

Lockport District 91 E-learning plan



Lockport School District 91

The purpose of an emergency e-learning day plan is to provide for a continuum of learning and engagement for all of the students served in the D91 community. The spirit of the plan reflects our commitment to relevant, meaningful, realistic learning expectations for both students and teachers even when conditions require that school be canceled. E-learning plans allow us to minimize disruption in academic progress. Although no e-learning day can replace in-person instruction, e-learning days provide students with touchpoints and relationships found in schools that help students feel connected to their community. E-learning days allow students to use already implemented online learning from content areas to increase their college and career readiness skills. This opportunity further assists us in demonstrating that learning can occur anywhere and at any time, role modeling for students opportunities of self-sufficiency, adaptability, grit, and perseverance, which supports our lifelong learning mission.

Lockport D91 will establish mechanisms to ensure and verify at least five clock hours of instruction or school work for each student participating in an e-learning day.

School day

Lockport D91 will ensure 5 clock hours of instruction or work required by the Illinois school code for students participating in an e-learning day. Each e-learning schedule should be constructed to reflect developmentally appropriate time frames and activities in the context of the schedule. All grade levels must provide 300 instructional minutes daily. Teachers utilize Google classroom grades 3-8 as part of their instruction, and this will be the primary mode of delivering emergency e-learning day instruction. Grades K-2 use parent square as their primary communication method on an e-learning day. In many instances, students and staff may be notified of a possible e-learning day ahead of time, allowing students grades 3-8 to borrow Chromebooks overnight and for teachers to take laptops home. All staff with a district-provided mobile computing device needs to bring their device home with them in anticipation of an emergency e-learning day.

Lockport District 91 will ensure non-electronic materials will be made available to students participating in the program who do not have access to the required technology or are prevented from accessing the needed technology. As a secondary measure for families without access to the internet or in the case of power outages, this instruction will come in the form of a “blizzard bag” with curated activities for each content area. Grades K-2 will utilize blizzard bags materials and additional classroom materials as a primary method of instruction.

Attendance

Student attendance will be recorded based upon the completion of work assigned during the e-Learning day. Suppose students are ill or their families are experiencing an emergency such as a power outage that prevents student participation. In that case, parents should call the student attendance line at (815) 838-0737 (press 1) if their child will not be in attendance. These students will have 5 days to complete e-Learning day assignments, and activities missed during their absence and should follow up with their

teacher to make these arrangements.

Sample E-learning Day

9 am until 3 pm (lunch from 11:30 am -12:30 pm) is an advised e-Learning schedule; students may learn using a self-determined plan that encompasses 5 clock hours.

Teacher office hours: 30 minutes at 10:00 am, 30 minutes at 1:30 pm via email, call, or Google meet. Teachers will post assignments and activities by 9:00 am and be available twice during the e-learning day for office hours. Learning activities can include video introductions or instructions, links to learning resources (PDFs, videos, online resources), assessments, blogs, Google meets, and other activities required for a lesson.

Activity	Grades K-8 Asynchronous Instructional Minutes
Social-Emotional Learning	30
Reading	60
Writing/Language Arts	30
Social Studies	30
Science	30
Math	60
Physical Education	30
Fine Arts	30

Calendar

The Board of Education will adopt a school calendar that includes five emergency days at the end of the calendar. If an e-Learning Day is necessary, it will be considered a regular school day and will not be made up as an emergency day. The district will use

the emergency days at the end of the calendar if school must be called off and an e-Learning Day is not utilized.

Lockport D91 will ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days before utilizing an e-learning day

Teachers will be advised of the E-Learning plan 10 days prior to public notice and will be trained on the E-learning plan once the school board has approved the draft E-learning plan. Should an emergency day occur before the 30 days notice period ends, we would not enact an e-learning day. Upon completion and approval of the e-Learning plan, all stakeholders will be informed of the process and expectations through appropriate communication and/or training (i.e., Teacher Institute, Staff Handbooks, etc.).

Lockport D91 will ensure access from home or other appropriate remote facilities for all students participating. Types of access include computers, the internet, and other forms of electronic communication.

For the 2020-2021 school year all students needing chromebooks were provided one to keep at home. Beginning with the 2021-2022 school year the district will implement a 1:1 program, each student will be issued a Chromebook which will go to and from home and school each day.

