

# Community Consolidated School

## District 89

### E-Learning Plan

**Background:** Community Consolidated School District 89 has approved the use of e-learning days in lieu of inclement weather days. E-learning day is a day of learning for students and expectations are outlined below. The plan was originally approved in March of 2020, then revisited in July 2020. The plan has been updated to reflect e-learning for the 2021-22 school year. This plan was developed in collaboration with representatives from the district leadership council (DLC).

**E-learning plan requirement: 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. To ensure and verify at least 5 clock hours of instruction or schoolwork, as required under Section 10-19.05, for each student participating in an e-learning day, teachers shall be scheduled as follows unless otherwise directed;**

Teachers will follow their regular school day schedule. Teachers are expected to work synchronously with each class for part of each period using Google Meet, unless there is an emergency that prevents the teacher from being online with his/her class. In the case of an emergency, the teacher will post recorded lessons made by the teacher. An emergency would be something unavoidable, for example: a childcare placement closing due to the weather and no alternative. The recorded lessons must be current and follow the sequence of the current lesson/unit. They can not be pre-recorded and general in nature.

Middle school staff will work their typical school day schedule with the first period starting at 7:50 a.m. Teachers will meet with each of their classes throughout the day and have their designated plan times and duty-free lunch.

Elementary school staff will work their typical school day schedule, beginning with students at 8:50 a.m. Teachers will post the daily schedule in SeeSaw or Google Classroom. Teachers will meet with each of their classes throughout the day and have their designated plan times and duty-free lunch.

- English language, intervention, and special education resource teachers will send necessary links to the classroom teacher to post in the learning management system for students to access.
- Challenge, art, music, and PE will use their learning management system to post necessary assignments and links for Google Meet.

All staff will provide between 120-150 minutes of synchronous learning throughout the e-learning day. Staff will provide a total of 300 minutes of instruction per each e-learning day, combining synchronous and asynchronous work. A video can be found in our CCSD 89 professional development toolbox on [getting started with Google Meets](#).

Students will follow their regular school day schedule.

- Middle school students will begin their day at 7:50 a.m. and follow the traditional bell schedule. This allows for all students to participate in all their classes and academic support.
  - Students will log in to their class for synchronous instruction at the beginning of each period. The class period will consist of both synchronous and asynchronous work time.
- Elementary school students will begin their day at 8:50 a.m. and follow the traditional schedule for that day of the week. Students will log in to their class learning management system and participate in a synchronous Google Meet. The classroom teacher will review the schedule for the day and highlight which times are synchronous and asynchronous.

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**E-learning plan requirement: Ensure access from home or other appropriate remote facility for all students participating - including computers, internet, and other forms of electronic communication that must be utilized in the proposed program**

Glen Crest Middle School students: Students have a Chromebook that they will be able to take home and have assignments to complete in Google Classroom on a daily basis. All Glen Crest students will be assigned work through Google Classroom. Each student will need to complete the following by 9 p.m. that day:

- Complete all assignments by the due date given by teachers.

Related service staff and case managers are typically part of their general education teachers' Google Classroom; therefore, they can provide assignments as needed to 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 teacher's assignment, or it could be something completely different related to one of the student's goals. All teachers and staff will be available from home to support student learning and answer any questions.

Elementary students grades K - 5 - Students will have a device that they will be able to take home and use during e-learning days. Teachers will create assignments for students to complete each day, and post it to the learning management system. K - 1 uses SeeSaw and 2 - 5 grade uses Google Classroom. Each student will complete the following by 9 p.m. that day:

- Complete all assignments by the due date given by teachers.

Special Education teachers will provide assignments based on the student's goals. Teachers will be available throughout the regular school day to support student learning and answer any questions.

**E-learning plan requirement: 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. A recent district informal study indicated that 90 percent of students at the middle school have reliable access to the internet based on return of work assigned in Google Classroom. Approximately 98 percent 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 has provided mobile hotspots for families who do not have internet. The school staff will work with individual families to accommodate their needs as necessary (e.g. paper copies available at school for pick up, access to wireless access points, reduced rate programs, etc.). If there is a power outage or another issue out of the family's 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.

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**E-learning plan requirement: 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. Special education staff will provide students with support on e-learning days.

**E-learning plan requirement: Monitor and verify each student's electronic participation**  
All work will be posted to the students' learning management system (Google Classroom or SeeSaw) and assigned work should be completed by 9 p.m.

**E-learning plan requirement: 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.**

Students will follow their typical daily schedule.

- Middle school students will begin their day at 7:50 a.m. and follow the traditional bell schedule. This allows for all students to participate in all their classes and academic support.
  - Students will log into their class for synchronous instruction at the beginning of each period. The class period will consist of both synchronous and asynchronous work time.
- Elementary school students will begin their day at 8:50 a.m. and follow the traditional schedule for that day of the week. Teachers will post the daily schedule in SeeSaw or Google Classroom.
  - Students will log into their class learning management system and participate in a synchronous Google Meet. The classroom teacher will review the schedule for the day and highlight which times are synchronous and asynchronous.

Students will be able to see each assignment in their learning management system and teachers will be available throughout the day.

**E-learning plan requirement: 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 and it will be posted on the district's website. Communications will go out to all families as soon as an e-learning day is declared with reminders of expectations.

**E-learning plan requirement: Provide staff and students with adequate training for e-learning days' participation**

Principals will be reviewing the expectations with staff at an upcoming 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.

**E-learning plan requirement: 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 have been assigned a laptop or Chromebook for use at school and at home. Teachers have access to email throughout the day and can retrieve school voicemails remotely. CCSD 89 Tech help desk is available throughout the day to provide support to staff and students.

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**E-learning plan requirement:** 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.
- The district will review and revise the program as implemented to address difficulties confronted.
- The district will 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.