

Worth School District 127
eLearning Program and
Remote Learning Plan
2021-2024

Why eLearning?

eLearning is the use of technology to enable people to learn anytime and anywhere. Worth School District 127 eLearning days will offer a blended learning environment for students. eLearning days will be used when school is closed due to inclement weather and other emergency closings. Utilizing eLearning for school cancellation allows staff and students to make up the learning in real-time instead of at the end of the school year and avoids the need to add days to the calendar. eLearning days enable students and teachers to continue moving through their current curriculum without interruption.

Student and Staff Access to Hardware and Software

Staff – All Worth School District 127 staff will be provided with high-end Chromebooks for school use, and they take their devices home daily.

Students – All Worth School District 127 students will be provided with technology devices. Students in *EC, Pre-K* Kindergarten have iPads and 1st-8th grade students all have Chromebooks. There will be a supply of WiFi hotspots available for use at home if needed.

In emergency situations when advance notice is given, all students will have the option to take home their iPads and Chromebooks for use during the school closure. Otherwise, a pick-up time will be provided for students or the parents to pick up their devices for use at home.

Instructional programs are cloud-based, providing uninterrupted access to students and teachers on and off-campus through the use of the district-issued or home devices. Apps are installed on all teacher and student devices, and web links are provided on the school websites if the students or teachers prefer to use their home computers. (Note: Productivity is enhanced when using district-issued devices.)

Internet Access

Parents will be surveyed each year to determine access. The district will work with families who are identified as having no access to help them get low-cost internet. District-issued WiFi hotspots may also be available for home use, based on availability.

Technology Support

Online support is provided by the classroom teachers and school principals through Gmail, Google Classroom, or other communication tools. Additional information will be provided by the automated communication sent to parents via the Worth School District 127 robocall/email system. Classroom teachers will also send Google Classroom Parent Account information to parents at the beginning of the school year and during Parent/Teacher Conferences.

Availability of Non-Electronic Materials

Students who are identified as having no internet access will be sent home with paper and pencil activities.

Staff Training and Student Experience

Staff – All staff will be required to attend Google Classroom training to set up and use Google Classroom and other electronic platforms and supports. New staff will be trained and assigned a mentor for support. Continuous training and support will be provided through group training, one on one appointments, and professional development.

Students – Students will practice utilizing Google Classroom throughout the year by completing assignments, homework, discussions, quizzes, and tests in their Google Classrooms. Students will demonstrate their ability to navigate to their Google Classroom to access course content. Students will also be able to locate additional video tutorials and learn how to utilize the chat function when additional help is needed.

Parents – Parent resources, such as FAQs and video tutorials, will be posted on the website. Communication through the District robocall/email system containing eLearning information will be sent to parents. Classroom teachers will also send Google Classroom Parent Account information home to parents at the beginning of the school year and during Parent/Teacher conferences.

Length of School Day - At Least 5 Hours of Instruction or School Work

All classwork will be posted to Google Classroom by 9:00 AM on the day of the cancellation. Students should be able to complete the work on their own without assistance from a parent. The 5 hours or more of instruction will be a combination of live Google Meets and independent work.

eLearning instruction will be a continuation of the curriculum and will follow the weekly lesson plans written by the teacher. eLearning instruction will follow the content standards and learning targets and will be communicated in the lesson description on Google Classroom.

Students will have TWO (2) days after a return from an eLearning day to submit assignments. Accommodations can be made at the teacher's discretion. Students' assignments can be turned in via Google Classroom, paper/pencil, video submission, in-class presentation, etc.

(Remote Learning Days: Students will have to follow teacher directions and expectations for turning in work. Grades and due dates will be determined by the teacher.)

Attendance – Monitoring and Verifying Each Student's Electronic Participation

Students will be required to log in to Google Classroom and will be required to submit at least one assignment by 3:00 pm in order to verify their attendance for the eLearning Day.

