



Glen Ellyn District 41 E-Learning Plan 2019-2020 school year

- 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 and will be due to be submitted back to the teacher or staff member by 9:00pm the day it was assigned if they are Hadley students. Elementary parents can write a note stating what they completed during the week and return it to the teacher at the end of the week via email or when the student returns to school.

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:

- 8:20 a.m. - 8:30 a.m. - Planning/preparation -contact coaches for any needed support
- 8:30 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 8:30 a.m. - 1:30 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
- 1:30 p.m. - 2:15 p.m. - Duty Free
- 2:15 p.m. - 3:00 p.m. - Verification/assessment of student work/engagement; planning/prep, contact with coaches as needed. (e-Learning)
- 3:00 p.m. - 3:30 p.m. - Planning/preparation, professional responsibilities -contact coaches for any needed support

Counselors, School Psychologists and School Nurses will be available to parents and students on the e-learning day and will be issued an assignment from their building administrator in lieu of planning a lesson.

PBL Coaches- support science planning for teachers

Reading and Math Coaches-support for teachers during planning

Elementary and Middle School Digital Literacy Specialist- provide tech support for their building families that need support prior to and during the e-learning day.

The Specialist or Case Manager is expected to reach-out, individually, to families of students on their case-load to share activities that coincide with related services.

- 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.

The Hadley Junior High students have chromebooks that they take home and have assignments to complete in Google classroom on a regular basis so it is understood that all Hadley students have access to the internet and Google classroom. All Hadley students will be assigned work through Google classroom. SPED Co-teachers are typically part of their gen ed teachers Google classroom, therefore, they can assign their students through google classroom and check it when it gets returned. Another option is to create a separate assignment in Google classroom for just the students on their caseload - this could be the modified assignment that they created based on the Gen Ed teachers assignment or it could be something completely different related to one of the students goals. All teachers, co-teachers, and coaches will be available from home (8:30-1:30) to support student learning and answer any questions.

Elementary students do not take their chromebooks home but it is understood that all households have access to the internet either on a computer or cell phone. A matrix will be created with choices of work for the students to complete for that day. The matrix will be posted on the district website 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. Teachers will create a matrix for their students to use as a choice for work to be completed for the day which will include activities in Literacy, STEAM, and FLES/EL. Special Education teachers will provide assignments based on students goals. Teachers will be available from (8:30-1:30) to support student learning and answer any questions.

- 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 is in place to support the adoption of eLearning days in place of traditional emergency days. A recent district informal study indicated that 100% at Hadley Junior High have reliable access to the internet based on return of work assigned in Google classroom and 98% of our Elementary students have access to reliable internet service at home based on a current return or direct contact rate electronic messaging from the school. The school staff will work with individual families to accommodate as needed (e.g. Access to Reduced Rate Programs etc.). If there is a power outage or another issue out of the families control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

- Ensure appropriate learning opportunities for students with special needs

Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.

- Monitor and verify each student's electronic participation

All work will be posted on the district website by 8:30am on the e-learning day. The work for Hadley students will need to be completed and turned in electronically to verify the student's participation by 9:00pm on the e-learning day. Elementary parents can write a note stating what they completed during the week and return it to the teacher at the end of the week via email or when the student returns to school.

The assignments completed within the matrix will count for work habits grades. Each content area teacher will collect the work students complete. Elementary teachers will record the assignments by week. If the student completed the assignment for the content area then it is marked a 4 under Work Habits. If they do not complete the assignment then it is marked a 1. This will be entered into Skyward as a **formative Work Habits** grade.

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

Student Participation will vary based on the grade level:

- For Early Childhood and Kindergarten students will be engaged for 45 min
- For Grades 1-2, students will be engaged for 60 minutes
- For Grades 3-4, students will be engaged for 90 minutes
- For Grades 5-8, students will be engaged for approximately 120 minutes (45 min for ELA/Social Studies, 45 min for Math/Science, 15 minutes for FLES or EL and 15 min for PE/Specials)

- 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.

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

A Q and A document and powerpoint were created to explain the e-learning day participation and procedures. 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.

- 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 8:30 am to 1:30 pm

- Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google classroom, or call and leave a voicemail
- Teachers can retrieve school voicemails remotely.

- 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

An MOU was created and agreed upon during the 2018-19 school year for e-learning. A new E-Learning MOU was agreed on for the 2019-20 school year by both union groups with the requirements according to Illinois School Code.