

Big Hollow School District #38 e-Learning Day Plan for Severe Weather Days

In support of an e-Learning Day, the following will be in place:

Communication

- Specifics regarding the process for participating in an e-Learning Day will be shared via the D38 website. Building administration and teachers will share the same information through their newsletters and digital communication tools. Teachers can share via digital communication tools such as Seesaw or Google Classroom.

Notification

- The e-learning day announcement will be shared via phone call, text and email blasts using the D38 Skylert platform.

Technology

- Should an e-learning learning day be anticipated, every effort will be made to ensure each student has access to an electronic device (chromebook). Students who do not have access to wifi should contact the building principal for alternative options.

Administrators

- Administrators will review all e-Learning Day plans to assure the level of rigor and appropriateness for the targeted students.
- Administrators will review expectations for participation with all staff at the beginning of the year.

Teachers

- The teacher is responsible for maintaining the e-Learning Day plans for their students. Plans should be appropriate to the time of year, current topics of study and align with D38 curriculum goals and objectives, advancing learning.
- Each Big Hollow 38 teacher will use Google Classroom, Seesaw, or student email to communicate assignments to children.
- Primary & Elementary Teachers shall collaborate with their grade level teams to create a document indicating the work that their students should complete for each day of e-Learning. The one-page document should include enough work for 5 hours for each day of e-Learning. Middle School Teachers shall provide instructions for accessing Google Classrooms via email to both students and students' families.
- Live virtual lessons are not part of the e-Learning plan, however, some teachers may ask students to participate virtually if lessons require it.

- Student work on E-learning days should include both non-electronic as well as electronic resources/schoolwork. The document or instructions for accessing work shall be provided to the students' parents/guardians via email once the e-Learning has been initiated by the district.
- Any non-electronic, teacher designated work/worksheets shall be scanned and shared with families once e-Learning has been initiated by the district. If time allows, any students whose families do not have access to a printer may request copies be made through the school's front office if front offices are open.
- The plans should meet the 5 hour school day requirement for e-Learning Days.
- Each teacher shall remain online and accessible via their email, and Google Classroom throughout their contractual day (see language below):
 - "The formal teacher workweek shall not exceed thirty-seven and one half (37 ½) hours. This amount of time shall be reduced on a prorated basis for any week that has less than five (5) school days."
- Grading shall be based solely on assignment completion/noncompletion.
- Special Education teachers will support the general education teachers by differentiating and modifying assignments for students on their caseloads. They will also remain online and accessible throughout the hours of the regularly scheduled school day.

Support Staff

- Paraprofessionals are given a teacher or teachers to partner with so they can monitor and support a caseload of students throughout an eLearning Day.
- Custodians are expected to report onsite, as usual.
- Nurses will use these days to complete reports and paperwork. Students with existing medical conditions should be contacted for a wellness check either through phone or another platform.
- Lunchroom Supervisors/Bus Drivers/Bus Monitors may be asked to report to work. Their direct supervisor will contact them with an assignment to work on.
- Related service providers will be available to their caseload of students to support accommodations, differentiation, and/or provide virtual instruction as needed.
- EL teachers will be available to their caseload of students to support accommodations, differentiation, and/or provide virtual instruction.
- Library Clerks/Librarians will create activities using digital tools available to the district's libraries. These activities will be shared with teachers to be used as needed to support other assigned learning.
- Food Service Workers may be asked to report to work for food deliveries.
- Administrative Assistants will monitor voicemail messages coming into the schools throughout the day, work on outstanding clerical responsibilities, including SIS reports, data clean up and preparation for upcoming events.
- Technology staff will be monitoring the support/tech help email address inquiries.

Students

- Students are allowed to use any device to participate in the e-Learning Day. The District 38 chromebooks are preferred, as this will provide access to the appropriate digital tools.
- Students are required to login to Google Classroom to access the plans and lessons for the day.
- Each student is allotted five (5) days to complete assignments and turn in evidence of completion to their teachers to receive credit for attendance. Incomplete assignments may result in an absence for an eLearning day.
- Students are allowed to complete work outside of the regular school day hours in addition to regular school day hours. Teachers, however, will only be accessible during the e-Learning Day hours (9:00 am-3:00 pm) for instruction & assistance. Questions or concerns may be brought to the teacher once the regular school attendance day resumes, or via email on elearning days.
- Students may access tech support via our technology team at techdepartment@bighollow.us
- Students who receive special education services and/or educational accommodations per an Individualized Education Program (IEP) will receive additional guidance for completing activities from their case manager. Any learning that is not able to be completed independently will be supported by the classroom teacher or case manager upon the students' return to school.

All school closings in Big Hollow School District 38 may not be e-Learning Days. E-Learning Days will be used as the administration sees fit. It is important for all stakeholders to follow the directions provided in the public notifications.