Based on an internal survey, 99 % of our students have access to reliable internet service at home. Additionally, based on the continual direct contact rates provided by our ongoing electronic messaging reports, we verify the 99% access rate frequently. The school staff will work with individual families to provide solutions as needed (e.g. Access to Reduced Rate Programs, <https://www.internetessentials.com/> etc.). If there is a power outage or another issue out of the family's control, families will have access to blizzard bags sent home in December for the explicit use of an e-learning emergency day.

Technical support will be available on e-Learning Days. Technology support staff may be working from home. Because of this, parents and staff should please provide as much detail as possible about your issue along with contact information when calling or emailing as specified below. Someone will get back to you as soon as possible.

Everyone: 815-838-0737 erae@d91.net; bkinaid@d91.net

Staff: jjennings@d91.net; jkoziol@d91.net

Google Classroom

Google Classroom is designed to be used on any web-enabled device and can be reliably used with even the most basic internet connections, including phone and mobile devices. All students grade 3-8 are assigned Google Suite for Education login credentials upon enrollment and utilize the platform as a regular part of their learning.

Lockport D91 will ensure appropriate learning opportunities and supports are in place for students with special needs

Special Education

Students with special needs (IEP and 504), English learners, or students facing homelessness/foster care will benefit from individual outreach from case managers, practitioners and other related service providers to meet the needs of the learner. Students receiving other support services (RTI, Title I, etc) will benefit from customized support. General education teachers will work very closely with special education staff, support staff and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class. Starting with the 20-21 school year IEP teams will reflect the possibility of e-Learning/remote learning considerations in the child's IEP as a part of the annual review process.

Furthermore, teachers and other related service professionals will design alternate paper based activities for students whose instructional objectives or capabilities require such adaptations. The adapted activities for students with IEP and 504 protections will be included in the "blizzard bags". Similar accommodations will be provided to students who are unable to access technology despite the district's outreach.

Parents/guardians can contact Mr. Larry Spencer for assistance at extension 1138 or lspencer@d91.net. Parents of students with 504 plans can contact their building principal.

Students in these groups may receive communication, including email, phone, and other methods of communication (Google meet, Google classroom) from their service provider on emergency and planned e-learning days. These learning opportunities may include real-time instruction, use of teletherapy, flexible instruction, or paper-based resources and materials based on the individual needs of the student. The goal is to provide appropriate learning activities and support for these students based on their 504, IEP, or RTI plan. Our staff members will make every effort to stay connected to students for continuity of educational and related services. Staff members will document these efforts.

Lockport D91 will monitor and verify each student's electronic participation

Log-in and submission records or blizzard bag activity grades will be accessed to ensure instructional minutes have been met.

Student expectations

- Students will be expected to bring home any needed materials the day prior to an announced e-learning day.
- It is expected that students grades 3-8 will log in through Google classroom to engage in learning activities
- All completed work will be due back the next day
- Students will communicate with their teachers regarding any unforeseen circumstances that occurred on the e-learning day that may prevent them from following the given activities, directions, or learning opportunities. Those students will communicate with the teacher regarding their five days to engage in the activities.

Lockport D91 will address the extent to which student participation is within the students control as to the time, pace, and means of learning

There are many built-in accountability pieces in our plans and on the various platforms we will be using. Administrators and teachers will consistently monitor our plans and meet to discuss the challenges and successes we are experiencing. We will be adjusting and modifying as needed to better serve our students and be responsible to our community. These activities are not intended to introduce new information, but rather provide continued learning opportunities and encourage mastery and transfer. Each student will receive activities for the day and we will continually work to refine and streamline available resources. Administrators will be working with students, conducting surveys and making sure we are responding to the needs of all students during these days. All these areas together will help us monitor, responding to checks of accuracy for time, pacing, and modules for learning.

- Google Classroom is accessible to students grades 3-8 and family members 24/7/365 which means that the pace in which students work is flexible to the events of the day.
- As e-learning days occur, we will continue to review our implementation with systems in place to adjust the time, pace, and means of learning.
- Students experiencing unforeseen circumstances may reach out to their teacher to provide feedback and request the five day extension for e-learning activities.

Lockport D91 will Effectively communicate notice to all students and parents or guardians on the use of e-learning days

Communication

The announcement of an E-Learning Day will be made as soon as possible but no later than 5:00 a.m. the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district including parent square, social media (facebook and twitter), text, email, and the website.

