



E-Learning Plan for Emergency Days

Public Act 101-0012

(105 ILCS 5/10-20.56)



School District Ridgeland School District 122 E-learning Plan

The State of Illinois provides e-Learning as an option to teaching and learning during emergency school closures. As a result, Ridgeland School District 122 has prepared a plan to address learning remotely. This approach to learning ensures that instruction does not stop during the five emergency closures built into the school calendar. The goal of our eLearning plan is for students to continue learning and receiving feedback from their teachers. e-Learning days will apply to all students in Early Childhood through Grade 8, unless otherwise communicated.

An e-Learning day is utilized to allow students and teachers the opportunity to learn from home and work remotely due to a school cancellation. Every school district already incorporates five emergency days when planning the annual school calendar. Should the district choose to e-learn due to an emergency day, such as inclement winter weather, the district will not have to make up the day at the end of the school year. Ridgeland 122 will assess the situation and continue moving forward as students remotely leverage digital tools and engage in teacher prepared learning content. Teachers will be providing new content based upon the curriculum and Illinois State Learning Standards and will focus on providing students with formative feedback. All students will be issued a district-owned computing device and charger to be used at home. A limited number of internet hotspots will be made available to families without internet access at home.

The Illinois State Board of Education (ISBE) requires Ridgeland School District 122 to address the following components in the e-Learning plan:

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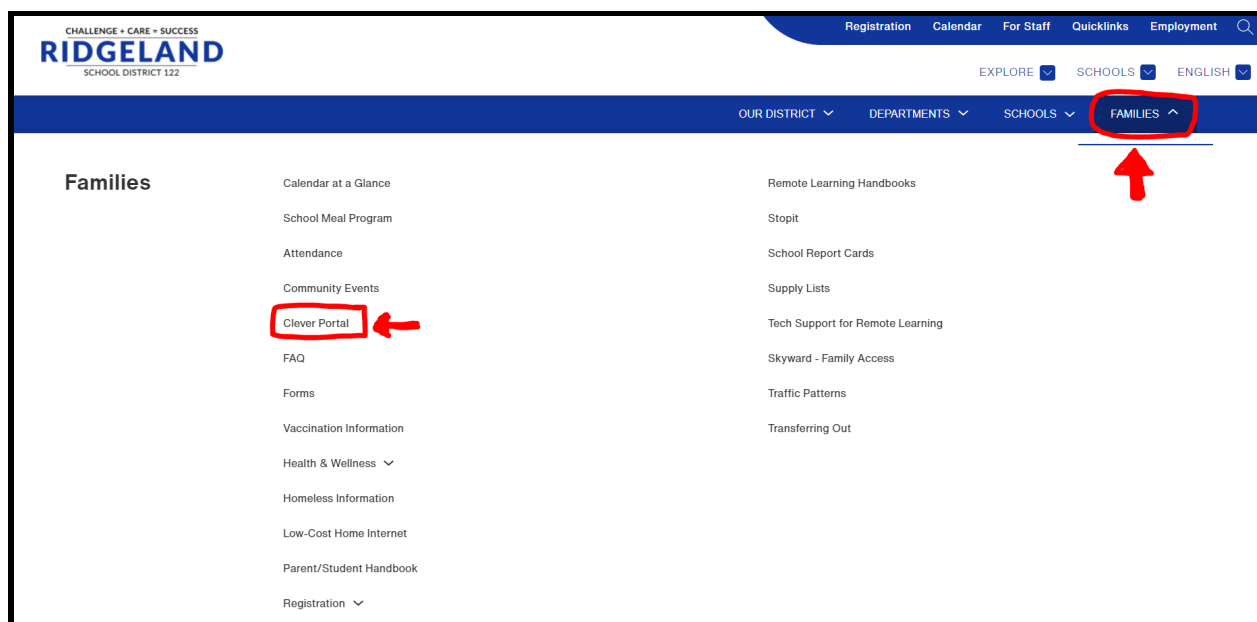
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Instructional Time – 5 Clock Hour Requirement -

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.

Ridgeland School District 122 will do the following to ensure and verify at least 5 clock hours of instruction or school work for each student will be completed.

