



Warren Township High School

District eLearning Plan

Timeline:

- By 1:00pm the previous day - Notification of potential closure to all staff and students via email, and website.
 - Students reminded to bring home chromebooks
 - Staff notified to develop eLearning Lesson Plan
- By 5:30am - Closure notification is communicated to all staff and students via email, website and social media posting, as well as robo-call.
- By 9:00am - All lessons are posted in Canvas or emailed to students along with Google Sign-In Form. All teachers email all of their students notifying them of the posted lessons.
- By 11:00am - All students must sign in to school via the Google Attendance Form.
- 9:00 - 3:00pm - Staff are required to check email at least hourly to assist students with any questions related to the eLearning lesson. All emails received by 3:00pm will be responded to that day.
- Within 2 School Days - All student work from the eLearning Day must be completed and submitted to teachers.

Internet Accessibility Issues:

- If a student is unable to access the internet at home. The parent should contact WTHS and report the issue so the student is marked present for the day. The student is still responsible for completing all eLearning assignments as soon as the internet is available, or within 2 days of returning to school.
- When appropriate, non-electronic materials will be made available upon request.

Students with Special Needs:

- Any student that receives approved accommodations through either an IEP or a 504 Plan should contact their case manager to discuss how their needs will be met on eLearning Days.
- Emergent Bilingual students will continue to receive appropriate services during eLearning days.

Student Illness:

- As on a normal day of attendance, parents/guardians should contact WTHS to excuse their child if they are ill and unable to complete work on an eLearning Day. The normal school absence policy applies in these cases.

Staff Training:

- Staff meeting will be held to review eLearning procedures and expectations for teachers.
- Instructional Coaches and Instructional Technicians will be available to assist any teachers requiring technology training.
- Staff FAQ sheet is developed to clarify expectations for all staff members.

Student Training:

- Teachers will discuss eLearning expectations with students
- The School District will email a Student/Parent FAQ sheet for eLearning
- Details regarding the WTHS eLearning Plan are posted on the school website.

Lesson Design:

- eLearning Plans need to account for approximately 46 minutes of instruction (e.g. 30 minutes of instruction and 16 minutes of classroom work related to the lesson).
- Lesson plans will be relevant to the current unit of study, serve as an extension of previous units, or provide a preview of upcoming lessons.
- All lessons must include evidence of learning that is submitted electronically, or upon returning to class. The evidence of learning must be entered into the teacher's gradebook. This will help to document evidence of compliance with daily instructional time requirements set forth by ISBE.
- Teachers will provide students with the following:
 - Purpose of the lesson/assignment
 - Description of the tasks to be completed, along with directions and required resources to complete the assignment
 - Directions for submitting the assignment
 - Due dates for the assignment

Planning For Consecutive eLearning Days:

In the event of an extended eLearning period, teachers should utilize time between 9:00 and 3:00 to collaborate with colleagues on future eLearning Lessons.

Staff Access to Technology:

- The district provides all staff expected to participate in eLearning activities with the necessary technology hardware and software.

Other Considerations For Classified Staff:

- Classified staff will receive a communication from their supervisors regarding a make-up plan or work assignment for the eLearning Day.

Collective Bargaining Provision:

- Prior to approval, the WTHSFT was provided the opportunity to negotiate with the WTHS Board of Education on behalf of all employees who would be affected in the event of an eLearning day.

Future Revisions:

- WTHS reserves the right to revise the district eLearning program to address any difficulties confronted during implementation. Administration will work collaboratively with the WTHSFT to review and revise the eLearning plan annually.