

## **E-Learning Plan for Flora CUSD #35**

The Flora CUSD #35 submits the following e-learning proposal. This proposal is designed to:

- Ensure student internet and resource access.
- Ensure specific learning needs of all students are met, including special education students and English language learners.
- Ensure all state mandates are met while using the e-learning plan.
- Follow and accomplish the requirement set forth by the Illinois State Board of Education.

### **Five Clock Hours**

Flora CUSD #35 will ensure and verify at least 5 clock hours of instructional time or school work as required under Section 10-19.05 for each student participating in an e-learning day.

On e-learning days, students and teachers will use Google Classroom as the way to interact and engage with each other. Activities for the e-learning day will equate to five hours of synchronous and asynchronous engagement, depending on grade level and internet accessibility.

- For all grade levels, teachers will have activities for the e-learning day. These activities will provide consistency of learning for families and students throughout the district.
  - The activities and assignments will continue the curriculum and will be relevant to topics of study.
  - Teachers will update the activities for each e-learning day.
- Students will be allowed up to two days to complete the assignment from the initial return from e-learning school attendance days. (Note: weekends do not count). For example, if the e-learning day takes place on February 10<sup>th</sup> the assignment will be due on February 12<sup>th</sup>. This will allow time for in-person or electronic communication for help if needed. It will also allow time to access internet resources.
- At the elementary and junior high school, students can check in with their teacher between 9:00 a.m. and 2:00 p.m. These students will be working on independent work, group work, or whole class activities. Some activities may occur outside of these hours but will count toward the five clock hours of instruction.
- At high school level, students must check in to google classroom between 9:00 a.m. and 2:00 p.m. in order to be counted present. They will have learning activities and opportunities for each course along with directions and/or videos. Google meets may also take place during specified times with the teachers. They will need to engage in each course in order to be considered present for the e-learning day. The engagement activity will be determined by the teacher.

### **Access to the Internet**

In order to ensure all students have access to computers, internet, and other forms of electronic communication. Flora CUSD #35 is committed to the following:

- Provide a chromebook to all high school students
- Instruct students on how to use the chromebook and google classroom

### **Non-electronic Materials**

The district will ensure that non-electronic materials are available to students who do not have access to the required technology.

### **Special Education Services**

Flora CUSD #35 will ensure appropriate learning opportunities for students with special needs. During each annual IEP review, the team will develop a plan for e-learning days. This plan will include specific services to be provided and how those services will be tied to the student's progress.

### **Notice**

The district will provide notice to students, parents, or guardians, and staff of the use of an e-learning day. The notice will be sent via AlertNow (text or call), Facebook, and the district website. Teachers will have their activities prepared for student use by 9:00 a.m.

### **Staff and Student Preparation**

Flora CUSD #35 will provide staff and students with training for e-learning days. Students will be instructed on how to use google classroom and how to access the internet from the chromebook and hot spots. Teachers will also have the opportunity to collaborate with each other to relate best use strategies.

### **Staff Access**

The district will provide teachers with access to hardware, software, and mobile internet connection that may be required. Teachers are issued a chromebook for professional use. Professional development is offered through workshops and meetings. District managed email is available for communication with each other as well as students.

## **Collective Bargaining**

The district ensured an opportunity for any collective bargaining negotiations with the district's employees that would be legally required.

- E-learning days (maximum of 5 days) will not be made up at the end of the year.
- Teachers and staff will work a typical work day.
- Staff and teachers will be notified of an e-learning day in order to prepare materials in their google classroom.
- Teachers will be available to check in with their students during an e-learning day. If a teacher is ill, sick day provisions apply.
- Case managers and related service providers will meet the details outlined in the IEP.
- Teachers will provide feedback on e-learning work submitted by the student.
- Communication with students is an expectation during an e-learning day.

## **Program Review**

The e-learning program will be reviewed and evaluated yearly to determine if changes need to be made. This evaluation will include administrator input, staff input, and parent input. The Curriculum Advisory Committee will be the mechanism for the review and adjustments will be made accordingly.

## **Dates for Staff Communication**

The district will ensure that the protocol regarding general expectations and responsibilities of the program are communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day. It will be a required component of each building's beginning of the year meeting.