

3/25/20

Bement CUSD 5 e-learning/Remote Learning Plan

Teachers will all still be responsible for writing daily lesson plans and conduct record-keeping of student work. Below you will find the basics of how this will work and what our plan is for the school closure due to COVID-19. This would also be available to us for other types of emergency days in the future. This document has been agreed upon by the administration and the BEA leadership. Many of the requirements were waived by ISBE due to the unusual situation we find ourselves in with the state mandated school closures due to COVID-19. We will be assessing this as we go along and making changes if necessary. There is a high level of trust in this process that everyone is doing their part daily with all of their students. Communication is a key. If you have students without internet (at this time), please use other forms of communication, such as phone calls. Packets can be delivered by our bus service if necessary or may be picked up on Mondays from 9:00-10:00 at the cafeteria door where they pick up their food. They will have to indicate their teacher's name to get the packets so that we can match the kids up with the appropriate packet/teacher. We can also mail packets home.

When will e-learning day assignments get posted?

Work for students will be posted by 8:30 AM during emergency school cancellation days. Assignments will be graded and recorded. Consideration will be given to students that need additional time due to unforeseen circumstances.

What if we don't have Internet access at our home?

Accommodations will be made for students who do not have internet access. Please let your student's teacher know if there is internet is not available to them and hard copy work will be available.

And while many assignments may require Internet, there are several options for families without Internet access:

- For some assignments the required files can be downloaded in advance while at school.
- For some assignments, the student may be able to do the actual thinking/writing process while at home and then quickly upload it when they return to school.
- Parents may consider other options, like taking their child to a family member or friend who have access or to one of the many places with free public access.

Note: students will not be penalized if they cannot get Internet service, but they will be responsible for completing the work requiring the Internet while at school.

How will attendance be taken?

Students must log in daily on a google form provided to them. This form must be submitted to their teacher and the computer will provide a log in stamp. If a student is ill and cannot participate, parents should follow regular call-off procedures and contact the school office before 10 a.m. Students are still responsible for completing the assignment.

Can a student work, go on a college visit, or shadow an employer during this day?

Each student can organize his/her day in a manner that suits them. They will be required to complete all work before the class's next meeting but there are no specific time requirements

How will e-learning day impact after school activities?

On an e-learning day due to weather, after school activities will be treated the same as if school were closed.

Teacher availability?

Teachers will be available to students through their school email for immediate email response during office hours from 8:00a.m.-10:00a.m. They will be intermittently available through email from 10:00a.m.-3:00p.m. Teacher emails can be found on the district's website under the Directory tab. <https://www.bementschools.org>

When will e-learning day assignments get posted?

Work for students will be posted by 8:30 AM during emergency school cancellation days. Assignments will be graded and recorded. Consideration will be given to students that need additional time due to unforeseen circumstances.

On an e-Learning Day/Remote Learning Day, the 7 hour and 15-minute workday for teachers shall be scheduled as follows unless otherwise directed (or a variation of the schedule as discussed with building administrator):

- 8:00 a.m. - 8:30 a.m. Planning/ preparation
 - 8:30 am. Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
 - 8:30 am. 1 p.m. 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
 - 1:00p.m. - 2:00 p.m. Duty Free
 - 2:00 p.m. 3:15 p.m. Verification/assessment of student work/engagement; planning/ prep. (eLearning). Planning/preparation, professional responsibilities.
-

E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1 . Show evidence that Board of Education has given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargainin unit (waived due to COVID-19)</p>	<p>See attached</p>
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on elearning days (waived due to COVID-19)</p>	<p>See attached</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>Google Platform.</p>
<p>4 Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>All teachers and staff have access through the Google platform. Hardware is available to those who do not have it at home. All teachers have a school-issued Chromebook. Training has been provided.</p>
<p>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 ?</p>	<p>Students will be required to open a Google Form and submit it to check in for attendance. Checks will occur throughout the day, and formative and summative assessments will be checked and noted upon return. Teachers will be expected to provide 5 hours of instruction and learning activities for their students.</p>
<p>6. How will the district 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?</p>	<p>A survey was sent to all students to see who had computers, internet access and/or other forms of electronic communication available to them. Most students had access to some form of electronic communication either at home, at the home of a family member, or at an</p>

	<p>appropriate remote facility. This is an ongoing project for Bement CUSD 5 and we are communicating with our parents/guardians to provide solutions.</p>
<p>7. How will the district ensure that nonelectronic 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 who are prevented from accessing the required technology ?</p>	<p>Notice will be given prior to the end of day preceding the e-learning day. Students who do not have access to technology will have access to hard copies of the assignment given to them the previous day and will be able to utilize school computers when we return to school if needed.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>Special Education students who attend general education courses utilize procedures in place for general education students. Special Education students will receive their accommodations built in to the given classroom activity. Special Education teachers will be available by email for assistance and feedback for all Special Education students as needed. Special education students will receive folders from their Special Education teachers before a utilized e-learning day. These binders are specifically developed with instructional materials appropriate for the student based on their needs and IEPs. The activities allow students to continue to work on IEP goals during the e-learning days. Regular education teachers should be sure that accommodations continue to be available to Special Education students as required by their IEPs.</p>

<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>ELL teachers will supply students with work that would be appropriate for the continued learning of the English Learner students. Teachers will be available to students throughout the day via email and home.</p>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>Students who receive special services will complete learning activities within the special services they would have received for the day missed. For example, if a child regularly receives speech services, then during an e-learning day he/she will be contacted by his/her speech language path and required to participate in speech activities. Students with medical needs, through either IEP, 504, or general education will be contacted by school nurse during e-learning days and will have access to the nurse through Google Hangout or email for questions or concerns.</p>
<p>1 1. How will the district monitor and verify each student's electronic participation?</p>	<p>Student participation will be verified through the use of google forms, and/or usage data from Google Classroom and existing attendance processes. Turning in materials also will be a sign of attendance.</p>
<p>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 ?</p>	<p>Students will be required to check into school daily. Students have flexibility to define their own work schedule and may use time in the evening to complete assignments.</p>
<p>13 How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning ?</p>	<p>Calls, emails, texts, website posting, district announcements, social media sources utilized by the district and mass calls may be done the day before an e-learning day.</p>

<p>14. How will the district provide staff and students with adequate training for elearning days' participation?</p>	<p>Teachers are provided professional development on the procedures to be followed during SIP Days and department meetings. Students are instructed during class on the procedures to be followed. Links for instructions are provided on the website for parents and students, including how to access the work and the expectations for work completion.</p>
<p>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?</p>	<p>Bement Education Association (BEA) has been involved in the process from the beginning and involved in creation of e- learning plans.</p>
<p>16. How will the district review and revise the program as implemented to address difficulties confronted?</p>	<p>An e-learning committee will review the type of learning activities and their connections to prior learning, the amount of assistance needed, and the ability of students to maintain the required five hours. We will also review any and all correspondence from teachers and parents. E-learning will be assessed on an yearly basis.</p>
<p>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? (waived due to COVID-19)</p>	<p>Within the week after this plan is state approved, all teachers, staff and students (and parents/guardians) will be notified of the plan and expectations and responsibilities. (waived due to COVID-19)</p>



If you have questions, please don't hesitate to ask. Keep in mind, unless you are self-contained, that other teachers are handing out assignments as well, so your subject content doesn't need to be lengthy every day. Please communicate in some way with your students every day when we go into remote learning. I will be updating you all as things happen and change in our educational world. Hang in there, we are living a part of educational history right now and education will never be the same again. Let's keep those connections with kids and families alive! They need us and we need them!

Sheila

