

## Rockton School District 140 Remote/E-Learning Plan 2022

### Assurance and verification of school work for each student participating in an e-learning day:

#### Rockton Grade School (EC/PreK-Grade 2)

Administration will send out a Google Form daily to all students/parents by email in order to track attendance and verify participation in the learning activities for the day. This form will need to be submitted by parents by 9:00 pm. If electronic means are not available, a log sheet will be provided to parents to complete attendance verification.

Teachers will work their contracted hours from 7:30 am to 3:10 pm. They will be available for parents and students between the hours of 9:00 am and 3:00 pm by email or other virtual communication applications. Student/parent contact time will be recorded by all certified staff and shared with administration.

Student work will be reviewed and feedback given by certified staff and their progress will be recorded in the same way as during face-to-face learning days. Possible methods of recording this progress are: gradebooks, observation notebooks, IEP documentation, portfolios, etc.

#### Whitman Post Elementary School (Grades 3-5)

Teachers will send out a Google Form daily to all students via Google Classroom in order to track attendance and verify participation in the learning activities for the day. This form will need to be submitted by parents/students by 9:00 pm. If electronic means are not available, a log sheet will be provided to parents to complete attendance verification.

Teachers will work their contracted hours from 7:30 am to 3:10 pm. They will be available for parents and students between the hours of 9:00 am and 3:00 pm by email or other virtual communication applications. Student/parent contact time will be recorded by all certified staff and shared with administration.

Student work will be reviewed and feedback given by certified staff and their progress will be recorded in the same way as during face-to-face learning days. Possible methods of recording this progress are: gradebooks, observation notebooks, IEP documentation, portfolios, etc.

#### Stephen Mack Middle School (Grades 6-8)

Teachers will send out a Google Form daily to all students via Google Classroom in order to track attendance and verify participation in the learning activities for the day. This form will need to be submitted by parents/students by 9:00 pm. If electronic means are not available, a log sheet will be provided to parents to complete attendance verification.

Teachers will work their contracted hours from 7:30 am to 3:10 pm. They will be available for parents and students between the hours of 9:00 am and 3:00 pm by email or other virtual

communication applications. Student/parent contact time will be recorded by all certified staff and shared with administration.

Student work will be reviewed and feedback given by certified staff and their progress will be recorded in the same way as during face-to-face learning days. Possible methods of recording this progress are: gradebooks, observation notebooks, IEP documentation, portfolios, etc.

**Assurance of home access including computers, Internet, and other forms of electronic communication that must be utilized for e-learning:**

Rockton Grade School (EC/PreK-Grade 2)

If a parent at any grade level does not have internet access, a mobile hotspot or paper resources will be supplied if an electronic format cannot be accessed. Parents will have the ability to pick up these resources from the school office. Multiple means of communication are used to communicate with families: email, website, social media, phone and mail.

The school will survey parents to gather information regarding any family who does not have access to an electronic device in order to access e-learning materials. A Chromebook will be provided for parents to pick up from the school office if one is determined to be needed.

Whitman Post Elementary School (Grades 3-5)

If a parent at any grade level does not have internet access, a mobile hotspot or paper resources will be supplied if an electronic format cannot be accessed. Parents will have the ability to pick up these resources from the school office. Multiple means of communication are used to communicate with families: email, website, social media, phone and mail.

Whitman Post is currently a 1:1 school utilizing Chromebooks that stay at school. For e-learning purposes, these Chromebooks would be sent home with the students or parents would have the ability to pick up the Chromebook from the school office. Students will be able to access all instructional materials with the Google Classroom application.

Stephen Mack Middle School (Grades 6-8)

If a parent at any grade level does not have internet access, a mobile hotspot or paper resources will be supplied if an electronic format cannot be accessed. Parents will have the ability to pick up these resources from the school office. Multiple means of communication are used to communicate with families: email, website, social media, phone and mail.

Stephen Mack is currently a 1:1 school utilizing Chromebooks that students bring home daily. For e-learning purposes, if a student leaves a Chromebook at school, parents would have the ability to pick up the Chromebook from the school office. Students will be able to access all instructional materials with the Google Classroom application.

**Assurance of appropriate learning opportunities for all students, including those with special needs:**

Rockton Grade School (EC/PreK-Grade 2)

Teachers will create learning opportunities/lessons for all students based on the Illinois State Standards for the appropriate grade level when applicable. Specific learning opportunities will be provided for students with special needs, such as English Learners, students with IEPs, and students at-risk. The district homeless liaison will help address the needs of students experiencing homelessness to ensure they have the same learning opportunities as all. Special education teachers will be responsible for providing necessary modifications for students to be able to complete the required assignments, create alternative assignments in order to meet IEP goals. Students with special needs will receive their accommodations built into the given daily activities. Students/Parents will have access to their case manager by phone, email or various classroom sites, such as SeeSaw and ClassDojo. Students with severe and profound disabilities will receive e-learning resources and activities as appropriate from their case manager/special education teacher. These activities are specifically developed with instructional materials appropriate for the student based on their needs and Individualized Education Plan (IEP). Besides completion of their core academic coursework, they will be required to complete learning activities for any special services they would have received. Students/Parents will be contacted by the speech-language pathologist in order to set up speech activities.

