

Herscher CUSD #2 - E-Learning Plan Document

1. Show evidence that the Board of Education has:

- a. Given notice of a public hearing in the newspaper of general circulation
- b. Provided written or electronic notice to parents or guardians of hearing
- c. Written or electronic notice of hearing to any exclusive collective bargaining unit.
- d. Show evidence of adopted board resolution of the research-based program(s) for E-learning days

2. Describe technology, techniques, and procedures that will be used on E-learning days.

The district website will serve as a hub as a reference for parents and students to get information on E-Learning day procedures and assignments. Teachers and schools will use a variety of platforms to both communicate and incorporate assignments on e-learning days. Among these platforms are ClassDojo for grades K-2 and Google Classroom for grades 3-12.

Attendance will be recorded through a Google Form that is sent to parent/guardian's emails and phones using the district's school messenger system.

Each teacher will develop assignments and upload those assignments to the grade level platform following the district's [Guidelines for Remote Instruction](#) (see attached).

When possible, students will practice routines and activities that would occur on an E-Learning day at school with teachers present to prepare students for an actual e-learning day.

Teachers will provide parents with detailed, step-by-step information to ensure students can log in and complete activities assigned on e-learning days.

All students and parents have been given the teacher's email address and school phone number contact information if a student is unable to access information and needs assistance.

When an E-Learning day or days is/are known in advance, all students will receive relevant non-electronic assignments in advance with a parent verification form.

3. Identify hardware and software that is required by teachers and staff for the program.

Teachers and staff will use computers that are assigned to them by the school district. Teachers will use the following web-based programs but will not be limited to ClassDojo and Google Classroom.

In the event that a teacher does not have remote internet connectivity or it becomes disabled during the learning day, the teacher will contact the administration and inform them that they are unable to connect and the two will develop a plan for remote instruction to occur.

Teachers who have elected to use a personal or sick day on an e-learning day are responsible for posting their activity and assignment to the previously identified platform.

Teachers who have elected to use a personal or sick day will not be responsible for office hours or posts during the E-Learning day.

4. Do all teachers and staff have access to the hardware and software required to deliver the E-learning program?

All teachers and staff have access to the hardware and software required to deliver the E-Learning program.

5. How will the district ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an E-learning day?

Teachers will disseminate lessons through the previously mentioned district selected electronic platforms and will send home non-electronic assignments in advance with a parent verification form.

The schedule for teachers will be:

Time	Activity
7:45 AM-8:30 AM	Planning and Preparation
8:30 AM-1:30 PM	Learning assignments posted and period of availability, student engagement, instruction, supervision, and support as needed begins.
1:30 PM-2:00 PM	Duty-Free
2:00 PM-3:20 PM	Verification/assessment of student work/planning and prep.

Teachers will provide students and parents/guardians with the following:

- teacher contact information,
- student subject and time allotment,
- directions what students should do
- and a parent signature component for when all assignments are complete.

Attendance will be recorded through a Google Form that is sent to parent/guardian's emails and phones using the district's school messenger system. Student attendance will be further validated and cross-referenced based upon the student's requirement to submit work electronically via the district platform.

In the event that a student has connectivity issues or the hardware should become unreliable, the student will complete the non-electronic assignments that have been sent home in advance or picked up at the school if safe to do so. If connectivity resumes or hardware becomes available students may complete electronic assignments and submit them.

6. How will the district ensure access from home or another 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?

The District issues a technology survey as a part of the school registration process to determine the viability of the success of E-Learning for students. Parents have responded that 96.9% have access to one or more forms of technology that are included in the E-Learning Plan for students to complete assignments. In addition, students who do not have access will be provided with a device or a mobile hotspot if internet connectivity is an issue. Technology surveys will be included in each year's registration so schools can keep track of students' access to devices and internet connectivity.

