



## LOSTANT COMMUNITY UNIT SCHOOL DISTRICT 425

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**Lostant Community Unit School District #425**  
**Dr. Sandra Malahy, Superintendent**  
**December 16, 2020**

### **e-Learning Plan**

- 1. Ensure and verify at least 5 clock hours of instruction or school work.**
  - Teachers will work contract hours from the classroom or home depending on quarantine needs.
  - E-Learning days will follow the regular master schedule, 8:30 a.m. to 3:30 p.m. with a 60 minute lunch break for teachers and students.
  - Teachers and students have a copy of the e-Learning schedule that includes Google Classroom, Google Meets, teacher instructional videos, e-mail, or phone communication with every student, every school day.
  - Learning activities totaling five and one-half clock hours have been planned for every student, every school day and includes study hall and RtI.
  - Teachers will monitor each student's electronic participation or work assignments throughout the day.
  - Students who do not have access to Internet capabilities will be provided an instructional packet that covers daily assignments. Currently all students have access to the Internet. The school has provided chromebooks or laptops to every student.
  
- 2. Ensure access from home or other appropriate remote facilities for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.**
  - Lostant students have access to digital programs for learning and Google applications. Lostant School District has provided chromebooks and laptops to every student. Currently all students have access to the Internet.
  
- 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 who are prevented from accessing the required technology.**
  - If a family loses Internet access, an instructional packet that covers daily assignments will be available for pick up. If there is a power outage, the staff will work with the students and parents to make arrangements for an opportunity for work to be completed with no penalties. Parents should reach out to the building principal or superintendent to make these arrangements. Teachers may access all required technology in their classrooms or from home.
  
- 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 provided.
  - Special education students may attend school in-person 1:00 – 3:00 p.m. - two hours per day, two times per week, to meet with their special education teachers for direct instruction and speech services.

...where all students are given the opportunity to reach their highest potential.

- 5. Monitor and verify each student's electronic participation.**
  - Students have been trained to use Google Classroom and Google Meets. Students have a copy of their e-Learning schedule.
  - Teachers will take daily attendance by class period.
  - Students in K-2 have a school laptop.
  - Students in 3<sup>rd</sup>-8<sup>th</sup> have a school chromebook.
  - Assignments and lessons for 3<sup>rd</sup>-8<sup>th</sup> grade students will be posted on-line for students to access through their school devices.
  - Teachers will teach and communicate lessons via: a) posted instructional videos, b) Google Meets sessions, or c) telephone calls.
  - Teachers of K-2 students will send learning activities digitally to parents or students through email or Google Classroom. Assignments may also be given in packet form.
  
- 6. Address the extent to which participation is within the student's control as to the time, pace, and means of learning.**
  - The student will have 100% control over time, pace, and means of learning assuming the student completes the activity within the time block allowable by Lostant CUSD #425.
  - Students who are ill will be allowed two days to make-up work for every sick day.
  
- 7. Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning.**
  - Notice will be sent via telephone calls, social media, school website, and through a phone blast with notification of e-Learning days.
  
- 8. Provide staff and students with adequate training for e-learning days' participation.**
  - Teachers, paraprofessionals, and the principal have been trained to use Google Classroom and Google Meets.
  - Teachers trained students to use Google Classroom and Google Meets.
  - Lostant CUSD #425 has been using digital programs for several years. The students are familiar with the programs.
  
- 9. Ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.**
  - All teachers have been assigned a laptop and chromebook for use at school or home.
  - Teachers will be available for student support on all school days during school hours.
  - Parents/students can email their teachers with questions.
  - Parents/students who may not have Internet capabilities may contact the principal or teacher by phone or text messaging.
  - Teachers and students have practiced at school using all digital platforms.
  - As of November 2020, students in quarantine have been able to join all class periods using Google Meets.
  
- 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.**
  - Formal meetings have taken place with all bargaining units regarding e-learning days.
  - All concerns to date have been addressed and solutions have been agreed upon.
  
- 11. Review and revise the program as implemented to address difficulties confronted.**
  - After practicing in all classrooms, problems and concerns were addressed. We are confident if we must move to e-Learning days that our teachers and students can successfully proceed with teaching/learning activities.
  
- 12. Ensure that the protocol regarding general expectations and responsibilities of the program are communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day.**
  - Meetings with staff regarding remote learning are ongoing.
  - Expectations and responsibilities have been communicated to all staff members clearly.
  - Multiple support documents have been sent to parents and uploaded to the school website.
  - All students and teachers have a copy of their daily e-Learning schedule.

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