

e-Learning Plan

Ohio Community Consolidated Grade School District #17 and Ohio High School #505

Ensure and verify students are provided instruction within the Illinois State Board of Education required number of hours of instruction or school work, as required under school code for eLearning, for each student participating in an e-Learning day or a combination that includes face-to-face instruction and e-Learning.

- Teachers will post assignments in an online platform by 8:30 AM.
- Teachers' assignments must collectively fall within the most current e-Learning Guidelines provided by the Illinois State Board of Education.
- Teachers will work collaboratively to provide students a daily schedule of learning activities that meet the Illinois State Board of Education requirements.
- Teachers will monitor students' electronic participation throughout the e-Learning day. Evidence of participation may be demonstrated through the use of an online platform, emailing questions or responses, participating in a discussion board (requiring discussion posts), showing evidence of viewing an instructional video, etc.
- Teachers will initiate contact with all students who are not participating in e-Learning activities and provide technology assistance or supplemental paper and pencil activities as an alternative when deemed necessary, which will be distributed/collected once a week.
- Teachers will collect student work and provide feedback in a timely manner.
- Grades will be assigned according to the Ohio School District #17 and/or #505's grading policy. Students will be held accountable for attendance, active participation, and the quality of their work.
- Teachers will engage in additional professional responsibilities as assigned by administration (PLCs, Team meetings, Staff Meetings & Professional Development activities).

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.

- Ohio Community Schools is a 1:1 electronic device school. Staff will make sure every student has an electronic device available to take home for educational purposes. Students will use their devices to access online platforms where they will be able to access lessons, assignments, and other instructional activities.
- The District office will work with families who do not currently have internet access to connect them with an internet provider or provide them with hot spots for connectivity.

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 who advise the district that they cannot gain internet connectivity will be provided paper copies and/or alternative assignments to complete.

Ensure appropriate learning opportunities for students with special needs.

- Students with special needs will have access to electronic devices and be provided with instruction to ensure they are effectively able to use their devices and online platforms for daily assignments.
- Students with special needs will participate in e-Learning based on IEP goals and needs as determined and designed by the IEP team.
- The need for compensatory-related services will be reviewed on a case-by-case basis.

Monitor and verify each student's electronic participation.

- Teachers will monitor students' electronic participation throughout the e-Learning day. Evidence of participation may be demonstrated through the participation in the required online platform, emailing questions or responses, participating in a discussion board (requiring discussion posts), showing evidence of viewing an instructional video, etc.

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

- Students are expected to complete all assigned activities within the time period established in Ohio grading procedures as outlined in the Student Handbook in the Grading Systems/Classifications. Grade level or course proficiency must be demonstrated for a student to be eligible for promotion to the next grade level or course.
- Students are strongly encouraged to follow the daily schedules of learning activities provided by the students' teachers.

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

- Notice of e-Learning days will be sent via text alert, phone alert, and social media.
- Additionally, in case of an emergency e-Learning day, local media will be advised of the e-Learning day.

Provide staff and students with adequate training for e-Learning day participation.

- Ongoing and continued training for students and staff will be provided for the use of online educational platforms.
- Staff will be trained on the use of e-Learning days. The information will cover the expectations of teachers on e-Learning days such as lesson planning, curriculum preparation, material delivery to online platforms, creation of alternative assignments, attendance procedures, communicating with students, and miscellaneous questions and answers.

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.

- Each certified staff member has an electronic device that they may take home with them.
- If e-Learning is implemented, teachers will be encouraged to provide e-Learning instruction from their classrooms if conditions allow.
- If school buildings are closed, teachers who do not have internet access at home will be provided a hotspot.

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.

- Bargaining members will be informed regarding e-Learning days.

Review and revise the program as implemented to address difficulties confronted.

- School staff will review the processes 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 students to utilize a remote learning day.

- Ongoing conversations and meetings with staff regarding e-Learning will continue through the life of this document.
- Ohio Schools will only implement the e-Learning plan when it is in the best interest of our school community's health and safety.
- Teachers will work with students to prepare them for e-Learning days.

Transition back to school and direct instruction

- When school returns to a regular, daily in-person schedule, teachers may use instructional time to review any e-Learning assignments, activities, and projects prior to presenting any new content.

Updated: 9/26/23