

Elwood School

District #203



Emergency Learning Day Plan **2019-2020**

Mission Statement

Elwood School District #203, through a collaborative effort of school, family, and community is committed to excellence for all students, while providing a safe, diverse, engaging, and technologically rich environment. By responding to individual student needs, children will be empowered to develop academically, emotionally, and socially; leading to a life-long passion for learning.

Purpose of Emergency E-Learning Day Plan

The purpose of an Emergency E-Learning Day is to provide a continuum of learning for all students. Teachers will use Google Classroom and choice boards to provide students with relevant, meaningful, and manageable work that students can complete when school is cancelled.

Goals

- To minimize disruption to the academic progress caused by emergency school closures and to make those out-of-school days as educationally productive and engaging as possible;
- To allow students an opportunity to use some online learning;
- To demonstrate that learning can happen anytime and anywhere;
- To encourage students to take some ownership of their own learning by giving opportunities in character growth of self-sufficiency, adaptability and perseverance.

School Calendar

The Board of Education will adopt a school calendar that includes five (5) emergency days at the end of the calendar. If an E-Learning Day is necessary, it will be considered a regular school day and will not have to be made-up as an emergency day. The emergency days at the end of the calendar will be used if school must be called off and an E-Learning Day is not utilized.

Communication

The announcement of an E-Learning Day will be made as soon as possible, but no later than 5:30 a.m. the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district including text messaging, robo calls, webpage updates, and social media.

Attendance

Student attendance will be taken daily in the following way:

- All students will use their google account to log into TeacherEase to mark them present for the day. Primary students may have their parents use their google account to do this for them.

Teachers will post attendance procedures and assignments for students by 9:00 a.m. the morning of an E-Learning Day and students will complete the assigned work for each of their classes. Students will be expected to be accounted in attendance sometime between 9:00 a.m. to 11:00 a.m. each E-Learning Day. Teachers will have three (3) days following an E-Learning Day to update individual student attendance records based on student completion of assignment activities. Thus, giving students three (3) days after an E-Learning Day to complete their assigned activity. In the event of unforeseen circumstances, students will consult with their teachers to develop a plan to complete the assignments.

Expectations for Students

- Students will log in through their google account to TeacherEase and mark themselves in attendance. If this is a primary age student, parents will use their child's google account to complete this attendance task.
- Students will complete the assignments for each class period posted on their specific grade level electronic platform.
- Students will communicate with their teacher about any unforeseen circumstances that occurred on the E-Learning Day that prevented them from following our directions.

Special Education

For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff, and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class.

Technology Support

Technology support will be available for students and staff on E-Learning Days. Students and staff will submit a tech ticket for support as they would on a regular school attendance day.

Roles/Responsibilities of Employee Groups on an E-Learning Day

- Certified Staff under the Collective Bargaining Agreement will be responsible for being available from 9:00 a.m. until 2:00 p.m. each E-Learning Day to respond to student and/or parent questions about the assigned activities.

- Non-certified staff will be given an assignment from their direct supervisor that may include GCN and web-based professional development.

Transition Plan

For those closure times that are longer than a regular school week or five days, the district will implement various transition protocol. Based on the length of time the district is closed this protocol may include the following:

- A planning day for staff to enter the building and plan for the return of students before students return.
- If at all possible, the social worker will visit each classroom on the day the students return to discuss with the class the purpose of the closure and to facilitate a conversation with the class for their emotional well being. Questions posed by the students will be responded to by the social worker with the classroom teacher in the classroom to support the social worker.
- The classroom teachers and support staff will give the students many opportunities during this first day back to the regular routine of their typical school day to work together on various academic and/or social/emotional activities to support student involvement and engagement with other peers.
- All activities assigned during the closure will be reviewed by the teacher and returned with feedback to the student in a timely manner after school is back in regular session. Some of the activities assigned online may be returned with feedback during the closure.
- The teacher will review with the students the classroom expectations as agreed upon at the beginning of the year. The purpose of this review is to refresh this for students and not assume they remember what was agreed upon at the beginning of the year. This protocol would be implemented for those long extended closure times.