District staff will make every effort to provide notice to parents and guardians on the use of e-learning days in advance, if inclement weather has been predicted, or the completion of emergency repairs are required.

Lockport D91 will provide staff and students adequate training for e-learning day participation, with particular attention paid to the ability of children to understand procedures and expectations

Teachers will receive training for e-learning days on November 11, 2020. A wide variety of available e-learning resources, strategies, options and examples will be provided for teacher reference and collaboration.

Building principals and the curriculum coordinator will offer virtual professional development and/or support to ensure the successful implementation of the plan. The e-learning plan will be reviewed and staff will be trained annually. Days set aside for e-learning readiness and preparation include November 11, Feb 16, March 2, and June 7.

Teachers will provide e-learning blizzard bags in November and December and use class time to communicate e-learning day expectations to students well ahead of an emergency e-learning day. Teachers and administrators will ensure students understand expectations and are ready for the e-learning day. This may include dry-runs in the classroom, e-learning day drills, and ensuring students can log onto Google Classroom in grades 3-8 and all learning platforms well in advance of e-learning. This will ensure Lockport D91 is always ready for an emergency e-learning day.

Lockport D91 will ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required

Representatives from the collective bargaining unit will have access to the e-learning plan prior to public posting and board approval. The superintendent and association president will coordinate to ensure a plan practical for teachers. Every effort will be made to notify staff of a possible e-Learning Day the day before the actual emergency occurrence.

Staff attendance

The principal and / or their designee will be accountable for staff attendance. Any pre-arranged absence, such as but not limited to personal leaves, sick leave, and FMLA will still be counted as an absence.

Teacher expectations

The teacher for grades 3-8 will post activities in Google Classroom in accordance with our adopted curriculum scope and sequences. Teachers will provide materials for placement in the blizzard bags. Student work on the E-Learning Day will be aligned to the curriculum and learning objectives for each course that the student is enrolled. The assignment of work, activities and asynchronous opportunities combined will be reasonable and in alignment with the 300 minutes per day required by the Illinois State Board of education. Assignments will be relevant, meaningful, and manageable. Students will be given adequate time (5 days) to make up the activities without a penalty if they cannot complete it on the E-Learning Day. Teachers will be available to answer any student questions via email or Google meet from 10:00-10:30 am and from 1:30 to 2:00pm. Our E-Learning days are purposely set up as an experience to provide flexibility for both the students and the staff.

Roles/Responsibilities of Employee Groups on an E-Learning Day

Individuals who are not classroom teachers, will be given an assignment from their direct supervisor. Infinitec and web-based professional development can be utilized. 12-month employees are required to check in with their supervisor for assignments.

Lockport D91 is prepared to review and revise the program as needed based on the results of implementation

The e-learning plan will be reviewed and staff will be trained annually. After each e-learning day, a full review of effectiveness will be completed including a review of communication procedures, learning experiences, staff, student, and stakeholder feedback, logistics, and technology procedures.

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 members will be provided with devices in order to appropriately participate in e-Learning. Staff who have not been provided a device will be given non-electronic assignments for the emergency e-learning day.

Appendix:

Possible online curricular Tools

Grade Level	ELA	Math	Science	Social Studies
Kindergarten	Superkids	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	My world
1st	Superkids	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	My world
2nd	Mystery Science	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	My world
3rd	Mystery Science	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery education
4th	Google Classroom	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery Ed https://app.discoveryeducation.com/learn/signin
5th	Google Classroom	Go Math! https://www-k6.thinkcentral.com/ePC/start.do	Stemscopes https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery Ed https://app.discoveryeducation.com/learn/signin

			2d23721	
6th	Sadlier Vocab https://www.sadlierconnect.com/@1952592	Go Math! https://my.hrw.com/	Stemscores https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery Ed https://app.discoveryeducation.com/learn/signin
7th	Sadlier Vocab https://www.sadlierconnect.com/@1952592	Go Math! https://my.hrw.com/	Stemscores https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery Ed https://app.discoveryeducation.com/learn/signin
8th	Sadlier Vocab https://www.sadlierconnect.com/@1952592	Go Math! https://my.hrw.com/	Stemscores https://loginapp.acceleratelearning.com/?to=n11062d23721	Discovery Ed https://app.discoveryeducation.com/learn/signin

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