Wolf Branch School District #113
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e-Learning Program

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 by 11:59 p.m. the day it was assigned 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/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, contact with coaches/sponsors as needed.

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

All certified personnel without direct teaching responsibilities are expected to support classroom teachers by responding to school needs, including being in communication with the school as needed.

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.

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 preschool through grade one do not carry Chromebooks to and from school. Therefore it is understood that during difficult weather, packets prepared in advance will be assigned by the teachers. In the event of an unpredictable situation, it is understood the 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 in second through eighth grades will be assigned work through 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. 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**

Attendance for students in PreK through first grade will be noted by their completion of work turned into their teacher upon their return to school.

Students in second through eighth grades 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 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 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.

K-2	3-4	5-8
ELA (Phonics, Reading, Writing, Grammar) Math Social Studies Science Special of the day	ELA (Phonics, Reading, Writing, Grammar) Math Science Social Studies Special of the day	ELA (Reading, Writing, Grammar) Math Science Social Studies PE Encore

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. If in-person learning for the next school

day is canceled by 9:00 p.m., the next school day will be an e-Learning day. However, if the notification of cancellation for in-person learning is made after 9:00 p.m., the next school day will be a traditional snow day that will be made up by adding an in-person learning day to the school-year calendar.

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

Initially, a Q & A document and a PowerPoint Presentation were created to explain the e-Learning day participation and procedures. Principals reviewed the expectations with staff at a staff meeting. Principals provided a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that were absent on the day of the meeting met with their building administrator independently to review the information. Every year, thereafter, a section on e-Learning will be added to the faculty handbook to review.

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 a.m. 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 was created and signed by all required parties.

The Initial e-Learning Plan is effective for three (3) years and the following were completed:

- Collective Bargaining Negotiations with representatives of the school's employees covered by a collective bargaining agreement
- Public Hearing Notice posted in the newspaper 10 days prior to the hearing
- Public Hearing
- Parental Notification (Initially via electronic message. Subsequently via handbook language)
- Faculty and Staff Notification (Annually via Staff Meeting)
- School Board Approval of e-Learning Resolution
- Submittal of the Illinois State Board of Education e-Learning Program Verification Form to the St. Clair County ROE
- Agreement that the e-Learning Plan may be reviewed and considered for any necessary revisions within the three-year window