

E-learning/Learn Anywhere Day Plan BESD#53

WHEN:

- E-learning/Learn from Anywhere Days will be utilized on any day when school is canceled.
- Instead of making up the day, students who engage in the learning process will be marked as present.
 - This will be determined by completing and submitting work electronically during the E Learning day or upon returning to school on the next in person school day
 - This plan only allows for one E-Learning day. Any non-attendance days occurring immediately after an E-Learning Day and prior to a return to in person instruction will be counted as emergency days and made up at a later date.

STUDENT EXPECTATIONS:

- Complete the work assigned by their teacher.
 - Review packets sent home in advance
 - Online work assigned electronically
 - Reading assignments sent via email or Google Classroom
 - Completed when return to school
 - Expectations of amount of work set by grade levels and developmentally appropriate.
 - Assignments from homeroom teacher for K-5
 - Assignments from all teachers 6-8
- The district has 150 wifi hotspots to deploy prior to emergency events to allow for nearly 100% wifi access when cell phones are included in the calculation. This allows almost all families to submit and access work electronically.
- To ensure the ability for all students to access and complete materials, packets will be distributed in advance to all students. These packets can be completed on these emergency days and returned the following morning to document attendance and engagement.

IEP Minutes:

- In the event an E-Learning Day is used, minutes for related services such as speech and language, social work, physical therapy, and occupational therapy will be recouped within forty-five school days.

TEACHER EXPECTATIONS:

- Available and engaged with students for five hours during the instructional day. At least two of these hours will be spent actively engaged with students including corresponding

- 5 hours of PD and/or work in office/remote
- Part-Time Employees - Teacher, Teacher Assistant, Secretary 3, Bus Driver, Bus Aide, Recess Supervisor
 - PD and/or work in office/remote, if applicable, for scheduled hours
- Maintenance/Custodian
 - Work normal day, all on day shift at the discretion of the Superintendent
- Administration
 - Work normal day in office or remote at the discretion of the Superintendent

Professional Development Opportunities:

- Choices provided by Administration.
- Required videos and trainings
- Individualized PD requested and approved by the Central Office. If you want to work on your own PD such as reading an educational journal or book or watch a Ted Talk that applies to you, you must request permission via google form for this to count as your PD for the day. You must be able to document the time.

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"> i. Given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargaining unit 	<p>Evidence attached:</p> <ul style="list-style-type: none"> 1. Copy of notice in newspaper 2. Copy of electronic notice of board hearing (posted on website) 3. Notice of the hearing via sent via email and the plan was shared on the agenda via board docs.
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days.</p> <p>Describe technology, techniques and procedures that will be used on e-learning days</p>	<p>{include on e-Learning Program Verification Form} {attach a signed copy of the board resolution} - September 24, 2019</p> <ul style="list-style-type: none"> ○ Send out assignments and/or instructions via email, Skyward, or Google ○ Answer emails from students and parents about the assignments ○ Choices provided by Principal and Central Office ○ Required videos and trainings ○ Book Study with written feedback ○ Individualized PD requested by teacher and approved by Central Office (want to work on your own PD? Read an educational journal or book? Watch a Ted Talk that applies to you? Request permission via google form for this to count as your PD for the day).
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>All teachers have Chromebooks and Google Apps for Education accounts. All students have Google Apps for Education accounts and students in grades 6-8 have Chromebooks at home.</p>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>Yes- All teachers and support staff who would not be in attendance have Google chromebooks. In the event a teacher does not have access to wifi and other necessary remote technology a buddy/partner teacher will be identified who teaches the same subject / grade level to support students. The teacher that did not have the necessary technology access will have to use a paid time off day.</p>
<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>	<p>Review "take home packets" sent home in advance and updated with new content monthly.</p> <p>Online work assigned electronically via email or Google Classroom-Meets..</p> <p>Assignments sent via email or Google Classroom will be checked for completion when students return to school.</p>

