

O’FALLON TOWNSHIP HIGH SCHOOL E-LEARNING PLAN

E-LEARNING PLAN: 2025-2026, 2026-2027, 2027-2028

- 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.
- The following are the posted expectations provided to our students and parents regarding an e-Learning Day.

OTHS E-LEARNING EXPECTATIONS

- OTHS Staff will be available to assist students on the schedule below during e-Learning days. OTHS students are expected to follow their normal class schedule and log into their appropriate Canvas class page at the start time indicated for each period. The teacher will provide instruction for the 30-minute class period. Students do not need to check in during their Advisory/Lunch period. Students that have a scheduled AAC/Math Tutoring lab during Advisory can check in to get help on Canvas Collaborate live during their scheduled Advisory period.

<u>Smiley Teachers</u>		<u>Milburn Teachers + Smiley Early Bird Teachers</u>	
Office Hours:	Begin at 8:00 am	Office Hours:	Begin at 7:30 am
Early Bird:	8:25 - 8:55	Early Bird:	8:25 - 8:55
1 st Hour:	9:00 - 9:30	1 st Hour:	9:00 - 9:30
2 nd Hour:	9:35 - 10:05	2 nd Hour:	9:35 - 10:05
3 rd Hour:	10:10 -10:40	3 rd Hour:	10:10 -10:40
4 th Hour:	10:45 - 11:15	4 th Hour:	10:45 - 11:15
5 th Hour:	11:20 – 11:50	5 th Hour:	11:20 – 11:50
6 th Hour:	11:55 – 12:25	6 th Hour:	11:55 – 12:25
7 th Hour:	12:30 – 1:00	7 th Hour:	12:30 – 1:00
Lunch:	1:00-1:30	Lunch:	1:00-1:30
Online Live Office Hours:	1:30-2:00	Online Live Office Hours:	1:30-2:00
Office Hours:	2:00-3:00	Office Hours:	2:00-2:30

Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program

- In Advisory, a survey is completed each school year to determine whether families have access to technology at home by asking these two questions:
 - This student has access to reliable Wi-Fi or internet access at home.
 - This student has access to a personal computer/Chromebook at home.
- Chromebooks and hotspots are available to all OTHS students.
- An OTHS device and hot spot will be available to OTHS Staff.

Ensure that non-electronic materials are made available for students participating who do not have access to the required technology or for participating staff or students who are prevented from accessing the required technology.

- Hands-on versions of assignments may be given to students where technology may not be appropriate. The materials for class will be communicated and provided to the students by their individual teachers. If students experience technical difficulties, they are expected to contact the technology department to find a solution. The technology department can be reached by email at: technology@oths.us.
- If a student is unable to complete an assignment for any reason due to technology complications, this must be reported by a parent/guardian. If reported by a parent/guardian, the OTHS student handbook absence policy applies. The Attendance Office can be reached at: AttendanceSmiley@oths.us (Smiley Campus) and AttendanceMilburn@oths.us (Milburn Campus). Call 618-632-3507 to leave a message for the appropriate class secretary.

Ensure appropriate learning opportunities for students with special needs.

- Special education students who attend general education courses will utilize procedures in place for general education students. Special education students will receive their accommodations built into the activity. The special education teacher will be available for assistance and feedback. For those students in self-contained programming should refer to the correspondence from teachers in the SOAR program, at the OTHS South campus, or at the RISE House for details regarding the daily schedule and activities.

Monitor and verify each student's participation during the e-Learning Day.

- Students are expected to log on to their Canvas page at the starting time for the class where attendance will be taken.
- Attendance will be taken each class period by an appropriate live method. Students are expected to remain in live class for the entire class period or will be marked absent.
- Any assignments must be completed on time and submitted electronically.
- If a student is going to be absent from e-Learning, a parent/guardian must notify the OTHS attendance office to report the absence. Call 618-632-3507 to leave a message for the appropriate class secretary.

Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

- Each classroom teacher will have the autonomy to monitor electronic participation as is appropriate to their curriculum and subject area.
- Teachers can answer questions via Canvas Collaborate during their specific classroom period.
- Teachers will be able to answer questions via OTHS e-mail during normal teaching hours.

Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning.

- Phone calls, emails, website posts, social media posts, and notification to news outlets will be completed by 8 pm the evening before utilizing an e-Learning Day.

Provide staff and students with adequate training for e-Learning days' participation.

- All teachers will be provided with guidance and professional development during the opening day institute day, a school improvement day, early release professional development days, and/or after school to adequately prepare for e-Learning days.

Ensure that all teachers and staff involved in the provisions of e-Learning have access to hardware and software required for the program.

- All OTHS staff will have access to an OTHS device and hotspots, if needed.

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.

- District #203 will be in collaboration with the collective bargaining units of OTHS on the development of the e-Learning plan.

Review and revise the program as implemented to address difficulties confronted.

- OTHS will communicate with teachers, parents, and students to receive feedback to update e-Learning plans.

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.

- E-Learning may be utilized for select emergency days and/or mandated closings.
- OTHS staff will be given general expectations and responsibilities during meetings at the beginning of the school year.

