

North Boone CUSD #200

E-Learning Instruction Plan

North Boone Community Unit School District #200 with consultation from the Regional Office of Education and local authorities, have developed strategies for remote learning through collaborative agreements, teleconferencing, electronic instructional resources as well as other resources.

North Boone plans to use an E-Learning Program as remote learning in the case of school dismissal for weather emergency days or other act of god days when school cannot be in session.

1. 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.

Grades fifth through twelfth: North Boone's Upper Elementary/ Middle School/High School clock hours are based on attendance data that teachers collect through documentation and logs in their course assignments in Schoology and Google Classroom. Attendance will be transferred to Powerschool. The attendance documentation has a timestamp and collects the student's email address to verify accuracy of the attendance data. **Teachers are required to take attendance for each class period or day and record it by the end of the school day.**

Teachers will post all necessary instructional materials, assignments, and resources for their classroom courses by 8:30AM the morning of the E-Learning day. Instructional content will advance the curriculum and provide 40-50 minutes of learning time per class. Teachers will be available to students during the normal school day times via Google Classroom, Google Meet, email, etc. Students at North Boone Upper Elementary, Middle School and High School generally have seven to eight classes per day, so this will provide 5 hours of instruction or school work for the E-Learning Day.

K-4 Elementary: Students will be provided the instruction and work/materials from the teachers they were to complete on the missed day from multiple subject areas that equate to 5 hours of participation. The work will be assigned to the students on the emergency day via the Google Classroom platform, along with parent communication explaining the expectations. Classroom teachers and specials teachers will utilize a sign in system via email or google classroom, along with verified completion of the E-Learning day activities to verify student attendance. This documentation will be submitted to the elementary secretary for attendance records.

Our curriculum during E-Learning will include resources from HMH, Pearson, and McGraw Hill for math, English Language Arts, and science. We will also utilize Study Island, Mystery Science, IXL, Reading Eggs, Newsela, Study.com, and Math Seeds to support our students' learning across multiple content areas. These are all programs that we currently use within our schools, so teachers and students will be familiar with using these resources.

2. 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.

North Boone will survey all families to determine which families have access to devices at home. Families who do not have access to a device at home will be provided with one. Every family will have a device to be able to work from home.

Every student has a Google account with access to core productivity tools via Google Classroom. Available WiFi access information across the district will be provided to families.

If a family does not have internet capabilities at home, the teacher will make accommodations so that the child's work can be delivered in another modality (paper pencil, manipulatives, etc.) The students can complete the work either electronically or on paper to turn in to the teacher. Special Education teachers will provide assignments based on students goals. Teachers will be available during their contractual school day to support student learning and answer any questions. Teachers will schedule office hours to be available to students and parents and will respond to emails within 24 hours.

3. 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.

In these specific circumstances, the student would be provided with paper materials before the E-Learning day. North Boone will provide multiple ways for families to have Internet access, this is not likely to be an issue. 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 reasonable opportunities for the work to be completed. For example, the district can use our School Messenger program to communicate with families over the phone.

4. 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.

Special Education students utilize the same technology supports as general education students: Schoology and Google Classroom. Special Education students are familiar with and utilize technology and online resources throughout their academic courses. Special Education students who attend general education courses utilize the procedures in place for general education students. Special Education students receive their accommodations built-in to the course work delivered through E-Learning activities.

Special Education students enrolled in more self-contained /life-skills environments will receive their E-Learning Day activities from their case manager/special education teacher. These activities and lessons are specifically developed with instructional materials that are appropriate for each student based on their needs and individualized education plan. The activities and lessons will allow students to continue to work on their IEP goals during the E-Learning day. Since all the E-Learning activities are extensions of the academic activities that students would complete during a traditional school day, special education students continued progress towards skills as if school was in session.

5. Monitor and verify each student's electronic participation.

North Boone will use several district-level reporting tools to monitor E-Learning day participation. In addition to the attendance records described in Section One of this document, we will use the features in Schoology and Google to monitor Gmail, Google Drive, and Google Calendar usage, along with the number of files shared internally and externally. We may also be able to use Powerschool reporting in order to monitor activity on E-Learning days.

