

**Leland CUSD No. 1
Emergency E-Learning Plan
2020**

- **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.**
 - During e-learning students must be provided work from the teachers to whom they are assigned from multiple subject areas that equate to no more than 5 hours of participation.
 - Staff and students (and/or parents when appropriate for student grade level) will check Google Classroom throughout each day. Staff will have an initial post to students by 9:00 a.m. each day.
 - Teachers will monitor and verify each student's electronic participation throughout the day. Evidence of participation may be demonstrated through completing and submitting a Google Form (reflecting on work), emailing questions or responses, participating in a discussion board (requiring discussion posts), showing evidence of viewing and instructional video, etc.
 - Each teacher will be posting a Google attendance form on each of the Google Classroom pages. This is the verification that students went to the Classroom page and checked in.
- **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 classroom.**
 - Leland CUSD No. 1 is a 1:1 school. Elementary students do not take computers home, but it is understood that all households have access to the Internet either on a computer or cell phone. A matrix will be created with choices of work for the students to complete for the day (or week as appropriate). The matrix will be emailed as an attachment to students and/or parents and will be posted on the district website and able to be viewed on a cell phone. Students can complete the work electronically, or on paper. Teachers will make arrangements to provide paper copies if necessary. Teachers will be available from 8:30 to 1:30 to support student learning and answer questions electronically or by phone. For student and parent flexibility, other contact times may be arranged for communication.
- **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.**
 - Students and families who indicate they cannot access the materials electronically will be provided with paper copies and/or alternative assignments to complete with no penalty. Administration will support and assist teachers as needed to ensure arrangements to provide the opportunity for work to be provided and completed.
- **Ensure appropriate learning opportunities for students with special needs.**
 - Students with special needs will be participating in e-learning based on IEP goals as determined and designed by the IEP team. Make-up days for compensatory related services will be established for addressing the lost minutes included on the IEPs if necessary.
 - Special Education case managers are expected to reach-out, individually, to families of students on their caseload to share information that coincides with related services.
 - The Guidance Counselor and Social Worker will be available to communicate with and support parents and students on e-learning days.
- **Monitor and verify each student's electronic participation.**
 - Each teacher will post a Google attendance form on each of the Google Classroom pages to verify that students went to the Classroom page and checked in.
 - For the purpose of daily attendance, elementary students who complete 3 assignments within the matrix will be considered "full day of attendance." Elementary students who

complete 2 assignments will be considered a “half day of attendance,” and students who complete no assignments will be considered absent.

- For the purpose of daily attendance, junior high and high school students who complete the assigned work for at least 3 teachers and/or classes will be considered a “full day of attendance, and 2 of 3 will be considered a “half day of attendance.” Students who do not complete any assignments will be considered absent.
- **Address the extent to which student participation is within the student’s control as to the time, pace, and means of learning.**
 - The student (and/or parent when appropriate per grade level) will have 100% control over time, pace, and means of learning assuming the student completes the activity within the time block allowable by the assigning teacher(s).
 - Student participation will vary based on grade level:
 - Kindergarten students will be engaged for 45 minutes
 - 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
 - For Grades 9-12, students will be engaged for approximately 180 minutes
- **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.**
 - Notice will be sent via social media, website, and through parent and student emails of e-learning days.
 - A robocall will be made to cover any families who may not have access to the Internet.
- **Provide staff and students with adequate training for e-learning days participation**
 - Administration worked with teachers to establish and review the expectations for participation and procedures, and a survey was issued to teachers to determine the need for and provide additional Google platform training.
 - Informational materials regarding e-learning day participation and procedures were created specific to grade levels.
- **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 staff have been issued a laptop or Chromebook for use at school and at home.
 - Teachers will be available for support from 8:30 a.m. to 1:30 p.m., and other times as arranged with students and/or parents.
 - Teachers can retrieve voicemails as remotely.
- **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.**
 - Formal meetings have been held with representatives of the bargaining unit regarding e-learning days and provisions in place for all anticipated issues.
- **Review and revise the program as implemented to address difficulties confronted.**
 - After the first e-learning day and subsequent e-learning days, our technology director will review the process and procedures and make recommendations for improvement.
- **Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and student at least 30 days prior to utilizing an e-learning day.**
 - Due to the emergency nature of the COVID-19 outbreak, it is not certain that there will be 30 days before this e-learning plan is implemented. The district is making its best effort to ensure that this information is shared in a manner that is efficient and effective, to create the best circumstances for continued learning for students.