

Danville District 118 E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> i. 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 bargaining unit 	<p>{include on e-Learning Program Verification Form}</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 e-learning days</p>	<p>{include on e-Learning Program Verification Form}</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>Every teacher/certified staff member has access to a district laptop for check out. Staff has been trained in Google Classroom, utilized online student programs that support curriculum, regularly communicate with parents using online forums and regularly use online assessments with students.</p>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>Every teacher/certified staff member has access to a district laptop for check out. Staff has been trained in Google Classroom, utilized online student programs that support curriculum, regularly communicate with parents using online forumss and regularly use online assessments with students</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>Teachers will plan for five hours of schoolwork to be completed by each student. Each student has been provided a device. Students will submit completed work virtually. Teachers will provide feedback regarding schoolwork. School learning packs will be utilized in emergencies or for students that do not have internet. While all students have devices and access to wireless support from the district, some remote locations do not pick up a good wireless signal. In those cases, teachers will provide individualized packets to students at the beginning of each month.</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</p>	<p>The Danville Public Library offers free access to internet at their location. Additionally, a district wireless signal can be picked up from the parking lot of any District 118 building. We have also purchased hot spots for students to check out and use as needed.</p>

<p>electronic communication that must be utilized in the proposed program?</p>	<p>SeeSaw, Class DoJo, TeacherEase, Remind, Microsoft Teams and Google Classroom are used currently to keep students and parents informed regarding attendance, grading and instruction. Students utilize these programs during the school day.</p>
<p>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 who are prevented from accessing the required technology?</p>	<p>Teachers will prepare learning packs prior to any school closure. The packs will be handed out at the beginning of each month and at special events (open house, welcome nights, family nights, etc). Packs will also be available to students via the newspaper boxes outside each school building during a closure.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>Teachers that have students with IEP and other individualized plans will prepare learning packs prior to any school closure. The packs will address the IEP goals and include modifications to learning packs as needed. The packs will be handed out monthly and at special events (open house, welcome nights, family nights, etc.).</p>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>Teachers that have students with EL goals will prepare learning packs prior to any school closure. The packs will address the EL goals and include modifications to learning packs as needed. The packs will be handed out monthly and at special events (open house, welcome nights, family nights, etc.).</p>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>Teachers that have students with individualized plans will prepare learning packs prior to any school closure. The packs will address the learning plan goals and include modifications to learning packs as needed. The packs will be handed out monthly and at special events (open house, welcome nights, family nights, etc.).</p>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<p>Each classroom teacher will have the autonomy to monitor electronic and non-electronic participation as is appropriate to their curriculum and subject area. Google Classroom, Remind, Class DoJo, See Saw, Teacherease all allow staff to track participation virtually. Students, families and staff can utilize email, phones, virtual meetings, etc. to communicate with one another. Teachers will be required to report participation to the district on a daily basis.</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>Staff have been trained on appropriate pacing and the types of activities that are most appropriate for remote learning. They will adhere to those guidelines. Teachers will also reach out to students throughout the closure to monitor student participation and</p>

	address any needs that may arise. Staff will consider student circumstances while assessing work and providing feedback. Students will be given an opportunity to review work completed during e-learning days upon returning to school.
13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?	Information regarding e-learning days will be posted on the District and school websites, included in newsletters, explained via AlertNow, and posted to all communication platforms utilized in the classrooms. The e-learning plan will be discussed during Board of Education meetings and shared with news media.
14. How will the district provide staff and students with adequate training for e-learning days' participation?	Staff have been provided regular training on Google Classroom, remote learning best practices, PLC time and summer open gyms to prepare for e-learning days. A committee of district employees also meets to review and refine the plan to best meet student needs.
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?	A committee of district employees meets to review and refine the e-learning plan to best meet student needs. The plan is shared with all stakeholders including the Danville Education Association. Members of the DEA are included on the e-learning planning committee and help in development and refinement of the plan. The DEA and District administration worked collaboratively to approve the e-learning plan.
16. How will the district review and revise the program as implemented to address difficulties confronted?	The e-learning committee will meet at the beginning of each school year to review and refine the plan. The committee will also meet after each closure to review and refine the plan as 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?	The e-learning committee will create a FAQ document that will be posted on all social media and shared in the remote learning packet. This will be posted prior to the beginning of the school year and at every family and parent night throughout the school year.