

The Eagle E-Learning Flight Plan



Odin Public School District #722

2021-2022

Grades Pre-K-12

Introduction

Odin Public School District #722 will utilize E-Learning as a part of the plan to utilize Distance Learning on emergency days (snow, pandemic, etc.). If students have available computer access, tablet or device from home they may access assignments electronically. Since all students grades 1-12 have individual access to district managed Chromebooks, if they don't have a device at home, they can check out a device if needed. This will enable our teachers to take educational experiences beyond the walls of the classroom and comply with the statutory requirements. Due to the recent state legislation and our current technology infrastructure, Odin PSD #722 can meet the statutory stipulations to use E-Learning days in a manner that permits students to use digital tools to access learning opportunities from remote locations.

Purpose

Due to the extreme weather conditions and/or emergency circumstances, and in an order to ensure student safety, Odin PSD #722 wishes to have students and teachers engaged in “E-Learning Days” when emergency days are implemented by the district. These learning opportunities will also better prepare all students for future work in post-high school learning that will involve technology and alternative forms (paper copies, including handouts, notes, and homework) of instructional delivery. The district will ensure access for all students, that the specific needs of all students are met, including special education students and English language learners. In addition, the district will ensure that all mandates are met using the E-Learning program. During this year along with the uncertainty regarding requirements imposed by ISBE or IDPH, students may also be utilizing a combination of “in-person instruction along with remote learning”. These procedures will be utilized on those days that students are not physically in attendance.

Goal: E-Learning Days

Our goal is to provide continuity of learning, as we strive for a quality experience for both students and staff. Our E-Learning Day will mimic the five-hour clock day in terms of teacher-mandated work hours and student homework as required by Illinois State Statute. We have developed a flexible system to meet the needs of our community, where teachers must have work posted by 9:00 A.M. and students have until they arrive at school the next day to turn in their homework.

Benefits of E-Learning for Emergency Days

1. Allows for the end of the school year to be predictable and constant, regardless of the number of emergency days.
2. As structured, it allows educators to advance learning more effectively, given the ability to plan within the normal school year.
3. Preserves a firmer start date for summer school and summer programming if applicable.
4. Ensures that end-of-the-year activities like graduation and commencements are maintained.
5. Promotes flexible learning and operations in the digital age.
6. Promotes learning beyond the school walls.

Program Expectations

Teachers will provide appropriate and meaningful lessons **online**. As a guideline for student work on E-Learning days:

1. HS students will be provided the equivalent of 40 minutes of work per class.
2. JH students will be provided the equivalent of 40 minutes of work per class.
3. Elementary students will be provided the equivalent of: Pre-k through 2 students 40 minutes for language arts, reading, and math along with 15 minutes of Science/Social Studies. 3-5 students 40 minutes of work per class.

Lessons will be specific to the grade level:

1. Lessons will try to integrate as seamlessly as possible into the regular instruction that has been occurring in class.
2. Tasks should be meaningful and important to students.
3. Utilize digital tools and platforms students are using as part of their regular instruction if possible.
4. Include formative assessment and feedback on assignments turned in. Grades will be given for completed assignments.
5. Teachers and parents can correspond via Email or communication apps.
6. Students need to connect online no later than 8:20 AM with their teachers for attendance via Email or communication apps.
7. For PreK through 5 students, a parent or older sibling can report the student present, get assigned work, and submit any completed work.
8. Teachers, support staff, and administration are expected to be present/available electronically from 8:30 AM-2:30 PM on E-Learning days, but students can always reach out to their teachers and other staff members with questions outside of those designated times.
9. Parents will be notified of E-Learning days through the use of social media as well as the district's mobile app, and an all-call notification system.
10. Grades will be taken and recorded.
11. E-learning assignments are treated like every other assignment given in class. They are expected to be completed, otherwise, the student will not receive a grade for that assignment.
12. Any issues that arise during the program will be communicated to the administration.
13. A letter will be sent out yearly explaining the process and this policy will be located in the district website as well as building handbooks, and mobile app.

E-Learning Days for Students with IEPs

1. Students with individualized education plans will follow lessons provided by classroom teachers and those modified by their caseworkers online or otherwise (hard copies, projects, reading, etc.)
2. All lessons will be appropriate and follow the students' IEP guidelines as well as class schedules.
3. Case managers will include in the students' IEP the needed (if any) accommodations that would be implemented on the day that E-Learning takes place.
4. Accommodations for students without access to the internet will be addressed on an individual basis previous to the school year or on an as-needed basis.

Odin Sr. High School

1. Teachers will provide appropriate and meaningful lessons online.
2. Teachers provide a technology-based platform for instruction.
3. Teachers need to be available via school email and communication apps.
4. E-learning assignments are treated like every other assignment given in class. They are expected to be completed, otherwise, the student will not receive credit for being in attendance that day.

Odin Jr. High School

1. Teachers will provide appropriate and meaningful lessons online.
2. Teachers provide a technology-based platform for instruction.
3. Teachers need to be available via school email and communication apps.
4. E-learning assignments are treated like every other assignment given in class. They are expected to be completed, otherwise, the student will not receive a grade.

Odin Elementary School

1. Teachers will provide appropriate and meaningful lessons online or paper packets.
2. Teachers may provide a technology-based platform for instruction.
3. Teachers need to be available via school email and communication apps.
4. E-learning assignments are treated like every other assignment given in class. They are expected to be completed, otherwise, the student will not receive a grade.
5. Lessons should be equivalent to the subject areas taught during class sessions.

Pre-K through 5:

- Instruction from home lessons/activities sent home on the day before the E-Learning Day. Additional instructions may be sent to parents electronically by 9 am if multiple days are used and more lessons/activities are needed.

Certified Staff Expectations

1. Certified staff must be available via school email, Google Chat, Google Classroom, Google Hangout, Google Meet, Google Groups, Google Docs, Google Sheets, Google Slides, Google Forms, and any online curriculum platform from 8:30 - 2:30.
2. Can work from school or home.
3. Certified Staff will record student attendance in TeacherEase by 10:00 AM
4. Certified staff will check in (8:30-9:00) and out (2:00-2:30) at the end of the day with their building principal through a google form (please check email).

Special Education Teachers:

1. Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP.
2. Special education teachers will work with regular education staff to determine the appropriate modifications for any electronic/home-based learning materials..
3. Special education teachers will contact families to determine the appropriate methods to supply help during the assigned work times.
4. Help may be provided via school email, Google Chat, Google Classroom, Google Hangout, Google Meet, Google Groups, Google Docs, Google Sheets, Google Slides, Google Forms, and any online curriculum platform.

Educational Support Personnel Expectations

1. Assignments may vary depending on the nature of duties.
2. Secretarial staff can work on-site or at home. Working from home will require establishing a schedule with the building principal.
3. Teachers with special assignments would provide proof of planning, professional development, or other school duties that need to be completed.
4. Paraprofessionals/Aides, kitchen staff, bus drivers, and custodians offered the opportunity to make up the day by attending upcoming in-service days, online training, and/or working extra hours to make up the time.
5. Options will be made available to any employee who wishes to work on-site with an approved plan by their supervisor. Building Principals and staff will provide updated information to students and families to carry out specific details of completing the assignments. Students will be able to turn in work two days following the E-learning/Home-based instruction.