	<p>Expectations for the amount of work set by grade levels and are designed with the expectation of supporting five clock hours of instruction. .</p> <p>Assignments from homeroom teachers in K-5 will be based on a typical one school day work load.</p> <p>Assignments from all teachers 6-8 will be based on the expectation of one hour of work per subject.</p> <p>*Credit for attendance is determined by submitting completed work upon return to school or electronically during the E Learning Day. .</p>
6. How will the district 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?	All assignments will have electronic and paper/pencil completion options. Minimum requirement to access/view assignments is a phone with internet access. Backup copies of "take home packets" will be posted on the district " E-Learning Page " on our website.
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?	All students will be given an e-learning work packet to have at home for emergencies. This packet will be updated monthly to ensure that it is timely and appropriate. Any student without internet access can complete this work in lieu of assignments delivered electronically.
8. How will the district ensure appropriate learning opportunities for students with special needs?	For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class.
9. How will the district ensure appropriate learning opportunities for students with English Learners?	The learning needs of our English Language Learners can be appropriately met through engaging learning materials sent home or through specific web based applications when internet access is available.
10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?	Minutes for related services such as speech and language, social work, physical therapy and occupational therapy will be recouped within 45 school days of the event.
11. How will the district monitor and verify each student's electronic participation?	Verification can be made based on receipt of completed written work (Upon the return to school or electronically), or through usage reports generated by specific web based applications that are assigned. Work must be complete and show evidence of engagement as determined by our Work Habits engagement rubrics.
12. How will the district address the extent to which student participation	Work assigned is based on typically appropriate grade level rigor and quantity. The completion requirements are based

is within the student's control as to the time, pace, and means of learning?	on the amount of time engaged in the task as opposed to the volume of work completed.
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 of an emergency, the utilization of the e-learning plan will be announced in conjunction with the cancellation notice. This announcement will be delivered via phone message, email, and posted on our website. This general notification will be followed by student specific resources from the instructional staff.
14. How will the district provide staff and students with adequate training for e-learning days' participation?	The learning expectations on these days are consistent with what is being asked on all other school days and teacher support will be available should a challenge arise. The critical "training" issue will be regular and consistent communication regarding the process prior to the actual event.
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?	We have had full participation and cooperation of our bargaining units in the development and implementation of the e-learning plan.
16. How will the district review and revise the program as implemented to address difficulties confronted?	The district will deliver a survey to staff and families after the first e-learning event and make adjustments as needed and allowable by the regional office and school board policy.
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 regional office approval of this plan the entire community will be notified in writing and electronically. This notification will include the link to our e-learning website and notification of our e-learning hotline number. This information and the hotline will be available in English and Spanish.

Bourbonnais Elementary School District #53
e-Learning Program Verification Form

Local school district e-learning programs, adopted by resolution, may not exceed the minimum number of emergency days in the approved school calendar and must be verified by the regional office of education or intermediate service center for the school district on or before Sept. 1 annually. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing

Date of Publication: August 7, 2019

Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district

Date of Notification: Per the plan will be distributed upon approval by the regional office.

Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit

Date of Notification: February 22, 2019

The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years

Date of Public Hearing: August 20, 2019 Date of Board Meeting/Resolution: September 24, 2019

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- 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
- 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
- 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
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify 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
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- 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
- Review and revise the program as implemented to address difficulties confronted
- 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

Dr. Adam Ehrman, Superintendent

Verified by: School Dist. Superintendent (printed)

Signature*

Date

GREGG MURPHY

Verified by: Regional Superintendent (printed)

Signature

Date

*Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.

CERTIFICATE

To All Whom These Presents Shall Come, Greeting:

I, Dr. Adam Ehrman, do hereby certify that the attached is a true and correct copy of the Ordinance/Resolution adopted by the Bourbonnais Elementary School District No. 53, on September 24, 2019.

A handwritten signature in black ink, consisting of stylized, cursive letters, positioned above a horizontal line.

Dr. Adam Ehrman, Superintendent

Date: January 28, 2022

RESOLUTION

Motion to approve application to the Illinois State Board of Education for an E-Learning Days Program pursuant to Section 10-20.56 of the Illinois School Code and Section 1.4222 of Title 23 of the Illinois Administrative Code. The Board of Administration also authorizes the Superintendent to make minor modifications to the plan pursuant to the I-Kan Regional Office of Educational approval.

Now, therefore, it be resolved by the Board of Education of Bourbonnais Elementary School District No. 53, Kankakee County, Illinois as follows:

This Resolution shall be in full force and in effect forthwith upon its passage.

ADOPTED THIS 24TH DAY OF SEPTEMBER, 2019 by the following roll call vote:

AYES: 6

NAYS: 0

ABSENT: 1


President, Board of Education


Secretary, Board of Education