials through school or district website, Seesaw, Schoology, Class Dojo, and Google Classroom. Staff have been trained using Seesaw, Class Dojo, and Schoology. A digital training for Google Classroom will be provided for all staff and families for accessing and using Google Classroom.
 - Textbooks and workbooks have been sent home with all students.
 - All teachers have been issued school-provided laptops.

- 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
 - Hard copies of materials posted online will be made available for pick up at schools.
 - Internet Essentials from Comcast information will be provided for families to sign up if Wifi is needed.

- Ensure appropriate learning opportunities for students with special needs
 - Resources for supporting learning students with special needs and bilingual will be available.
 - English language learners might need an adapted approach in order to fully participate.
 - Case managers may need to create e-Learning assignments that are consistent with their IEP goals.
 - 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.
 - SPED Co-teachers will contribute to lesson planning, therefore, they can assign their students through the appropriate learning management system and check it when it gets returned. Another option is to create a separate assignment in the learning management system 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
 - All devices will provide access to teachers via email for all parents and students needing support.
 - The district provides staff and students with access to Schoology, Seesaw, Class Dojo, Google Classroom, 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, and ZEARN.

- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
 - 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 30-45 minutes. Times may be adjusted according to grade level appropriateness.
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
 - E-Learning day procedures and expectations will be posted on the district and school websites
 - Email alerts and phone calls will be sent to parents and guardians with e-Learning day protocols and expectations.
 - The school community will be notified through phone calls, emails, and website/social media announcements when an e-Learning day will be used.

- Provide staff and students with adequate training for e-learning days' participation
 - Training using voice over Power Point 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 e-Learning assignments with teachers.
 - Information will be provided to students and parents outlining e-Learning process, expectations and how to access online learning management systems.
 - 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
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- 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 24, 2020, 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
 - Classified Staff
 - All staff members will be expected to work remotely. Supervisors will indicate what tasks will be assigned during the closure