7. How will the district ensure that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students?

Students who do not have access to the required platforms will receive from their teachers multiple days of non-electronic materials in advance. If this is not possible the district will organize pick up times for parents to be able to get non-electronic materials. Deliveries can be requested for those that do not have a way to pick up non-electronic materials. Students will also have access to teachers via the electronic platform to assist students if needed.

8. How will the district ensure appropriate learning opportunities for students with special needs?

Special Education Teachers will check in with every child on their caseload via email or other electronic forms each day to provide assistance and/or accommodations. Case managers will coordinate with general education teachers that student accommodations will be provided through the assignment on an e-learning day. Students with special needs who cannot access technology will receive non-electronic assignments.

Any student who will need extra support completing assignments may be doubled up on service time upon return. If possible, students will practice prior to the e-learning days.

9. How will the district ensure appropriate learning opportunities for students that are English Language Learners?

Students that are English Language Learners will receive the same supports and services through the E-Learning platform. Students who cannot access technology will receive a device as well as any non-electronic assignments.

Any student who will need extra support completing assignments may be doubled up on service time upon return. If possible, students will practice prior to the E-Learning days.

10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?

Students with special needs who cannot access technology will be issued a device. They may also receive non-electronic assignments. Those students who seem to be having difficulty may be given extra time to complete assignments or will be given extra help when they return.

11. How will the district monitor and verify each student's electronic participation?

Teachers will send out student assignments using grade-specific platforms and check to see that students have completed and submitted assignments.

Students who do not have access to the electronic platform will turn in assignments when they return to school.

12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?

Our teachers will be available to assist students with their assignments during the hours of the regular school day. E-Learning day activities are designed to mirror activities used in daily classroom instruction. Assignments will focus on application activities where students can apply their understanding of concepts and use skills to solve problems. In the event that a student is unable to connect has a hardware failure on a designated e-Learning day (or days) students will be allowed to make up the assignment.

13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for E-learning?

In the event it becomes necessary to close the school, we will notify parents by sending a message through the School Messenger program which automatically calls, texts, and emails parents/guardians. School closings for any reason will be announced as soon as a decision is made. Additionally, closings or early dismissals will be posted on the district's Facebook page and our district website.

14. How will the district provide staff and students with adequate training for E-learning days' participation?

The staff has been provided with guidance, resources, and training as needed to facilitate E-Learning days. Early Dismissal days, Remote Instruction Planning days, and Teachers' Institute days have set aside time for district, building, and peer to peer professional development related to skills and resources one would need for remote instruction on E-Learning days. Professional development opportunities have been both synchronous and asynchronous. Professional Development will continue to be ongoing. Additionally, over the past six years, the staff has received a variety of training on a number of web-based resources that teachers will use as a part of their E-Learning assignments. Web-Based resources include, but are not limited to Google Apps for Education (G Suite), Class Dojo, Newsela, and Scholastic to name a few.

Teachers will practice with students and guide them through the needed steps to successfully participate and complete assignments on an e-learning day.

Teachers will also communicate with parents on how students are to access and complete assignments.

15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?

The district has worked with representatives of the school district's employees represented by collective bargaining agreements that are affected by an e-learning day to ensure that employee expectations are clearly outlined and understood.

Below is the outcome of that work:

E-Learning Day: Employee Expectations**

Position	Expectations (WHEN SAFE TO BE AT SCHOOL)*
Teachers	<p style="text-align: center;">Professional Educators will be present at school by 7:45 AM each workday Comply with Professional Educator E-Learning Expectations (See Guidelines) Check email or other electronic forms of communication regularly between the hours of 8:30 AM to 1:30 PM If you are "off" that day for a sick/personal/professional day, notify your supervisor and parents. Still post work by 8:30 AM</p> <p style="text-align: center;">Special Education Teachers will check in with every child on their caseload via email or other electronic forms each day to provide assistance and/or accommodations. Case managers will coordinate with general education teachers that student accommodations will be provided through the E-Learning assignment.</p>
Special Services, Social Workers, Guidance Counselors, & Media Specialists (Non-Teaching Certified Staff)	<p style="text-align: center;">Professional Educators will be present at school by 7:45 AM each workday Make sure all work is available to students by 8:30 AM OT, PT, and Speech specialists are expected to reach-out, individually, to families of students that they would see on a given day to share activities that coincide with related services.</p>
Paraprofessionals	<p style="text-align: center;">Will be present at school by 7:30 AM each workday Job-related tasks as by assigned supervisor not to exceed 175 days OR Choose a non-work day for no pay</p>
Media Center Clerks	<p style="text-align: center;">Will be present at school by 7:30 AM each workday Job-related tasks as by assigned supervisor not to exceed 180 days OR Choose a non-work day for no pay</p>
Maintenance/Custodial	<p style="text-align: center;">Work your normal number of hours (Special projects may be identified to work on) OR Non-work day (no pay)</p>
Food Service	Job-related tasks as by assigned supervisor not to exceed 175 days OR Non-work day (no pay)
Bus Drivers & Bus Aides	Job-related tasks as by assigned supervisor OR Non-work day (no pay)
Bus Mechanics	<p style="text-align: center;">Work your normal number of hours (Special projects may be identified to work on) OR Non-work day (no pay)</p>
Technology	<p style="text-align: center;">Work your normal number of hours (Special projects may be identified to work on)</p>
Secretaries	Work your normal number of hours on Site
Administrator/Directors	Contractual Work Day on Site

*As determined by the superintendent

**If you need to use a sick day please notify your supervisor using the same procedures that you currently use on non-E-Learning Days

16. How will the district review and revise the program as implemented to address difficulties confronted?

A survey will be distributed to parents and faculty after the E-learning day has occurred.

The survey will gauge the student's and the parent's experience with e-learning days. The feedback will be used to improve the delivery and provided more training where needed.

One survey has already been completed and feedback from the survey has been applied to this revised plan.

17. How will the district 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?

Upon Board approval of this revised e-learning plan, notice will be send electronically to teachers, staff, and students. Additionally, time will be allocated during teacher institutes and remote instruction planning days to both advise teachers and staff of the plans and provide time for teachers and staff to prepare needed materials and communication to parents and students. Once school is in session, teachers will further explain procedures and expectations to students and parents.

18. What is the district's transition plan for students that have received an "Incomplete" for the Spring 2020 semester?

Below are the steps that will be followed for students that have received an "Incomplete" for the Spring 2020 semester.

Grade Range	Actions
K-8	A student that receives an "Incomplete" may advance to the next grade level. Upon return to school, the student will take a diagnostic assessment to determine if intervention services are needed.
9-12	A student that receives an "Incomplete" will not receive credit for the course. The student will be allowed the opportunity to enroll in the course (if offered) next school year.

E-Learning Days - Guidelines for Remote Instruction

District Philosophy

Herscher CUSD 2 firmly believes that there is no substitute for in-person classroom instruction. With that in mind, we intend to be open for a full day of school as often as possible. However, we also recognize that some circumstances can make it unsafe or impossible for students to attend school and E-learning day(s) may need to occur. Traditional snow/emergency days and E-learning days will be utilized only as a last resort when the information we have available makes it necessary to close the school.

Attendance

Attendance will be recorded through a Google form that is sent to parent/guardian's emails and phones using the district's school messenger system. Student attendance will be further validated and cross-referenced based upon the student's requirement to submit work electronically via the district platform.

Schedule

To ensure 5 clock hours of instruction for students, teachers will disseminate lessons through electronic platforms and will send home non-electronic assignments in advance with a parent verification form.

The schedule for teachers will be:

Time	Activity
7:45 AM-8:30 AM	Planning and Preparation
8:30 AM-1:30 PM	Learning assignments posted, synchronous instruction, period of availability, student engagement, instruction, supervision, and support as needed begins.
1:30 PM-2:00 PM	Duty-Free
2:00 PM-3:20 PM	Verification/assessment of student work/planning and prep.