Whitman Post Elementary School (Grades 3-5)

Teachers will create learning opportunities/lessons for all students based on the Illinois State Standards for the appropriate grade level when applicable. Specific learning opportunities will be provided for students with special needs, such as English Learners, students with IEPs, and students at-risk. The district homeless liaison will help address the needs of students experiencing homelessness to ensure they have the same learning opportunities as all. Special education teachers will be responsible for providing necessary modifications for students to be able to complete the required assignments, create alternative assignments in order to meet IEP goals. Students with special needs will receive their accommodations built into the given daily activities. Students/Parents will have access to their case manager by phone, email or Google Classroom. Students with severe and profound disabilities will receive e-learning resources and activities as appropriate from their case manager/special education teacher. These activities are specifically developed with instructional materials appropriate for the student based on their needs and Individualized Education Plan (IEP). Besides completion of their core academic coursework, they will be required to complete learning activities for any special services they would have received. Students/Parents will be contacted by the speech-language pathologist or other specialist in order to set up speech activities.

Stephen Mack Middle School (Grades 6-8)

Teachers will create learning opportunities/lessons for all students based on the Illinois State Standards for the appropriate grade level when applicable. Specific learning opportunities will be provided for students with special needs, such as English Learners, students with IEPs, and students at-risk. The district homeless liaison will help address the needs of students experiencing homelessness to ensure they have the same learning opportunities as all. Special education teachers will be responsible for providing necessary modifications for students to be able to complete the required assignments, create alternative assignments in order to meet IEP goals. Students with special needs will receive their accommodations built into the given daily activities. Students/Parents will have access to their case manager by phone, email or Google Classroom. Students with severe and profound disabilities will receive e-learning resources and activities as appropriate from their case manager/special education teacher. These activities are specifically developed with instructional materials appropriate for the student based on their needs and Individualized Education Plan (IEP). Besides completion of their core academic coursework, they will be required to complete learning activities for any special services they would have received. Students/Parents will be contacted by the speech-language pathologist or other specialist in order to set up speech activities.

**Verification of each student's electronic participation:**

Rockton Grade School (EC/Pre K-Grade 2)

Student participation will be verified through the use of a daily Google Form that parents/students complete verifying completion of the day's assignments.

Whitman Post Elementary School (Grades 3-5)

Student participation will be verified through the use of a daily Google Form that parents/students complete verifying completion of the day's assignments.

Stephen Mack Middle School (Grades 6-8)

Student participation will be verified through the use of a daily Google Form that parents/students complete verifying completion of the day's assignments.

**Addressing the extent to which student participation is within the student's control as to the time, pace, and means of learning:**

Rockton Grade School (EC/PreK-Grade 2)

Teachers will post/send lessons by 9:00 am on an e-learning day. Students are expected to check in for attendance by 1:00 pm if possible. If a student does not turn in their assignments

by 9:00 pm, they will be marked absent for the e-learning day. Teachers will make use of make-up assignment policies when needed.

Whitman Post Elementary School (Grades 3-5)

Teachers will post/send lessons by 9:00 am on an e-learning day. Students are expected to check in for attendance by 1:00 pm if possible. If a student does not turn in their assignments by 9:00 pm, they will be marked absent for the e-learning day. Teachers will make use of make-up assignment policies when needed.

Stephen Mack Middle School (Grades 6-8)

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**Provision of effective notice to students and parents of the use of particular days for e-learning:**

Rockton Grade School (EC/PreK-Grade 2)

The district will utilize its messenger service to notify all parents of the decision to conduct an e-learning day. Emails, website posting and social media posting will also be completed to ensure notification is received.

Whitman Post Elementary School (Grades 3-5)

The district will utilize its messenger service to notify all parents of the decision to conduct an e-learning day. Emails, website posting and social media posting will also be completed to ensure notification is received.

Stephen Mack Middle School (Grades 6-8)

The district will utilize its messenger service to notify all parents of the decision to conduct an e-learning day. Emails, website posting and social media posting will also be completed to ensure notification is received.

**Provision for adequate training for e-learning days for staff and students:**

Rockton Grade School (EC/PreK-Grade 2)

Professional development was provided for both students and staff during the previous years for our 1:1 initiative. All web-based electronic instruction has been previously used by students and staff in class. Teachers will be encouraged to work with their peers and instructional technology coach prior to the implementation of e-learning days. Due to students' age, lessons will be a mixture of online and paper/pencil tasks. Certified staff have had the opportunity to participate in the planning process of the e-learning plan.

Whitman Post Elementary School (Grades 3-5)

Professional development was provided for both students and staff during the previous years for our 1:1 initiative. All web-based electronic instruction has been previously used by students and staff in class. Teachers will be encouraged to work with their peers and instructional technology coach prior to the implementation of e-learning days. Certified staff have had the opportunity to participate in the planning process of the e-learning plan.

Stephen Mack Middle School (Grades 6-8)

Professional development was provided for both students and staff during the previous years for our 1:1 initiative. All web-based electronic instruction has been previously used by students and staff in class. Teachers will be encouraged to work with their peers and instructional technology coach prior to the implementation of e-learning days. Certified staff have had the opportunity to participate in the planning process of the e-learning plan.

**Assurance that all teachers and staff involved in the provision of e-learning have access to any and all hardware and software that may be required for the program:**

Rockton Grade School (EC/PreK-Grade 2)

All certified staff have a district-issued Chromebook or laptop that can be brought home whenever needed. Software licenses are web-based and accessible from home. If any necessary staff are in need of reliable internet connection at home, a mobile hotspot will be provided. They may also have the ability to come to work to use the district internet.

Whitman Post Elementary School (Grades 3-5)

All certified staff have a district-issued Chromebook or laptop that can be brought home whenever needed. Software licenses are web-based and accessible from home. If any