

St. Libory Elementary School District 30
Dr. Thomas Rude, Superintendent

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St. Libory CSD #30
E-Learning Plan
2019 – 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 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 by 9:00 p.m. the day it was assigned.
 - Elementary and Middle School Certified Staff: On an e-Learning Day*, the 7 hour workday for teachers shall be scheduled as follows unless otherwise directed:
 - 7:45 a.m. - 8:15 a.m. - Planning/preparation
 - 8:15 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
 - 8:15 a.m. - 2:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
 - 11:15 p.m. - 12:00 p.m. - Duty Free
 - 2:00 p.m. - 2:45 p.m. - Verification/assessment of student work/engagement
 - 2:45 p.m. - 3:10 p.m. – Planning/preparation, professional responsibilities
- 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.
 - St. Libory students in 5th – 8th grade have chromebooks that they take home and have assignments to complete in Google classroom, and through their textbook provider, on a regular basis so it is understood that students have access to the internet and Google classroom. All students will be assigned work through Google classroom, Freckle, or other available

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resources.

- Elementary students do not take devices home but it is understood that most 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 that day. The matrix will be sent to parents/students and will be able to be viewed on a cell phone. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will create a matrix for their students to use as a choice for work to be completed for the day which will include activities in Literacy, Math, and Science. Special Education teachers will provide assignments based on students goals. Teachers will be available from (8:15-1:15) to support student learning and answer any questions.
- 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 the adoption of eLearning days in place of traditional emergency days. The school staff will work with individual families to accommodate as needed. If there is a power outage or another issue out of the families 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 or classroom teacher 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 delivered by 8:15 a.m. on the e-learning day. The work will need to be completed and turned in either electronically or in paper form to verify the student's participation by 9:00pm on the e-learning day. Kindergarten – 4th Grade students who complete 3 assignments within the matrix will be considered “full day of attendance”. Elementary students who complete 2 assignments will be considered “half day of attendance” and students who complete no assignments will be considered absent. 5th Grade – 8th Grade students who complete the assigned work from at least 75% of their assignments will be considered “full day of attendance”. Students who complete between 25% - 75% of their assignments will be considered “half day of attendance”. Students who complete no assignments will be considered absent.
- Address the extent to which student participation is within the student's control as

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to the time, pace, and means of learning Student Participation will vary based on the grade level:

- Kindergarten students will be engaged for 45 min
- 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 (45 min for ELA/Social Studies, 45 min for Math/Science, 15 minutes for Social Studies, etc.)
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
 - Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website
- Provide staff and students with adequate training for e-learning days' participation
 - Q and A document was created to explain the e-learning day participation and procedures. Administration will be reviewing the expectations with staff at an upcoming staff meeting. Administration will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their administrator independently to review the information.
- 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 and aides have been assigned an iPad or chromebook for use at school and at home. Teachers and specialists will be available for support from 8:15 am to 1:15 pm. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google classroom.
- 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.
 - An MOU was created and agreed upon during the 2019-20 school year for e-learning.

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