

## South Holland School District 151

### E-Learning Plan

#### **Purpose**

E-Learning Learning Days are an opportunity for students to learn from home on days when school otherwise would have been canceled due to weather conditions or other emergency situations. E-Learning Days will be an option for the district to utilize dependent on the weather conditions or other factors. On E-Learning Days, students use their district-issued laptop or iPad, home computer, or mobile device to access and complete online assignments for the day. Students without online access will complete non-electronic assignments provided by their teachers. Students will be required to complete assignments that reinforce what they are learning in their classes. Teachers and staff will be available online, by e-mail, and by phone to provide online instruction and support to students during the school day.

#### **Notice to Families**

Every attempt will be made to determine that an E-Learning Day will be used by 9 p.m. the night before. A decision will be made by 6:00 a.m. at the latest. Communication will be sent through email, phone call, text message, the district website, and posted to [www.emergencyclosing.com](http://www.emergencyclosing.com).

General information about the E-Learning Plan will be provided in the Family Handbook and on the district website.

#### **E-Learning Clock Hours**

Student assignments and learning activities will be posted by teachers in Google Classroom (grades K – 8). These assignments and activities will reinforce the learning taking place in classes. Each assignment/activity will be completed by students to meet the E-Learning Day requirements. Each E-Learning Day will include 5 hours of school work appropriate to each grade level. This will include assignments/activities in the Core classes such as Reading, English Language Arts, Math, Science and Social Studies. Assignments and activities may also be provided for Encore classes such as art, music, PE, band, technology, etc.

School staff will monitor which students log into the online systems to complete E-Learning assignments/activities and to participate in class meetings (including Google Classroom, and curriculum specific sites) between the hours of 8:30 a.m. and 3:00 p.m. (K – 5) and between the hours of 7:50 a.m. and 2:26 p.m. (6 – 8). Deadlines for online and non-electronic assignments will be determined by teachers and communicated with students. In the event that students could not get Internet access, they will be expected to complete the E-Learning Day assignments within two days for all of their classes. Students who do not log into the online systems or complete and return the non-electronic assignments will be marked absent for the day. Parents and students will be contacted via email, phone call, and/or text message if the student has been marked absent.

## **Staff Support for Students & Families**

Teachers and support staff will be working throughout the school day and will be available online or by e-mail to answer student questions about assignments/activities.

Technical support will be available from school technology staff from 8:00 a.m. until 4:00 p.m. by email and online.

## **Students with Special Needs**

Before E-Learning Day: Individualized plans will address the needs of students who require specialized instructional supports; Assignments will include modifications and accommodations to meet students' specific learning needs.

During E-Learning Day: Special Education teachers and General Education teachers (and/or paraprofessionals) will ensure specific needs with students met. They may meet with students individually or in small groups using Google Classroom or by phone as needed.

## **Staff and Student Training**

All staff members have received training on providing online instruction and learning activities using Google Classroom. The district routinely offers enrichment through E-Learning Days that take place twice during the school year. The process and expectations for E-Learning Days are reviewed with students prior to those days. Each school monitors student participation on those days. In addition, to the E-Learning Days that are provided for student enrichment, all students have been trained to use Google Classroom. Any future e-Learning/Home Learning Days will follow the same process and expectations. Teachers and students will be trained in the use of Google Classroom at the start of each school year.

Teachers at all schools will prepare assignments/activities that will be used in the event of the district unexpectedly calling for E-Learning Days.

## **Staff and Student Access to E-Learning/Home Learning**

All School District 151 teachers and support staff have been provided with a district-issued laptop that can be used on-site, at home or at remote facilities in their communities such as public libraries or business facilities. District-issued laptops are equipped with all software applications necessary for E-Learning at all grade levels.

All School District 151 students in grades 3 – 8 have access to district-issued laptops. Students in grades PreK – 2 have access to district-issued iPads. The students who do not have high speed internet access at home also have mobile hotspots that allow them to access the internet using their district-issued laptop or iPad.

If a student is unable to access the internet at home, or an alternative location, due to an outage, families will call to report that their student is unable to access the online assignments. This will not be counted as an absence against the student and the student will be expected to complete the

E-Learning assignments within two days for all of their classes. A phone number will be provided for families who need technical support and are unable to get online.

### **Board of Education Approval**

The South Holland School District 151 Board of Education will consider approval for the district's E-Learning program on April 5, 2021. Information regarding this e-Learning Plan has been shared with the district's collective bargaining unit for input and any necessary negotiations. The Board of Education will review the E-Learning Plan every three years.