



Evergreen Park District 124

District E- Learning Plan

E-Learning days provide District 124 with an opportunity to engage students in remote learning activities that will continue to advance learning during building closures.

Timeline:

- If possible, students and staff will be notified of a potential e-learning day before the end of the school day prior to a closure.
- Students will be reminded to bring home their devices (K-1 iPads / 2-8 Chromebooks) at that time.
- By 5:30 am on the day of a closure, notification is communicated to all staff and families via email, text messages, phone calls, website, and social media postings.
- 8:45 am - Teachers will post to Seesaw (K-1) or Google Classroom (2-8) both assignments for the day as well as a Zoom/Google Meets virtual meeting link.
- 9:00 am - Teachers will host a Zoom/Google Meets virtual meeting to check in with students and take attendance.
- 9:00-1:30 Staff are available and supporting students using a combination of virtual meetings and email.
- Upon returning to school, all student work from the eLearning day must be completed and submitted to teachers. A two day grace period will be given when necessary.

Teacher Expectations:

- Teachers will host a Zoom/Google Meets virtual meeting at 9:00 am to take attendance, check in with students, and answer any questions regarding the day's assignments.
- Teachers will post links to assignments/activities in Seesaw (K-1) or Google Classroom (2-8).
- Specials teachers and other certified support staff assigned to students will post activities for classes scheduled for that day.
- Teachers will provide specific feedback on work that has been completed.
- Teachers will be available to answer questions and support students from 9:00am -1:30 pm on an e-learning day. Teachers have the option to hold Zoom meetings to check in with students or conduct small groups as they see fit.

Student Expectations:

- Students will be expected to log in to their Zoom/Google Meets meeting in order for attendance to be recorded for the day.
- K-2 students should complete activities posted by their teacher in Seesaw.
- 3-5 students should complete and submit activities/assignments posted in Google Classroom by their teacher.
- Students in 6-8 should check for assignments in ALL Google Classrooms for their scheduled day.
- Students or a designated adult should reach out to teachers with any questions via email.
- E-Learning instruction, activities, and assignments should equate to five clock-hours of engagement.

Internet Accessibility Issues:

- If a student is unable to access the internet from home, the parent should contact the school and report the issue. The student will still be responsible for completed e-learning work when the internet connection is restored or upon returning to school.
- Students without internet access will be identified and provided with non-electronic materials.

Students with Special Needs

- Students with Individualized Education Plans (IEPs), and Section 504 plans will have accommodations made based on their plans, and alternative assignments may be substituted related to IEP goals.
- Students with direct related services will engage in an activity provided by the related service provider on the e-learning day or minutes will be made up accordingly.

EL Students

- Classroom teachers will work in conjunction with District EL teachers to ensure necessary accommodations are made to student e-learning tasks to ensure appropriate services are provided on e-learning days.

Student Training:

- Students will also receive instruction from teachers regarding procedures to be followed on an e-Learning day, which will include how to navigate online platforms, access assignments/activities, and the expectations for work completion.
- Details regarding the District e-learning plan and expectations will be posted on the school website.

Staff Training:

- A staff meeting will be held annually in October to review e-Learning procedures and expectations for staff.
- Instructional coaches will be available to assist staff in need of additional training.

Staff Access to Technology:

- The district provides all staff expected to participate in e-Learning activities with the necessary hardware and access to online platforms.

Other Considerations for Classified Staff:

- Classified staff should be available via email between the hours of 8:30-1:30 to respond to any teacher, students, parent, or administrator.
- Classified staff will be provided with an infinitec training campaign specific to e-learning days. They will be able to choose from an approved set of modules two sessions that best address their needs.
- Building secretaries will monitor students' attendance by building and reach out to families regarding student absences.

Collective Bargaining Provision:

- Union leadership was included in the creation of the plan and documentation of their approval is included in the application.

Future Revisions:

- The e-learning plan will be reviewed annually with the committee prior to being implemented in a given school year.