Evergreen Community High School District 231

Emergency E-Learning Plan

This document outlines the E-Learning Plan for Evergreen Park High School for the 2025-2026, 2026-27, 2027-28 school years.

Program Description
The Illinois legislature amended Public Act 101-0012 to enable all school districts to take advantage of e-learning. An e-learning day is a virtual school day that can occur when school would otherwise have been canceled due to inclement weather or for other reasons. E-Learning days are similar to traditional school days in most ways: attendance will be recorded, students will engage in learning activities facilitated by teachers, and the discipline code is in effect. Instruction and learning activities will be provided through the use of the school-issued iPad and not at the school building.

Statement of Purpose
Virtual e-learning days are an opportunity for learning to continue even when students are not on the EPCHS campus. Our students have access to a wide variety of learning resources on the iPad device. E-Learning days count as student attendance days and do not require the day to be made up with an emergency day at the end of the school year. Utilizing e-learning days can be advantageous to all students, and certain populations of students will especially benefit from the continuation of learning when traveling to campus is not feasible. This includes our AP students, who must take the test on a fixed date. If e-learning is not utilized, they will miss out on a day of instruction prior to the test. Additionally, students who are seniors would not make the day(s) up as they take finals and graduate on set dates, which would not be moved even if we have to make up the day at the end of the year. Students will follow their Remote Learning Schedule on days when they are e-learning.

Communication/Notification
Families will be notified of e-learning days in the same ways that we communicate school closing information. A notification will be sent through Parent Square. Information will be posted to our website at www.evergreenpark.org.

Attendance
Teachers will take attendance by block and students are responsible for signing in to Zoom for each block on e-learning days. An e-learning day is a regular school day. If students do not log on to record their attendance, they will be marked absent for the day. After signing in for attendance, students should then participate in and complete the day's assignments. If a student is ill or otherwise would have been absent, parents can still report the absence using the attendance line at 708/398-1253.

School staff will monitor attendance on Skyward, process messages from the attendance line, and create a list of students who are absent. Teachers will then contact students/parents in an attempt to address connection issues.

Assignments
Students will access assignments through their teacher's online course just as they would while present in school. This could include Google Classroom, synchronous activities through Zoom, or other applications. Just as a regular school day, attendance is separate from academic assignment completion. Students must log in to Zoom for attendance and assignment access. Assignments for each course will be academically worthwhile and will focus on the must-have learning standards for that course. Each course that a student has on his/her schedule will have related assigned coursework. There will be at least 5 clock hours of instruction/school work on e-learning days.

Teacher Availability
Teachers will be available throughout the day via email. In general, all teachers will be teaching their courses from 8:30 a.m. until 12:45 p.m. and then be remotely available from 1:20 p.m. – 3:00 p.m. for students to contact should they need additional assistance. Emails received by 1:00 p.m. will be returned by 3:00 p.m.

Problems on an E-Learning Day
- For assignment questions, contact a classmate or email the teacher.
- For technology issues, email elearning@evergreenpark.org or call 708/398-1255 and leave a message. Someone will get back to you that day.

Connectivity
It is understood that not every student has access to WiFi or internet in their home. Students may, if conditions allow, go to a friend's home where WiFi is available, go to the public library in our community that provides public WiFi, or go to a local business that offers public WiFi. Additionally, students can also request a mobile hotspot from the district. For more information about how to obtain low-cost internet, please visit this website: https://internetessentials.com/apply.

If students are unable to access the internet due to issues such as power outages or other acts outside of their control, teachers will allow students extra days to make up their homework/classwork once students are back in the school building.

Students with Special Needs
Every student at Evergreen Park Community High School uses the iPad as a part of the learning, and this will continue on an e-learning day. For students who do not have the ability to access their learning due to their disability, case managers, teachers, or other school staff will reach out to them via phone and provide assignments similar to those the student would be completing if they were in the building. Students who may miss required minutes, such as with social workers or therapists, will have that time made up once students are back in the school building.

Training for Staff and Students
EPCHS will provide information with written instructions, and a Q&A and this will be available on the website. Additionally, students will use the same process to sign in to e-learning attendance and instruction that they use during Monday IDEA time. No additional training will be required.

Staff Assignments on E-Learning Days
Classroom teachers must be available for students during office hours and from 1:20 p.m.–3:00 p.m. and will answer all emails that have been received by 1:00 p.m. the same day. Deans, counselors, social workers and support staff will be expected to contact students who have been reported absent. The attendance office will generate the list of students to be called. Paraprofessionals are to zoom into the classes they are scheduled to attend and are available to contact via email during teacher office hours.

Review of Plan
The plan will be reviewed on a yearly basis as necessary. If changes are made, they will be communicated to all stakeholders via email and posted on the website.

E-Learning Schedule

Block 0	**7:20 am - 8:20 am**	**60 minutes**
Block 1	**8:30 am - 9:30 am**	**60 minutes**
Passing period	9:30 am - 9:35 am	5 minutes
Block 2	**9:35 am - 10:35 am**	**60 minutes**
Passing period	10:35 am - 10:40 am	5 minutes
Block 3	**10:40 am - 11:40 am**	**60 minutes**
Passing period	11:40 am - 11:45 am	5 minutes
Block 4	**11:45 am - 12:45 pm**	**60 minutes**
Block Schedule ends Teacher lunch	12:45 pm 12:45 pm - 1:20 pm	
Teacher Office Hours	**1:20 pm - 3:00 pm**	**1 hour, 40 minutes**