District eLearning Plan

Warren Township High School District 121 will utilize eLearning Days when the school is forced to close for a short term due to an unforeseen event (ie snow storm, flood, etc). WTHS 121 will utilize an asynchronous instructional model on these days. Students will be assigned work to complete independently, but will also have access to their teachers via Google Meet, if needed.

Timeline:

- **By 1:30 PM the previous day** - Notification of potential closure will be sent to all staff and students via email and website.
    - Students will be reminded to bring their chromebooks home
    - Staff will be notified to develop an eLearning lesson plan
- **By 5:30 AM** - Closure notification will be communicated to all staff and students via email, website, social media posting, and robo-call.
- **Prior to 9:25 AM for Almond Campus / 10:25 AM for O'Plaine Campus** - All lessons will be posted in Canvas.
- **Within 2 School Days** - All student work from the eLearning Day must be completed and submitted to teachers.
- Students receiving transportation services to another alternative location will not be transported to their alternate location in the event of an eLearning day. Students should follow the eLearning arrangements for their school (if available).

Teacher Availability:

- Teachers are available to meet virtually with students for assistance during eLearning Days.
    - Almond teachers will be available between 9:25 and 2:15.
    - O'Plaine teachers will be available between 10:25 and 3:15.
- Students must email their teacher from their WTHS student email account to request assistance.
- Teachers will respond to students within 30-45 minutes to arrange a meeting time, and provide a meeting link.
- Students who request meetings with their teachers within 45 minutes of the end of the school day, may not be able to meet with their teachers on the eLearning Day.
    - If a teacher is meeting with students through the end of the school day, a meeting requested late in the day, might not be able to be scheduled. If this occurs, the teacher will follow up with the student the following day to offer assistance.
    - Teachers will respond to all emails received from students prior to the end of the school day (2:15 at Almond / 3:15 at O'Plaine).

Internet Accessibility Issues:

- If a student is unable to access the internet at home, the student is still responsible for completing all eLearning assignments as soon as the internet is available, or within 2 days of returning to school.
- When appropriate, non-electronic materials will be made available upon request.

Student Illness:

- As on a normal day of attendance, parents/guardians should contact WTHS to excuse their child if they are ill and unable to complete work on an eLearning Day. The normal school absence policy applies in these cases.

Staff Training:

- A staff meeting will be held to review eLearning procedures and expectations for teachers.
- All teachers must include eLearning procedures for their class in their syllabus.
- Instructional Coaches and Instructional Technicians will be available to assist any teachers requiring technology training.

Student Training:

- Teachers will discuss eLearning expectations with students by the third Friday in November.
- The School District will send a communication to parents regarding the district eLearning Plan by the second Friday in November.
- Details regarding the WTHS eLearning Plan are posted on the school website.

Lesson Design:

- eLearning Plans need to account for approximately 1 class period of learning.
- Lesson plans will be relevant to the current unit of study, serve as an extension of previous units, or provide a preview of upcoming lessons.
- All lessons must include evidence of learning that is submitted electronically, or upon returning to class. The evidence of learning must be entered into the teacher's gradebook. This will help to document evidence of compliance with daily instructional time requirements set forth by ISBE.
- Teachers will provide, in Canvas, the following assignment information for their students:
    - Description of the tasks to be completed, along with directions and required resources to complete the assignment
    - Directions for submitting the assignment
    - Due dates for the assignment

Students with Special Needs:

- Any student that receives approved accommodations through either an IEP or a 504 Plan will participate in eLearning experiences for the courses in which they are enrolled. eLearning activities will be in accordance with their IEP or 504 Plan. Families with questions regarding the district eLearning Plan should contact their student's case manager to discuss how their needs will be met on eLearning Days.
- IEP and/or 504 meetings set to take place on an eLearning Day will be rescheduled. The student's case manager will reach out to the family to reschedule the meeting.
- Students who receive English Learner services will continue to receive appropriate services during eLearning days.

Consecutive eLearning Days:

The WTHS eLearning Plan is intended for a short-term closure of 1-2 consecutive school days. In the event of a longer term closure, the district may choose to utilize Emergency Days. In the event of a closure of significant duration, WTHS may switch to a Remote Learning Model that will involve daily synchronous instruction for all students.

Staff Access to Technology:

The district provides all staff expected to participate in eLearning activities with the necessary technology hardware and software.

Other Considerations For Classified Staff:

Classified staff will receive a communication from their supervisors regarding a makeup plan or work assignment for the eLearning Day.

Collective Bargaining Provision:

Prior to approval, the WTHSFT was provided the opportunity to negotiate with the WTHS Board of Education on behalf of all employees who would be affected in the event of an eLearning day.

Future Revisions:

WTHS reserves the right to revise the district eLearning program to address any difficulties confronted during implementation. Administration will work collaboratively with the WTHSFT to review and revise the eLearning plan annually.