Elementary: Students will be provided the instruction and work/materials from the teachers they were to complete on the missed day from multiple subject areas (ELA, Math, Writing, etc.) via the platform that has been created by each grade level K-4, along with parent communication explaining the expectations. Classroom teachers and specials teachers will utilize a sign in system via email or Google Classroom, along with verified completion of the E-Learning day activities to verify student attendance. This documentation will be submitted to the elementary secretary for attendance records.

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

Students will have flexibility in the timing of their E-Learning Day activities. Students must complete the Attendance Form by 1PM, allowing them plenty of time for this quick check-in. If students are not able to do this, they will be marked absent for the day.

Each student will need to complete at least 5 hours of school work during the E-Learning day. **All class expectations and instructional materials will be made available during the E-Learning day.** It is up to each teacher to decide when the school work will be completed, just as in any regular school day. Teachers are encouraged to provide enough time to complete E-Learning day work, especially since students may be dealing with emergency situations in their own homes. Teachers will be available during normal school hours if students need to reach out to them for assistance or support. Teachers will schedule office hours to be available to students and parents and will respond to emails within 24 hours.

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

E-Learning Day communication will follow the standard communication protocols that North Boone uses for emergency day notifications. These include North Boone's School Messenger automated phone call and emailing service, social media (Facebook, Instagram and Twitter), the North Boone [Website](#), and traditional media (local TV news and radio).

8. Provide staff and students with adequate training for E-Learning days' participation at the Upper Elementary/Middle School/High School:

We have had Schoology and Google Apps available for over 5 years and have provided training to staff throughout this time period. North Boone has used Powerschool district-wide for over ten years and has

provided training to staff on this student management system. All new certified staff members are provided training on how to use digital resources and district devices.

North Boone offers numerous professional development opportunities during the school year and many of these offerings focus on how to use technology effectively in the classroom. If staff members have technical issues on the E-Learning Day, or at any time, they can contact the building administrator or Technology Help Desk for assistance.

9. 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

Every 5th-12th grade teacher is provided with a windows device. We will survey K-4 teachers to determine which teachers need a district-issued device for home use.

Teachers and specialists will be available for support **during the normal school day**. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, or post a question in Google Classroom.

10. 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.

The E-Learning Program was developed in collaboration with union leadership from the North Boone Education Association and the North Boone Educational Support Staff. Documentation including the sign-off from the respective union presidents is included in the original submission. This plan will be reviewed yearly by administration and the NBEA and NBESS.

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

The North Boone E-Learning Program will be reviewed annually by the North Boone Administration and District Curriculum Committee. The district will collect feedback from families and students regarding the implementation and procedures of E-Learning Days.

12. Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students prior to utilizing an e-learning day.

Families and students will be notified via North Boone's School Messenger automated phone call and emailing service, social media (Facebook, Instagram and Twitter), the North Boone District Website, traditional media (local TV news and radio). Teachers will receive a set of E-Learning guidelines to ensure each staff member's responsibilities are known.

E-Learning Expectations

Platforms for Use:

- Email will be used for communications between staff.
- Email will be used to communicate formally with parents.
- Online Learning Tools: Google Classroom, Schoology, and other online apps will be for instruction to students.

Expectations for Teaching and Learning:

- A minimum of 5 hours of instruction is need on e-Learning days
- Teachers will use Google Meet for delivery of instruction based on their grade level and e-learning schedule
- Grade level teachers of the same subject and in the same building will offer consistency within reason. Teams may lesson share to assist in workload.
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.
- Teachers and assigned support staff will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
- Feedback to students will be given on assignments in order to inform students of their learning progress.
- Responses to questions and e-mails should be returned within 24 hours (1 school day).
- Teachers will email parents as needed.
- Support staff will be assigned responsibilities to assist with instruction and other student needs.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- Teachers will communicate with parents when they are available to assist students and address parent concerns.
- Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin. If you are having any difficulty in this new frontier of learning, we are here to support you!