- Staff and Students will use the Digital Learning Platform, CLEVER, to attach the complete lesson plans for the day for students to follow.
- To access the Ridgeland School District 122 CLEVER Login Page, families can go to www.ridgeland122.com - Families >> Clever Portal




- Lesson plans will include a schedule of times for each subject that encompasses 5 clock hours for students. The 5 clock hours will be a combination of 2.5 hours of synchronous instruction (real-time instruction with live interactions between students and their teachers) and 2.5 hours of asynchronous instruction (students completing tasks on their own, self paced, academic engagement).
- Preschool will adhere to the following 2.5 clock hours schedule with a combination of 30 min of synchronous instruction (circle time online with the teacher) and 2 hours of asynchronous (students completing task on their own, self-paced)

AM PreK Students	PM Pre K Students
8:50 to 9:20 - Online Circle Time with Teacher	12:30 to 1:00 - Online Circle Time with Teacher

- Within the lesson plans will be a zoom link for staff to link their zoom online meetings for the synchronous part of the day. This will allow time for teachers to check in with students as well virtually.

Example of e-Learning Plan Template:

 E-Learning - LESSON PLANS Grade Level: Teacher:	
Teacher Contact Information	
Zoom Link	To be used only if the district goes e-learning.
Teacher Comment Section	
Subject	Date:
English Language Arts	
Period / Time	
Social Emotional Learning	
Period / Time	
Math	
Period / Time	
Social Studies	
Period / Time	
Science	
Period / Time	

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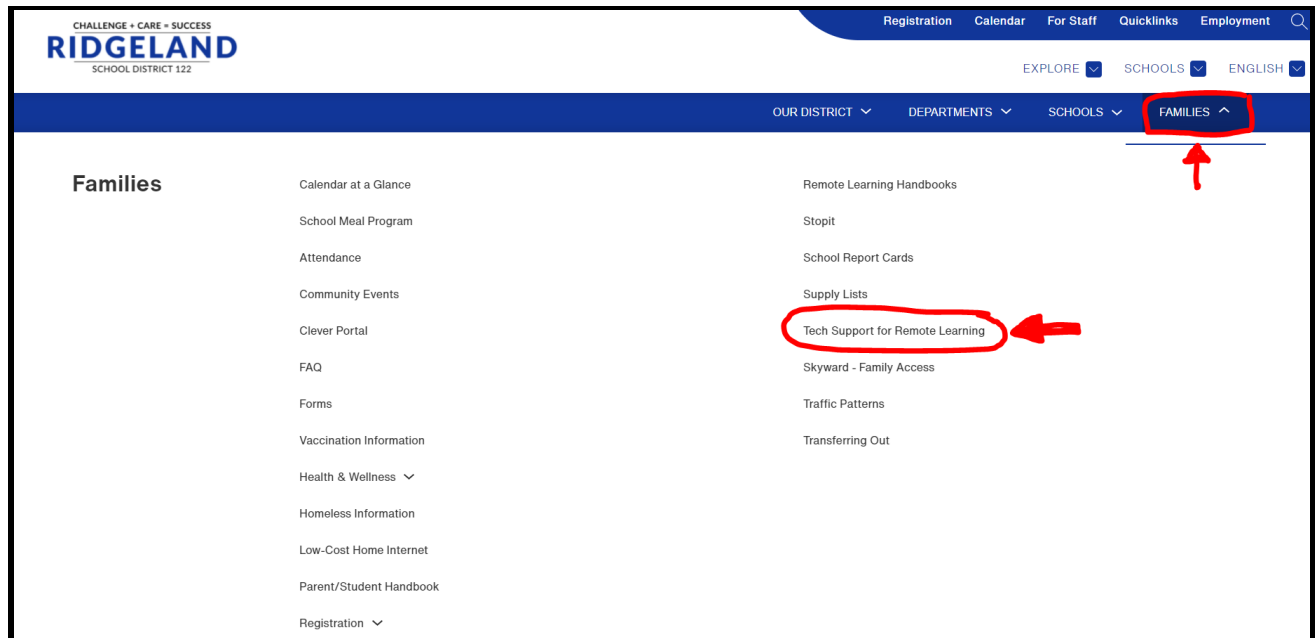
Access to Technology – Students and Staff

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.

Ridgeland School District 122 will do the following to ensure access from home for students participating in the elearning day.

- RSD 122 has a 1 to 1 device program. All students in Kindergarten through Grade 2 are issued iPads with a charger and protective cases. All students in Grade 3 to 8 are issued a Chromebook with a charger and protective cases.
- Preschool Families are asked to use your own device as technology should be limited to this age group. If a family does not have a device, please contact your classroom teacher and one will be provided to you.

