



St. George CCSD No. 258

— Every Child Every Day —

e-LEARNING PLAN FOR EMERGENCY DAYS

Effective for the 2022-2023, 2023-2024, 2024-2025 School Years.

1. Show evidence that the Board of Education has:
 - a. Given notice of public hearing in the newspaper of general circulation.
 - b. Provided written or electronic notice to parents or guardians of hearing.
 - c. Written or electronic notice of hearing to any exclusive collective bargaining unit.

2. Show evidence of adopted board resolution of the research-based program(s) for e-Learning days. Describe technology, techniques, and procedures that will be used on e-Learning days.

Technology to be used: K-2 will use Seesaw. Seesaw is a platform for on-line student engagement Primary teachers will use Seesaw to deliver lessons and collect assignments on e-Learning days. Teachers in grades 3-8 will use Google Classroom to deliver and collect assignments on e-Learning days. Google Classroom is a platform used for online student engagement.

Each teacher has developed assignments and uploaded those assignments to the grade level platform. All students K-8 are issued a school email account that is only accessible by students and staff. Students will practice e-Learning day activities at school with teachers present to prepare students for an actual e-Learning day. Teachers will provide parents with a detailed step-by-step guide to ensure students can log in and complete activities assigned on e-Learning days. Teachers can reset a password and login if a student is having difficulty logging into their account. All students and parents have been given the teacher's email address and phone number contact information if a student is unable to access information and needs assistance. All students will receive non-electronic assignments in advance with a parent verification form.

3. Identify hardware and software is required by teachers and staff for the program.

Teachers and staff will use computers that are assigned to them by the school district. Teachers will use the following software programs but will not be limited to Seesaw, Google Classroom, Gmail, Google hangouts.

In the event that a teacher does not have remote internet connectivity or it becomes disabled during the e-Learning day, the teacher will contact the administration and inform them that they are unable to connect. The teacher will supply administration with their login credentials to Seesaw or Google classroom. The administration will log on to the teacher's Google Classroom or Seesaw account and assist students as needed.

Teachers who have elected to use a personal or sick day on an e-Learning day are responsible for posting their activity and assignment to SeeSaw or Google Classroom.

Teachers who have elected to use a personal or sick day will not be responsible for office hours during the e-Learning day.

Teachers who have elected to use a personal or sick day will have to post activities and

assignments. Once they have posted student work the teacher will contact the administration and provide them with their login credentials to SeeSaw or Google classroom. The administration will log on to the account and assist students as needed.

4. Do all teachers and staff have access to the hardware and software required to deliver the e-Learning program?

All teachers and staff have access to the hardware and software required to deliver the e-Learning program.

5. How will the district 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?

Teachers will disseminate lessons through the district selected electronic platforms (SeeSaw and Google Classroom) and will send home non-electronic assignments in advance with a parent verification form.

Teachers will provide students with an e-Learning day checklist. Each checklist includes; teacher contact information, student subject and time allotment, directions what students should do and a parent signature component for when all assignments are complete.

The following schedule has been agreed upon by the Collective Bargaining Unit:

8:00 a.m.- 8:30 a.m. Planning and Preparation

8:30 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision, and support as needed begins.

8:30 a.m - 1:30 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring, and support as needed.

1:30 p.m. - 2:00 p.m . Duty-Free 2:00 p.m. - 3:20 p.m. Verification/assessment of student work/planning and prep. (e-Learning)

6. How will the district ensure access from home or another 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?

The District has completed a technology survey of its families to determine the viability of the success of e-Learning for students. Parents have responded that 97% have access to one or more forms of technology that are included in the e-Learning plan for students to complete assignments. In addition, students who do not have access will be provided with paper copies of assignments for student engagement with a similar level of work.

7. How will the district ensure that non-electronic materials are made available to students participating in the program who do not have access to the required

technology or to participating teachers or students?

Students who do not have access to the required platforms will receive from their teachers multiple days of non-electronic materials in advance. Teachers have created assignment packets for students ahead of time and will be sending them home well in advance of an emergency day so students will already have the work at home in the event an emergency day is used. Students will also have access to teachers via phone to assist students if needed.

8. How will the district ensure appropriate learning opportunities for students with special needs?

Special Education Teachers will check in with every child on their caseload throughout the day to provide assistance. Student accommodations will be built into Google Classroom or Seesaw assignments. IEP's will include e-Learning day accommodations. Case managers will verify with general education teachers that student accommodations have been provided through the e-Learning platform. Students with special needs who cannot access technology will receive non-electronic assignments.

Any student who will need extra support completing assignments may be doubled up on service time upon return. Students will practice prior to the e-Learning days.

9. How will the district ensure appropriate learning opportunities for other English Learners?

The EL teacher will check in with every child on their caseload throughout the day to provide assistance. Those students who seem to be having difficulty may be doubled up with service time upon return.

10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?

Students with special needs who cannot access technology will receive non-electronic assignments. Those students who seem to be having difficulty may be given extra time to complete assignments or will be given extra help when they return.

11. How will the district monitor and verify each student's electronic participation?

Teachers will send out student assignments using grade-specific platforms (Seesaw and Google Classroom) and check to see that students have completed and submitted assignments. In addition, students will complete the e-Learning day checklist which includes a parent signature. Students who do not have access to the

electronic platform will turn in assignments when they return to school on the next school calendar day of attendance.

12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?

Our teachers will be available to assist students with their assignments during the hours of the regular school day. E-Learning activities are designed to mirror activities used in daily classroom instruction. Assignments will focus on application activities where students can apply their understanding of concepts and use skills to solve problems. Each student will receive an e-Learning verification sheet. The verification sheet is similar to a checklist with each subject, activity explanation and includes the duration of time for completion of the activity. The verification serves as an accountability piece to students and parents and provides feedback to teachers and school. In the event that a student is unable to connect has a hardware failure on a designated e-Learning day students will complete the non-electronic assignment. Attendance is counted on the next calendar day of attendance when the assignments are turned. Assignments should be turned in with the parent verification form.

13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-Learning?

In the event it becomes necessary to close the school, we will notify parents by sending a message through the School Messenger program which automatically calls two phone numbers to deliver the announcement. School closings for any reason will be announced as soon as a decision is made. Additionally, closings or early dismissals will be posted on the district's Facebook (@sgs258) and Twitter (@sg258) feeds.

14. How will the district provide staff and students with adequate training for e-Learning days' participation?

The staff has already participated in several training sessions on how to assign learning on e-Learning days. The first training took place on June 3, 2019, with another training on August 14, 2019.

K-2 teachers are implementing the usage of Seesaw with students in the classroom. 3-8 students use Google classroom on a weekly basis and already have experience using the software application.

Teachers and students will participate in school e-Learning practice days.

Students will practice completing assignments at home using Seesaw and Google Classroom.

15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?

The District has entered into an MOU for e-Learning days

16. How will the district review and revise the program as implemented to address difficulties confronted?

A survey will be distributed to parents and faculty after the e-Learning day has occurred. The survey will gauge the student's and the parent's experience with e-Learning. The feedback will be used to improve the delivery and provided more training where needed.

17. How will the district ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-Learning day?

Practice days.

Parents that have students in grades 4-8 received a notification on October 16, 2019 that students would have an e-Learning practice day on October 18, 2019.

Parents that have students in grades Pre-K - 3 received a notification on November 5, 2019 that students would have an e-Learning practice day on November 7, 2019.