Considerations will be made for students who may not be at home or do not have internet access. If a student does not complete at least one eLearning assignment, the student's teacher will keep track of this. If the work is not submitted within 2 school days, the student will be considered absent for the eLearning Day.

Staff will be required to submit a Google Form to verify their attendance for the eLearning Day. Staff will be available during regular school hours with 30 minutes set aside for planning and a 30-minute duty-free lunch.

Family Control over Student Participation

Students will be strongly encouraged to actively participate in Live Google Meet sessions. If this is not possible due to a unique situation, teachers will provide alternate, independent work that may be done asynchronously. Teachers and administrators will communicate with families and make accommodations on a case-by-case basis.

Students with Special Needs

All students who have accommodations for instruction will be provided with or have access to those accommodations, per their IEP or 504 plan.

Notification for eLearning

A district robocall/email communication will be sent to parents and staff as soon as the decision is made that an emergency school closing is necessary. The district will make every effort to give students and staff as much advance notice as possible.

Review and Revision of the eLearning Program

The Worth School District 127 eLearning Program will be evaluated by students, parents, and staff each April. Each stakeholder group will complete a group-specific Google Form Survey and

the results will be presented to the Administrative Team and the Superintendent. The results from the survey will be instrumental in any revisions made to the program as well as assist in addressing any concerns or difficulties.

Communication of Expectations and Responsibilities

The protocol regarding general expectations and responsibilities of the program will be communicated to teachers, staff, and students at least 30 days prior to utilizing an eLearning day.

Collective Bargaining Agreements Negotiations

The superintendent will provide 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 eLearning day.

Responsibilities

District Administrator Responsibilities

- District Administrators will be available by phone and email from 8:00 AM to 4:00 PM to assist faculty and staff, and to continue daily operations.
- The Technology Department will be available to answer technology support calls and emails from parents and staff.
- The Director of Building and Grounds will continue daily job responsibilities.

Principal Responsibilities

- Principals will be available by phone and email from 8:00 AM to 4:00 PM to assist faculty and staff, and to continue daily operations.
- Principals will check each teacher's Google Classroom around 9:00 AM for posted assignments and activities. This along with the Google Form completion will be the indicator for teacher attendance.
- Principals will ensure that all students are accounted for through teacher attendance reports and phone calls home.

Teacher Responsibilities

- Teachers will be required to be logged in by the start of their contractual day. Assignments shall be posted no later than 9:00 AM.
- Teachers must provide 5 hours of instruction which may be a combination of live Google Meets and independent work.

- Teachers will submit attendance in PowerSchool at 3:00 PM. Students must have logged in to Google Classroom and submitted at least one assignment by 3:00 pm in order to verify their attendance for the eLearning Day.
- Completed lessons are due TWO (2) days after the next day back to school (i.e. Out on Tuesday, assignments due on Thursday).
- Teachers will monitor lessons throughout the day to answer student and parent questions via Google Classroom or email.

Paraprofessional Responsibilities

- Paraprofessionals will be required to be logged in to Google Classrooms to support students and teachers per their individual schedules.

Specials Teachers and Service Providers Responsibilities

- Specials Teachers and Service Providers will be required to be logged in by 8:30 AM and will meet with their classes and students as scheduled.

Custodial Staff Responsibilities

- All custodial staff will report to their school site as usual, unless directed otherwise, and conduct a building check, and complete work as usual. Hours and assignments will be set by the Director of Buildings and Grounds.

Administrative Assistant Responsibilities

- Administrative Assistants will report to their school site as usual, unless directed otherwise and conduct a building check and complete work as usual. Hours and assignments will be set by the superintendent and communicated by the building principal.

Student Responsibilities

- Students will be required to log in to their Google Classroom to view their assigned lessons and activities.
- If a student has been given paper and pencil activities in lieu of online access, the completed assignments must be turned in to their teacher within TWO (2) days after a return from an eLearning day. Completion and submission of assignments is a student's verification of attendance.