- In the event the family does not have access to their device, the family will notify the school office to make arrangements for a loaner device, hotspot for internet, or other materials to be successful on the elearning day.
- In the event students have a problem with his/her device, families may put in a ticket to the tech department via the Ridgeland School District 122 Website. (See screenshot below)



Non-Electronic Materials

Ensure that non-electronic materials are made available for 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.

- In the event an elearning day will be utilized, if needed, Ridgeland School District 122 will pack up student consumables to be picked up by families in a drive through service model and/or delivered to families who are not able to travel to the schools.
- Existing print materials will be made available for e-Learning, as appropriate. This will include textbooks, workbooks, and novels. In some cases, paper packets will be provided, as needed, for special circumstances (Special Education, 504 Plans, English Learner, MTSS).

Students Special Needs and EL Learners

Ensure appropriate learning opportunities for students with special needs

- RSD 122 related services including Special Education and English Language Learners will have access to teacher elearning plans and Clever to assist in planning for accommodations and modifications to meet individual student goals in accordance with the student's IEPs.
- Guidelines are shared with teachers for reference in the e-learning plan.

- Related Services, TPI, TBE teachers will be added to the e-learning plans and also have access to teacher and student Clever accounts. Within the students' Clever account, any related services, math or reading specialist or EL teachers will have their own teacher page in Clever to create assignments as well for students to easily access.
- IEP Goals will be closely monitored to make sure proper accommodations and modifications to assignments are being met.
- Related Services including TPI, TBE, math or reading specialists, social workers, physical therapy, occupational therapy will communicate with students on his/her caseload to provide extra support where needed.

Student Participation in the eLearning Day

Ensure the district monitors and verifies each student's electronic participation; Address the extent to which student participation is within the student's control as to the time, pace, and means of learning

- ISBE requirements mandate that attendance be taken for each day of e-Learning to monitor participation. Ridgeland School District 122 will do the following:
 - At the Early Childhood level, attendance will be taken during online circle time by the classroom teacher.
 - At the K-5 grade levels, attendance will be taken daily by the classroom teacher.
 - At the 6-8 grade levels, attendance will be taken each period by the classroom teacher.
 - Attendance will be entered into the Skyward (Student Information System).
- Ridgeland SD 122 will also monitor student participation through various online activities as follows:
 - For those teachers using GoogleClassroom, teachers will be able to track which students have completed assignments.
 - Within specific learning programs being utilized by staff, Dreambox, Khan Academy, NEWSELA, and online curriculum programs, student interaction can be monitored by staff as well.
 - Students may be asked to participate in school-wide Twitter and/or Facebook posts as well as adding to the student online portfolio system, SeeSaw, to share activities and community awareness of the progress they make.
 - Students not participating will be monitored by classroom teachers. Teachers will communicate with building administration to reach out to families.
 - If the families need more support, Instructional Technology teachers can assist via zoom meetings.

Provide Notice of e-Learning Days

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

- Students and their parents or guardians will be notified via phone blast, directions on the district and school websites, School Facebook pages, and notification from staff to students.
- After monitoring participation and attendance for the days, any student not participating will be contacted by building administration to assist with any hurdles the families may foresee.

Provide Staff and Student Training

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

- Building Level Administrators will review the elearning plan and expectations during staff meeting time.
- Staff will be encouraged to reach out to Instructional Coaching and Instructional Technology Teachers to provide support on a team or individualized basis.
- Ridgeland School District 122 uses the digital learning platform, CLEVER, for easy access and single sign on to all of the online programs used in the district. Clever is a single sign-on where everything is one click away for students, families, and educators. And it works the same at school and at home.
- All staff and students receive training at the beginning of the year on CLEVER. The platform is used on a daily basis throughout the school year.

Collaboration with Collective Bargaining Members

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

- Director of Teaching and Learning facilitated a zoom meeting with 38 staff members representing administration, union leadership, instructional coaching staff, grade level general education staff from all 5 schools in the district, representation from various departments including Special Education, English Language Learners, Reading Specialists, and Preschool to discuss the e-learning plan, mode for delivering information to families, and set timelines for implementation.

Review and Revise

Review and revise the program as implemented to address difficulties confronted

- Ridgeland School District will conduct a parent and a staff survey should elearning days be utilized to solicit feedback to monitor the e-learning plan.
- The plan will be revised based on information from the surveys with the Calendar Committee, which is a combination of administration and collective bargaining union members.