



*R.Dane Gale, Ed.S.*  
*Superintendent*

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*Middle School Principal*

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*Elementary Principal*

**Belle Valley District 119**  
**Electronic-Learning Plan**  
**2019-2020**

**Per Illinois School Code: (105 ILCS 5/10-20.56) Sec. 10-20.56. E-Learning days.**

**Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day:**

During e-learning students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day or Act of God day and will be due to be submitted back to the teacher or staff member by 9:00 p.m. the day it was assigned. Elementary and Middle School Certified Staff: On an E-Learning Day, the 7 hour workday for teachers shall be scheduled as follows unless otherwise directed:

7:50 a.m. - 8:00 a.m. - Planning/preparation -contact coaches for any needed support

8:00 a.m. - 1:00 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed

1:00 p.m. - 1:45 p.m. - Duty Free

1:45 p.m. - 2:30 p.m. - Verification/assessment of student work/engagement; planning/prep, contact with coaches as needed. (E-Learning)

2:30 p.m. - 2:50 p.m. - Planning/preparation, professional responsibilities -contact coaches for any needed support

All certified personnel without direct teaching responsibility, including coaches, administrators, social workers, psychologists are expected to support classroom teachers by responding to school needs, including being in communication with the school as needed. Additionally, personnel without teaching assignments may be issued assignments from administrators as needed.



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**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**

Seventh and eighth grade students have chrome books that they take home and have assignments to complete in Google classroom on a regular basis so it is understood that middle school students have access to the internet and Google classroom. All 7th and 8th grade students will be assigned work through Google classroom. K-6th students do not take their chrome books home but it is understood that most households have access to the internet either on a computer or cell phone. A matrix will be created with choices of work for the students to complete for that day. The matrix will be posted on the district website and will be able to be viewed on a cell phone. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will create a matrix for their students to use as a choice for work to be completed for the day which will include activities in math, language arts, science, and social studies. Special Education teachers will provide assignments based on students goals. Teachers will be available from (8:00-1:00) to support student learning and answer any questions.

**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**

Our district has some of the infrastructure and professional capacity in place to support the adoption of eLearning days in place of traditional emergency days. Our ad hoc study indicated that many middle and elementary school students have reliable access to the internet. The school staff will work with individual families to accommodate as needed. If there is a power outage or another issue out of the families control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

**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 provider.



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**Monitor and verify each student's electronic participation**

All work will be posted on the district website by or Google classroom 8:00 a.m. on the E-Learning day. The work will need to be completed and turned in when students return to school for paper assignments or by the due date for electronic assignments. Students who do not submit assignments may be counted absent on E-learning days. Teachers will use their discretion in assigning grades for work completed during E-learning days. The E-Learning day. **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning**

Student Participation will vary based on the grade level:

- For Early Childhood and Kindergarten students will be engaged for 45 min
- For Grades 1-2, students will be engaged for 60 minutes
- For Grades 3-4, students will be engaged for 90 minutes
- For Grades 5-8, students will be engaged for approximately 120 minutes (45 min for ELA/Social Studies, 45 min for Math/Science, 15 minutes for FLES (foreign language in elementary school) or EL and 15 min for PE/Specials)

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

Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website.

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

A Q & A document and PowerPoint were created to explain the e-learning day participation and procedures. Principals will be reviewing the expectations with staff at an upcoming staff meeting. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their building administrator independently to review the information.

**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 and aides have been assigned a laptop or Chromebook for use at school and at home. Teachers and specialists will be available for support from 8:00 am to 1:00 p.m. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google classroom, or call and leave a voicemail.

**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**

If a memorandum of understanding is needed, it will be created and agreed upon and will follow all requirements according to Illinois School Code.

Respectfully Submitted,  
R.Dane Gale, Superintendent