



# D155 E-Learning Plan

*Enter with promise. Leave with purpose.*

E-Learning days are ISBE approved non-attendance school days in which students receive their education through an online source provided by their school and teachers. Students and teachers are expected to interact electronically and any work assigned is to be completed within 2 days of returning to normal school days.

## **Background**

D155 is a school district of 4 comprehensive high schools with 1 alternative school that supports 6000 students in grades 9-12 and beyond, served by 410 certified staff members. In the summer of 2017, a 1-1 initiative was implemented providing every student with a school-issued Chromebook. In 2014, Google Classroom was implemented district-wide with the expectation that all staff would use this platform to support student learning. In the fall of 2018, two other learning management systems (LMS) were piloted in the district by both teachers and administration. In the 2019-20 school year, an initial 80 staff members began implementation of Canvas as our district-wide learning management system. By January of 2020 over 30% of our staff was trained and offered at least 1 course through Canvas. In the spring of 2020, training is being provided both in-person and online for 100% of our certified staff with the expectation that every staff member will use Canvas for at least one course in the fall of 2020.

## **Access**

All D155 students are assigned a Chromebook to support 1:1 Digital Learning. A high percentage of students have access to the internet in their homes along with multiple businesses and the local library is identified as student-friendly spaces. *In the event of a quarantine situation or total building shutdown, access points can be extended into school parking lots so that students could access the school wifi (24/7) to interact with teachers and other students through the LMS.* In the event that Chromebooks or the internet are not available on the e-learning day(s), students may be given non-electronic copies of lesson material from teachers prior to school closing or the school day following a return to school. Students will have two days from the date(s) of the e-learning day to turn in any work either electronically or non-electronically.

Students with special needs may be provided with appropriate electronic devices to be used to support their learning.

Teachers all have Chromebooks and are trained on Canvas, Skyward and the Google suite allowing them to communicate with and support students in their learning.

## **Instruction**

For each class period, a teacher will design a 45-minute daily lesson that may include teacher video instruction, class discussion, reading or video on pertinent material to support student learning along with work time for student assignments that will be due two days after the students return to normal school days. Every teacher should have a lesson prepared for an e-learning day. Lessons will be shared with students via Canvas (or Google Classroom) or by the teacher in class if the e-learning day is pre-arranged. It is important to plan each assignment for the average student enrolled in the class.

Teachers are expected to have “office hours” between 8 am and 3 pm on e-learning day(s) in which they would respond to email and Canvas communication to give students feedback and/or answer questions.

## **Special Education/504/Related Services**

District 155 will ensure that students have relevant assistive technology available for any assigned E-learning days. This may include low tech binders, iPad, or Chromebook devices. Student modules are specific to individual needs, which is more predominant in FLS and FCS type programs.. Modifications and accommodations are to be applied as needed. Individual case managers and related service individuals should be prepared to field student and parent questions to the best of their ability via email, Google docs, or telephone contact. In the case where teletherapy is feasible, it may be implemented during established office hours through an appointment structure. If there is an area unable to be addressed due to the E-learning format, services will be fulfilled in a compensatory manner.

## **Attendance**

Students will be expected to sign into Canvas (unless other arrangements are made by the teacher) to account for student “attendance”. All students will be expected to complete work assigned within two days for returning to normal classes (may be extended if more than 5 consecutive e-learning days are used).

## **Training**

All staff will be trained on expectations for e-learning days. They will have a plan for communication that takes into consideration student access and IEP/504 needs.

## **Non-Instructional Staff**

In the event of an e-learning day, non-instructional staff (grouped by collective bargaining groups) shall operate under the following:

The following D155 Staff is expected to work their normal shift:

- Custodians
- Maintenance



The following D155 Staff should refer to their supervisor for instructions:

Administrators

Student Services - may need to come to the buildings to complete work

Food Service

Support Staff

Related Services

## **Program Evaluation**

Prior to an e-learning day being enacted, buildings will identify any students that would not have access to the internet at home. After the e-learning day, a follow-up survey will be given to students, parents, and staff to determine the effectiveness of the day(s).

## **Communication**

In the event an e-learning day(s) is/are to be enacted, students, parents, and staff will be given as much advanced notification as possible. Standard D155 communication tools will be used to notify all stakeholders including phone calls, text messages, email, and website notices.

## **1 Day Plan (snow day or other emergencies) - Typically not planned ahead**

Students/Parents notified by Standard D155 Communications

Teachers communicate class expectations for the day through Canvas (Google Classroom)

Students are given time on the next day back in class to complete work/instruction from e-learning day

Student attendance entered in the system as an e-learning day

Assignments/Activities will be posted by 9:00 am

## **Multi-Day Plan**

Students notified in class (if possible) of long term closure - Reminded to take chromebooks home

Identify and support students that will not have internet access

Produce paper copies for students if needed/possible

Show students where the assignments will be posted

Parents notified by Standard D155 Communications

Assignments posted daily in Canvas or Google Classroom

Teachers post "office hours" for each day on the LMS and through student communication (email reminders)

Daily attendance (as defined by class) will be recorded

Formative assessment can be given to enhance student engagement and learning

Comprehensive summative assessments should be postponed until school is back in session

Assignments/Activities will be posted by 9:00 am each E-learning day