



## **DISTRICT E-LEARNING PLAN 2021 - 2024**

### **Introduction**

Public Act 101-0012 of the 101st Illinois General Assembly allows local school districts to establish E-Learning Plans to provide instruction and educational supports to students when in person learning is not available. Alton Community Unit School District #11 meets the statutory requirements in a manner that allows students and families to access digital and non-digital instruction and materials in order to provide meaningful learning opportunities for all students when attendance at school is not possible due to emergency-related causes. The following represents districtwide guidance and expectations. At the beginning of each school year, individual schools will provide families with a specific plan that outlines the procedures for an E-Learning Day. These plans will be specific to the instructional formats and procedures for each respective school and the grade levels represented. *Up to five (5) E-Learning Days may be used in place of schools using emergency days due to weather or other circumstances. E-Learning Days count as a day of instruction and emergency days must be made up at the end of the school year.*

### **Benefits of Remote/E-Learning for School Closures**

1. Ensures the safety of students and staff on days of inclement weather, health advisory closings, other “Act of God” or safety-necessary closures.
2. Maintains the school calendar by not adding emergency days at the end of the school year that must be recovered.
3. Avoid as many unexpected interruptions in learning and services provided to students as possible.
4. Promotes flexible learning by utilizing digital, non-digital and hands-on instructional resources.

5. Provides synchronous (live) and asynchronous (recorded) instruction to the highest degree possible.

### **Providing 5 Clock Hours of Virtual Instruction Per Day**

On E-Learning Days, five hours of instruction will be provided at all K-12 levels. This will include a combination of synchronous (live), asynchronous (recorded) and independent student work. The following provides an example of how instruction may be provided at each level:

**Early Childhood** (2.5 hour program daily): 1 hour of synchronous (live) instruction and supplemental activities

**Elementary**: 3 hours of synchronous with 2 hours of independent work

**Middle School**: Modified schedule with 5 shortened periods with each providing 30 minutes of synchronous (live) instruction and 30 minutes of independent work.

**High School**: Modified schedule with 6 shortened periods with each providing 30 minutes of synchronous (live) instruction and 20 minutes of independent work.

### **Remote Access for E-Learning**

#### DEVICES:

- The District has the ability to provide all students and staff with one-to-one devices. Student-issued Chromebooks for 6-12 will be sent home with students when an E-Learning Day is either forecasted or necessitated for specific cause. Depending on grade level team decisions and instructional plans, students in PreK-5 may also receive a Chromebook to take home on the E-Learning Day. If a device is not sent home with students at the PreK-5 level, paper packets with learning materials and independent practice resources will be provided. Packets will be prepared in advance for students so that they already have these resources in their homes.
- All teachers and staff will utilize their district issued devices to connect with students on E-Learning Days. Teachers and staff will take home their devices and any needed technology peripherals (webcams, headsets, document cameras) on the day prior to when an E-Learning Day is anticipated.
- The District also has T-Mobile Wi-Fi Hotspots to loan to both students and staff should internet access not be available in their homes. Families will indicate at the beginning of the year as to whether a Wi-Fi hotspot will be requested for E-Learning so that each school is equipped with the number needed to be loaned/sent home with the student on the day prior to E-Learning. Individual school E-Learning Plans will provide specific procedures for distribution.

#### INSTRUCTIONAL PLATFORMS:

- Google Classroom will continue to be the learning management platform used by PreK 12 teachers throughout the school year. Therefore, when an E-Learning Day is required,

students can continue to connect with teachers, instruction, resources and assignments through this platform.

- Both synchronous and recorded instruction will be provided via Zoom. Teachers will use Google Classroom or email to directly supply students with Zoom links in accessing instruction on E-Learning Days.

#### PAPER-BASED MATERIALS:

If students and families cannot connect to virtual instruction under a special circumstance, schools will provide paper-based packets and learning resource kits for students to utilize. These non-electronic materials would mirror those available through Google Classroom or be prepared and sent home in advance with a focus on skill or concept reinforcement from prior instruction. Paper-based materials should be prepared in advance when possible so that the student can take home prior to the need for use of an emergency day.

#### PRE-LOADED MATERIALS:

In addition to the requirement of providing live/synchronous instruction or recorded instruction, teachers and PLC teams may elect to create a digital PDF to place on student Chromebook desktops for use on E-Learning Days. The PDF would include learning resources, independent practice and supplemental materials to support learning at home. Students do not need internet connectivity to access and open the PDF on their Chromebook.

### **Learning Opportunities for Students with Special Needs**

Teachers will provide all services in adherence with the individual student's Individualized Remote Learning Plan (IRLP). Resources and materials will be adapted to specific modifications and accommodations based on individual student needs. Special education teachers will make such adaptations prior to materials and resources being sent home and during virtual instruction. Related services will follow the student's IRLP and be delivered through teletherapy, virtual instruction or supplemental paper-based activities and kits.

### **Monitoring and Verifying Student Participation**

All teachers will take student attendance on E-Learning Days. Parents/students may immediately contact the school or the teacher if connectivity or accessing instruction occurred and to arrange for any missing materials, assignment completion and to be counted in attendance for that E-Learning Day.

If a student is unable to participate in synchronous instruction (Zoom), completed practice and assignments shall constitute participation and attendance. Parents or the student should report the inability to connect with either the teacher or school office.

Attendance will be captured and maintained in the Skyward Student System.

Teachers will make a final assessment as to whether the student has participated at a level to constitute class attendance and/or participation. Usually, attendance is captured at the beginning or during the class period. However, a teacher has the discretion alter attendance based on participation in another format that may not be synchronous with the class period itself. Teachers may contact the Skyward Student System Manager to make any necessary changes.

### **Communication Procedures for E-Learning Days and Notification**

- Remote learning and E-Learning procedures and expectations will be communicated directly to families and posted on the District website. Individual school/classroom schedules will be sent directly by each school and/or teacher.
- A variety of communication procedures will be used in providing parents and staff as much notification as possible utilizing the phone dialer, email, texts, local media and other alert apps (Remind).

### **E-Learning Training for Students and Staff**

While many students are already proficient in accessing e-learning, training and coaching will be provided for new students and students/families in need of additional support. This training will take place in the classroom and prior to any E-Learning Days being utilized to build student familiarity with the device and Google Classroom. Video tutorials will also be created for students and parents to access.

Teachers and staff, including new staff, will continue to receive Google Classroom training and other professional development for E-Learning purposes.