Professional Educator E-Learning Expectations Based on Duration of Remote Instruction

1. Remote Instruction for a week or less
 1. Provide parents and students with learning targets, assignments, dates/times for synchronous events, etc. for the day at the beginning of the E-learning day.
 2. Teachers should post a brief daily video greeting to students each day of remote instruction (assuming the teacher is not absent that day). The purpose of the video greeting is to maintain a connection between the teacher and students. The focus of the daily greeting can be a check-in, review of expectations, etc. If the teacher will see the students in a virtual synchronous learning environment, no greeting video is needed.
 3. Engage students in a scheduled virtual synchronous instruction
 4. Teachers should determine the best way to interact/check-in with students via video conferencing (e.g., whole class, small groups, individual).

2. Remote Instruction for more than one week
 1. Same as above 1 through 4 with the exception that parents and students are provided with learning targets, anticipated assignments, dates/times for synchronous events, etc. for the whole week at the beginning of the week of E-learning.
 2. The district recommends that schools consider block scheduling for remote instruction when remote instruction will last more than a week.

Synchronous Learning

To comply with the Illinois State Board of Education (ISBE) expectation of synchronous learning during E-Learning Days students will engage in both synchronous and asynchronous learning activities. Synchronous learning happens in real-time, whereas asynchronous learning occurs without real-time interaction.

The daily duration of synchronous learning will follow from the guidance of the ISBE, which takes into account the grade-level and age of the students. (SEE CHART BELOW)

Grade Level	Minimum	Maximum
PreK	20 minutes/day	60 minutes/day
K	30 minutes/day	90 minutes/day
1-2	45 minutes/day	90 minutes/day
3-5	60 minutes/day	120 minutes/day
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day

Virtual synchronous learning activities can include the whole-class, small groups of students, and one on one interaction between the teacher and students. They may include lectures, demonstrations, discussions, reviews, and/or reteaching.

Students' Online Access

When there is a need, the district will work to ensure that students have access to a device and access to an internet connection for remote instruction. Still accommodations will be provided for students who do not have access to a device that would allow them to complete the missed work, provided that the student informs the instructor of this circumstance. When sufficient advance notice of a potential e-learning day exists, paper copies of assignments will be provided to students who do not have access to a device. In the event that a student has difficulty accessing the internet or assignment, the student will be given additional time to complete the missed work. Paper copies may also be made available for pick up at the school.

Assignment Expectations

Teachers are expected to give reasonable assignments that do not overwhelm students, recognizing that students are taking several classes and may have home obligations and/or constraints.

Assignments will be relevant, meaningful, and manageable. Students are expected to submit their assignments by the deadline indicated by each teacher, which will be no sooner than 24 hours after the assignment is given.

Grading

- The purpose of grades is to communicate information about students' achievement in school.
- Thus, grades should be focused on student progress and learning, not assignment completion.
- Students should have a chance to make up work or demonstrate learning to the instructor in an appropriate and relevant manner (as determined by the instructor).
- Unless otherwise directed, the district grading scale and letter grades will be used.

Things to Remember

- *Flexibility* and *empathy* have to be key principles in our approach to e-learning days.
- As best you can, try to align assignments on e-learning days to the scope and sequence of your curriculum.
- Strive to give assignments that are simple enough so students can work independently.
- Parents cannot replace you and your awesomeness as a teacher: make sure to plan accordingly.
- Emphasize engagement; de-emphasize points/grades in your assignments e-learning day.
- Student access to technology and completion of assignments may be limited during the traditional school day hours.
- When possible, incorporate the apps and web-based resources you use in your classroom in your assignments on e-learning days.
- Remote instruction does not require only computer-based assignments.
- Reading, writing, reasoning along with reflecting and creating can and should be a part of any assignment.
- In subjects and grade levels where appropriate, e-learning day assignments that include time for physical play and movement are encouraged.
- Not every worksheet is created equal - some can engage students and connect with our curriculum; some are busywork; avoid using the latter.