

ALDEN-HENRON SCHOOL DISTRICT 19 E-LEARNING PLAN

Ensure and verify at least 5 clock hours of instruction or schoolwork, as required under Section 10 -19.05, for each student participating in an e-learning day.

During e-learning, students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day and will be due to be submitted back to the teacher or staff member electronically by 9:00 pm the day it was assigned or in paper (dated for the day completed) and returned on the first-day school returns to session.

- **Elementary Staff**

On an e-Learning Day*, the 8-hour workday for teachers shall be scheduled as follows unless otherwise directed:

- 7:15 a.m. – 8:00 a.m. - collaboration time - contact team members and/or coaches for any needed support - Planning/preparation, professional responsibilities
- 8:30 a.m. - Learning activities emailed to principals; principals will post via district website.
- 8:00 a.m. - 1:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring, and support as needed
- 1:00 p.m. - 2:00 p.m. - Duty Free
- 2:00-3:15 Verification/assessment of student work/engagement

- **Middle School Certified Staff**

On an e-Learning Day*, the 8-hour workday for teachers shall be scheduled as follows unless otherwise directed:

- 7:15 a.m. – 8:00 a.m. - collaboration time - contact team members and/or coaches for any needed support - Planning/preparation, professional responsibilities
- 8:30 a.m. - Learning activities emailed to principals; principals will post via district website.
- 8:00 a.m. - 1:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring, and support as needed
- 1:00 p.m. - 2:00 p.m. - Duty Free
- 2:00-3:15 Verification/assessment of student work/engagement

- **High School Certified Staff**

On an e-Learning Day*, the 8-hour workday for teachers shall be scheduled as follows unless otherwise directed:

- 7:15 a.m. – 8:00 a.m. - collaboration time - contact team members and/or coaches for any needed support - Planning/preparation, professional responsibilities
- 8:30 a.m. - Learning activities emailed to principals; principals will post via district website.
- 8:00 a.m. - 1:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring, and support as needed
- 1:00 p.m. - 2:00 p.m. - Duty Free
- 2:00-3:15 Verification/assessment of student work/engagement

- Social Workers, School Psychologists, and School Nurses will be available to parents and students on the e-learning day and will be issued an assignment or professional learning from their building administrator in lieu of planning a lesson.

Ensure access 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

- High School students have a device that they will take home and will have posted assignments via the district website.
- Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate modification for any electronic/homebased learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers and co-teachers (8:00-1:00) to support student learning and answer any questions via email.
- Middle School students have a device that they will take home and will have posted assignments via the district website.
- Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate modification for any electronic/homebased learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers and co-teachers (8:00-1:00) to support student learning and answer any questions via email.
- Elementary students do not take their devices home under normal circumstances. However, for a prolonged closure of schools the devices will be sent with the students and will have posted assignments. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will be available from (8:00-1:00) to support student learning and answer any questions.
- Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate modification for any electronic/homebased learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers and co-teachers (8:00-1:00) to support student learning and answer any questions via email.

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

- Our district has the infrastructure and professional capacity is in place to support eLearning days as an emergency measure this spring in the event of a health emergency

that necessitates extended school closure. The school staff will work with individual families to accommodate as needed if there is no internet access. If there is a power outage or another issue out of the family's control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

Ensure appropriate learning opportunities for students with special needs

- Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.

Monitor and verify each student's electronic participation

- All work will be posted on the district and school websites by 9:00 am on e-learning days. The work will need to be completed and turned in either electronically by 9:00 pm on the e-learning day or in paper form (dated for the day completed) on the first day back to school to verify the student's participation.
 - Elementary
 - Completed assignments will count as a full day of attendance.
 - Middle School
 - Completed assignments will count as a full day of attendance.
 - High School
 - Completed assignments will count as a full day of attendance.

Address the extent to which student participation is within the student's control as to the time, pace, and means of learning

- Student Participation will vary based on the grade level:
 - For Early Childhood and Kindergarten, students will be engaged for 45 min
 - For Grades 1-2, students will be engaged for 60 minutes
 - For Grades 3-4, students will be engaged for 90 minutes
 - For Grades 5-8, students will be engaged for approximately 120 minutes (55 min for ELA/Social Studies, 50 min for Math/Science, and 15 min for PE/Specials)
 - For Grades 9-12, students will be engaged for approximately 120 minutes (55 min for ELA/Social Studies, 50 min for Math/Science, and 15 min for PE/Specials)

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

- Will notify parents 3/13/2020 as part of the district's weekly coronavirus update that the district is applying for e-learning with the state in the event of an emergency closure of the schools for an extended duration.

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

- Will notify staff 3/13/2020 as part of the district's weekly coronavirus update that the district is applying for e-learning with the state in the event of an emergency closure of the schools for an extended duration.

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

All teachers (Elementary, Middle & High School) have been assigned a laptop for use at school and at home. Teachers and specialists will be available for support at the elementary level from 8:00 am to 1:00

- Parents/students can email their teacher/specialist or call and leave a voicemail.

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

- Not sure how to address this – we only have a teachers collective bargaining agreement

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 (expect this to be waived)

Staff Expectations

- Staff must be available during the hours listed above
- Certified staff will check-in and out at the end of the day with their building principal via email.

Special Education Teachers

- Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special education teachers will work with regular education staff to determine the appropriate modifications for any e-learning materials.
- Help may be provided via email

Educational Support Personnel

- Assignments may vary depending on nature of duties and the condition of the buildings (if cleaning is needed or being done)
- Secretarial staff may vary depending on if staff is allowed into the buildings and/or the activities that could be completed at home - this would require establishing a schedule with the building principal.
- Paras, kitchen staff, drivers, and custodians offered the opportunity to make up the day by attending an upcoming in-service day