

## E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> <li>a. Given notice of public hearing in newspaper of general circulation</li> <li>b. Provided written or electronic notice to parents or guardians of hearing</li> <li>c. Written or electronic notice of hearing to any exclusive collective bargaining unit</li> </ul>	<p>{include on e-Learning Program Verification Form}</p>
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on e-learning days</p>	<ul style="list-style-type: none"> <li>● MOU completed ON DATE outlines the procedures for E-Learning Days and adopted by the BOE on 9/28/2021.</li> <li>● Teachers and students will access educational opportunities utilizing the Google Classroom Learning Management System through student Chromebooks.</li> </ul>
<p>3. Identify hardware and software required by teachers and staff for the program.</p>	<ul style="list-style-type: none"> <li>● Students were provided Chromebooks by the district.</li> <li>● Students were provided hotspots if needed for internet access.</li> <li>● Google Classroom is the primary source of instruction and communication.</li> <li>● Teachers have laptops, internet access, and document cameras.</li> <li>● Student and parent assistance is available through tutorials on the district website and through the technology help hotline.</li> </ul>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<ul style="list-style-type: none"> <li>● Staff received training on these platforms throughout the 20-21 school year and at the beginning of the 21-22 school year.</li> <li>● Teachers were provided laptops, document cameras, and headsets.</li> <li>● Remote teaching and technology tutorials are available on the district website.</li> <li>● Teachers have access to live technology assistance through the technology help hotline.</li> </ul>
<p>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?</p>	<ul style="list-style-type: none"> <li>● Instructional time on e-learning days will be verified through teacher reported plans and times.</li> <li>● Teachers are required to be available during normal working hours.</li> <li>● Administration has access to all teachers' Google classrooms and can view activities throughout the e-learning day.</li> </ul>
<p>6. How will the district ensure access from home or other appropriate remote facility</p>	<ul style="list-style-type: none"> <li>● All students, K-12, have been issued a district device.</li> <li>● Home use hot spots are available from school sites for families without home internet access.</li> </ul>

<p>for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program?</p>	<ul style="list-style-type: none"> <li>● Students receive invites to their teachers' Google Classrooms when they login to their school-managed Google account.</li> <li>● Wi-Fi hotspots are located in the parking lot of each school site.</li> <li>● All electronic communications occur through the Google platform and Skyward.</li> </ul>
<p>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 who are prevented from accessing the required technology?</p>	<ul style="list-style-type: none"> <li>● All students, K-12, have been issued a district device.</li> <li>● Home use hot spots are available at school sites for families without home internet access.</li> <li>● If paper packets are necessary, they will be distributed through the office of each school site.</li> <li>● Those requiring packets can contact the school to schedule pick-up.</li> </ul>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<ul style="list-style-type: none"> <li>● Special Education Case Managers will partner with classroom teachers to ensure that accommodations and modification to e-learning plans are made for each student with special needs on their caseload.</li> <li>● Case Managers will dedicate resource time to follow-up with IEP students.</li> </ul>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<ul style="list-style-type: none"> <li>● The e-learning plan will address appropriate means of translation for ESL students.</li> <li>● District Parent Bilingual Liaison will communicate availability with students and families as needed.</li> <li>● Extended time to work with an instructional specialist will be granted upon return if needed.</li> </ul>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<ul style="list-style-type: none"> <li>● Teacher lessons plans are created to address multiple learning styles and levels of readiness.</li> <li>● Appropriate learning opportunities will be ensured by the district by providing flexibility in the e-learning plan.</li> </ul>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<ul style="list-style-type: none"> <li>● Electronic participation will be verified by activity/task completion in Google Classroom.</li> <li>● Teachers will have autonomy to monitor participation and determine appropriate participation based on curriculum, grade level, and/or subject area.</li> <li>● School social workers and building administration will contact families of students if a student has not participated in e-learning.</li> </ul>
<p>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?</p>	<ul style="list-style-type: none"> <li>● Participation in e-learning should be measured by the students' total <i>amount</i> of work time, not the specific face-to-face clock hours.</li> <li>● Students can complete work at their own pace without the limits of specific "periods" of time for the day.</li> </ul>

<p>13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?</p>	<ul style="list-style-type: none"> <li>● Students and their families will be notified of e-learning days through Skyward generated emails and phone calls.</li> <li>● Communication on all district social media outlets.</li> </ul>
<p>14. How will the district provide staff and students with adequate training for e-learning days' participation?</p>	<ul style="list-style-type: none"> <li>● Staff received training on these platforms throughout the previous school year and at the beginning of this school year.</li> <li>● Remote teaching and technology use tutorials are available on the district website.</li> <li>● Teachers have access to live technology assistance through the technology help hotline.</li> <li>● Additional training will be provided on district wide professional development days as needed.</li> </ul>
<p>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?</p>	<ul style="list-style-type: none"> <li>● A Remote Learning Committee is currently in place per the Working Agreement between the GC CUSD#9 and the Local 743 Teacher Union.</li> <li>● District leadership notified all collective bargaining representatives and employees not in a collective bargaining unit. All necessary MOUs are in place.</li> </ul>
<p>16. How will the district review and revise the program as implemented to address difficulties confronted?</p>	<ul style="list-style-type: none"> <li>● The Building Leadership Team meeting following an e-learning day will include review and recommendations as an agenda item to gain teacher building level feedback.</li> <li>● Surveys and needs assessments will be utilized to collect feedback from other stakeholders.</li> <li>● Feedback will be reviewed by district level administration and teachers' union annually; adjustments will be made based on this feedback.</li> </ul>
<p>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?</p>	<ul style="list-style-type: none"> <li>● General expectations and responsibilities of the program will be communicated to building principals.</li> <li>● Principals will share general expectations and responsibilities with their whole staff and students.</li> <li>● The e-learning plan and MOUs will be shared on the district website.</li> </ul>