



Pennoyer
School District 79

Pennoyer School District 79 Emergency E-Learning Program

What are E-Learning Days?

E-Learning Days are an opportunity for students to learn from home on days when school otherwise would have been canceled due to weather conditions or other emergency situations. On E-Learning Days, students use their district-issued Chromebook, iPad, home computer, or mobile device to log into Google Classroom assignments for the day and submit their attendance. They will be required to check-in for attendance and then complete assignments as a continuation of what they are learning in their classes.

E-Learning Plan Objectives

Ensure and verify at least 5 clock hours of instruction or school work for each student participating in an e-learning day

TEACHERS

- During e-learning days, teachers will post their lessons to Google Classroom, Pennoyer's chosen e-learning learning management system (LMS), by 8:00am at the start of each e-learning day.
- After 11am, teachers will review the e-learning Student Attendance Form results and post their student's attendance to Skyward.
- In order to support student learning, staff members will be working throughout the day and be online to answer student questions about assignments. This may be done via email, google chat or other appropriate means. Teachers are reminded not to use personal texts messages or phone calls as a means of communication.
- Staff will be available from 9:00am -12:00pm and 1:00-3:00pm.
- All submitted work received from students will be responded to by teachers within 24 hours.

STUDENTS

- Students must login to Google Classroom between 8:00am and 11:00am to complete the E-Learning Student Attendance Form in order to receive attendance credit for the day.
- If students are unable to login, alternative assignments will be provided. These assignments will need to be turned in upon return to school for attendance credit.
- Students will check assignments in Google Classroom and begin to work on assignments for the day. Deadlines for assignments will be determined by teachers and communicated with students. In the event that students could not get Internet access, they will be expected to complete the eLearning Day assignments within two days for all of their classes.
- Parents and students will be contacted via email, phone call, and/or text message after 11 a.m. if the student has not completed the attendance form.

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.

- All students have a device assigned and checked out to them. Students in grades 3-8 take their devices home each night, while students in grades K-2 leave their devices in school. In the event of an anticipated emergency closure, K-2 devices will be sent home.
- According to our most recent BrightBytes technology survey, 99% of our students reported having access to the Internet while at home. Additionally, 100% of Pennoyer teachers reported having access to the Internet at home.

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.

- Although Pennoyer School is 1:1 in grades K-8, there may be special circumstances where a device is not accessible. In this case, the student would be provided with paper materials before the eLearning day or such paper material can be sent electronically to parent or guardian to be printed.

Ensure appropriate learning opportunities for students with special needs

- Before eLearning Day: Individualized plans will address the needs of students who required specialized instructional supports; teachers will work with parents on specific learning needs to ensure families are familiar with the student's plan.
- During eLearning Day: Case Managers and teachers will ensure specific needs with students and families are met.
- Online learning opportunities will be provided when appropriate.

Monitor and verify each student's electronic participation

- Student participation will be monitored using various methods. These methods include: Attendance tracking via a Google Form, login activity in Google G-Suite products, and device connectivity check-ins using the district's mobile device management system Jamf.

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

- e-learning will look different at each grade level and students will have flexibility in the timing of their e-learning Day activities. In order to track attendance, students must complete the Google Attendance Form between 8:00am and 11:00am each day. 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, but will have flexibility as to when they choose to do this work. All class expectations and instructional materials will be posted by their teachers by 8:00am.
- Teachers will be available from 8:00am -12:00pm and 1:00-3:00pm to assist students.
- If students are unable to login, alternative assignments will be provided. These assignments will need to be turned in upon return to school for attendance credit.

Provide effective notice to students and their parents or guardians of the use of particular days for e-learning

- Parents will be notified through School Messenger via email, phone and text. During the e-learning days, teachers will communicate with students through email, Google Classroom, or other classroom specific communication methods.

Provide staff and students with adequate training for e-learning days' participation

- Students and staff use Google Apps for Education on a daily basis. In addition to this, classrooms use a variety of educational applications daily. Their regular use and reinforcement of these applications and related tasks provide an up-to-date knowledge of these platforms. In addition, staff regularly attend district-led and external professional development in many technology related areas that support student instruction.

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

- All teachers are issued a laptop computer with the appropriate software and web based tools. All teachers have received basic training upon receiving their device and continue to receive regular application and device training throughout each school year. All teacher devices can be taken home.

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.

- District administration will hold regular meetings with union leadership to discuss e-learning initiatives and planning.

Review and revise the program as implemented

- Pennoyer School District 79 will review this plan annually with the District Technology Committee.

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.

- Staff and parents will be notified of all e-learning information through school email or by the School Messenger email, phone and text alerts.