E-LEARNING PLAN

LA MOILLE COMMUNITY UNIT SCHOOL DISTRICT #303

● 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

Educators will provide students with the appropriate lessons, activities, and work in advance of beginning the e-Learning Day. Educators will be available and monitoring Google Classroom, Seesaw, and other curricular platforms to measure logins and also be ready to communicate to parents/students as needed. All student work that is done via Google Classroom/Seesaw will need to be completed by the scheduled deadline as described in the e-Learning day communication to parents.

● 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 La Moille District is a 1:1 device district with grades K-2 utilizing I-Pads, 3-9 utilizing ChromeBooks, and 10-12 utilizing laptops. 10-12 laptops and 3-9 Chromebooks are issued to students, which they take home each day. I-Pads for K-2 will be distributed and sent home in anticipation of e-Learning days.

Families have been surveyed and communications have established internet needs among families in the district. Hot spots are available at each school location for family needs.

● 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

Copies will be made available per student or parent request. When the school building is open and appropriate staff are available then teachers will have copies available for students. If the school building is not able to be open due to extreme conditions or federal or state mandated closing, then the materials will be available for students upon their return or when the essential personnel can return to the school building.

- **Ensure appropriate learning opportunities for students with special needs Guidelines will be followed as per the School Code and all other applicable laws.**

Teachers know the students in their classes and will make appropriate accommodations with the online materials. Software that allows material to be read will be utilized and other accommodations, such as extended time, limited answer choices, and shortened assignments will continue to be implemented. Appropriate communication technology, i.e., Zoom, Google Meets, and/or See Saw may be used to facilitate face-to-face contact.

- **Monitor and verify each student's electronic participation**

Student attendance will be taken on a daily basis. Students will log into their 1st hour teacher's electronic classroom (i.e.: Google Classroom, school email, etc.) by 8:10 AM. Teachers will then post the attendance in TeacherEase, which is the school's student management system, by 8:30 AM. Elementary packet completion may also be utilized.

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

Students will be given daily activities for each course they are enrolled in and will be required to submit responses to the activities. Assessments will be given based on the normal pacing of the courses as if they were in physical attendance. Teachers will be in regular communication with students and will adjust the pacing based on student needs. The activities that students will be completing will be content specific lessons that support the course outcomes.

- **Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning**

All stakeholders affected will be notified using the District's communication protocols. Messages will be communicated with students and their parents/guardians through the District website, social media, and email. Additionally, teachers will be reaching out to students in each of their courses to ensure that they are aware of the e-Learning procedures. In the event, the e-Learning day is utilized, the phone call to cancel school will also include information to let students and staff know that it is also being declared an e-Learning day.

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

Due to the fact that the District is already operating in a one-to-one environment, students are aware of the expectations for working online and submitting work through various programs.

The e-Learning guidelines will be shared with staff and students to ensure the effective participation and usage.

- **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 staff have laptops/Chromebooks with the necessary software.

- **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**

Notice has been given and the plan was created in consultation with the members of the collective bargaining organization. Formal meeting dates will be scheduled with all applicable collective bargaining groups regarding the e-Learning days. The District will provide ongoing e-Learning opportunities for staff to allow for continuation of PD opportunities.

- **Review and revise the program as implemented to address difficulties confronted**

It will be the expectation of teachers to regularly give feedback to administration on the implementation of the e-learning program to ensure its effectiveness. If global concerns arise, then the administration will review the plan in consultation with the staff.

- **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**

Communications to all stakeholders will be established through email and website posting for at least 30 days prior to initiating an e-Learning day.