E-Learning Emergency Day Plan

2019-2020

Mission Statement

The mission of Joliet Township High School, a historically rich, unified and **innovative learning community**, is to empower every student to compete and contribute positively to our community and global society by providing a rigorous and personalized education through an academy environment.

Strategic Plan Strategies

1. We will use data to **personalize instruction and support** in order to motivate and engage students to achieve identified growth targets, complete their Individual Career Plan (ICP) and graduate.

2. We will ensure all JTHS personnel use effective internal and external communication to create a welcoming environment that develops positive relationships and engages all stakeholders in improving student achievement.

3. We will identify, model, reinforce, and measure the character attributes needed to compete and contribute as respectful, responsible and productive citizens.

4. We will ensure our curriculum and assessments strengthen the implementation of the academy structure so that all students are college and career ready.

5. We will secure and **leverage our physical, technological and human resources** to effectively support our students' education.

6. We will, in partnership with families and community, develop and implement plans to deliver a culturally responsive educational experience and expand the diversity of our faculty and administration in order to close the achievement gap.

Purpose of E-Learning Emergency Day Plan

- Provide a continuum of learning for all students.
- Demonstrate that learning can happen anytime, anywhere.
- Provide students with opportunities to practice learning in a digital environment that is modeled after college and career online learning environments.
- Emphasize the importance of learning and character traits of self-sufficiency (responsibility), adaptability (confidence), and perseverance.
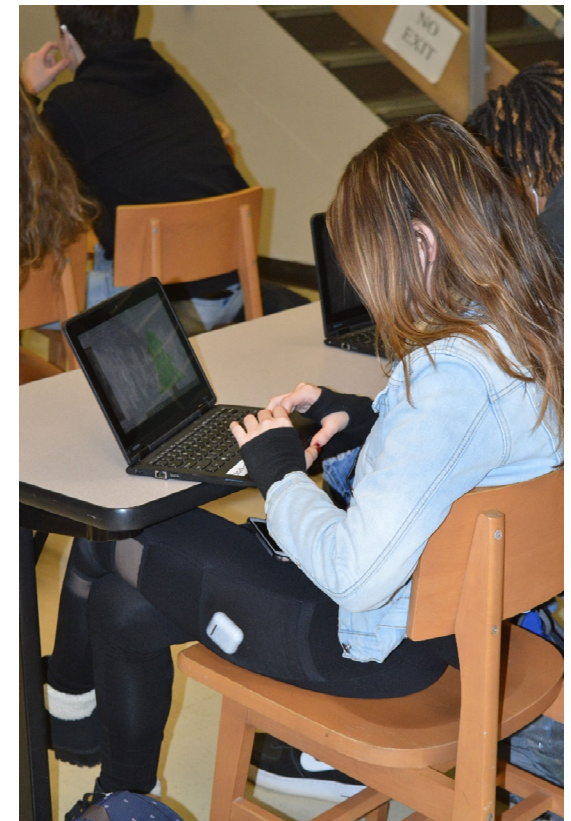
Goals of Emergency E-Learning Days

- Minimize disruption to academic progress in the event of emergency closures through educationally productive and engaging online learning.

- Provide students with opportunities to engage in online learning.

- Capitalize on one-to-one technology.

Emergency E-Learning Day Procedures

- E-Learning days will only be used in the event of an emergency that results in a school closure.

- Teachers will plan lessons for students to complete from home.

- In school practice will occur during Emergency Procedures week.

- Initial Emergency E-Learning plan will be reviewed after each emergency and additional recommendations may be made.

The School Calendar

- The Board of Education will adopt a school calendar that includes five emergency days at the end of the school year.

- E-Learning days will be considered a regular school day and will not require a make-up day.

- The five emergency days will only be used in the event that school must be called off and an E-Learning day is not utilized.

E-Learning Day Communication

- E-Learning Day will be announced as soon as possible but no later than 5 a.m. on the morning of the emergency.

- The announcement will be made through standard modes of communication including text messaging, robo-calls and social media.

- Students and faculty must bring their device home on a daily basis.

E-Learning Attendance

- Mastery Manager will be utilized to record individual student attendance.
- Teachers will assign lessons to students by 9:00 a.m. the morning of an E-Learning Day.
- Students will complete assigned lessons by the end of the E-Learning Day.
- Students unable to access or complete the assignment will follow-up with their teacher on the next school day.
- Teachers will update individual student attendance (based on assignment completion) by the end of the next school day.

E-Learning Staff Attendance

- Supervisors will be accountable for staff attendance and for assigning tasks based on roles (Ex: GCN training).

- Pre-arranged absences (personal leave, sick days, FMLA) will still be counted as an absence.

E-Learning Expectations for Faculty

Faculty will:

- Review attendance for each class period to insure accuracy by the end of the next work day.

- Upload assignments and Mastery Manager attendance codes into Home Access Center by 9:00 a.m.

- Create assignments aligned to the curriculum and learning objectives for the course. Work assigned will be reasonable (no more than 50 minutes for each class), relevant and meaningful.

- Give students unable to complete E-Learning assignments an adequate amount of time to make up the assignment without penalty.

- Be available to students throughout the day utilizing the online learning and communication tools most commonly employed in the class. An E-Learning Day communication plan will be included in each course syllabus.

- Bring home their device every day.

Guidelines for assignments in each subject area will be developed by the Instructional Leadership Team.

E-Learning Expectations for Students

Students will:

- Bring home their device every day.

- Log in for attendance though Mastery Manager for every class between 9:30 and 11:00 a.m.

- Complete assignments posted for each class in the designated course Learning Management System.

- Communicate with teachers throughout the day if they encounter any problems when trying to complete assignments.

- Follow-up with teachers the next day if any unforeseen circumstances prohibits their ability to complete work.

Special Education

- Teachers and special needs staff will plan ahead and collaborate to make certain students receive accommodations and the support they need to complete E-Learning assignments.

- IEPs will be updated to reflect any E-Learning Day implications.
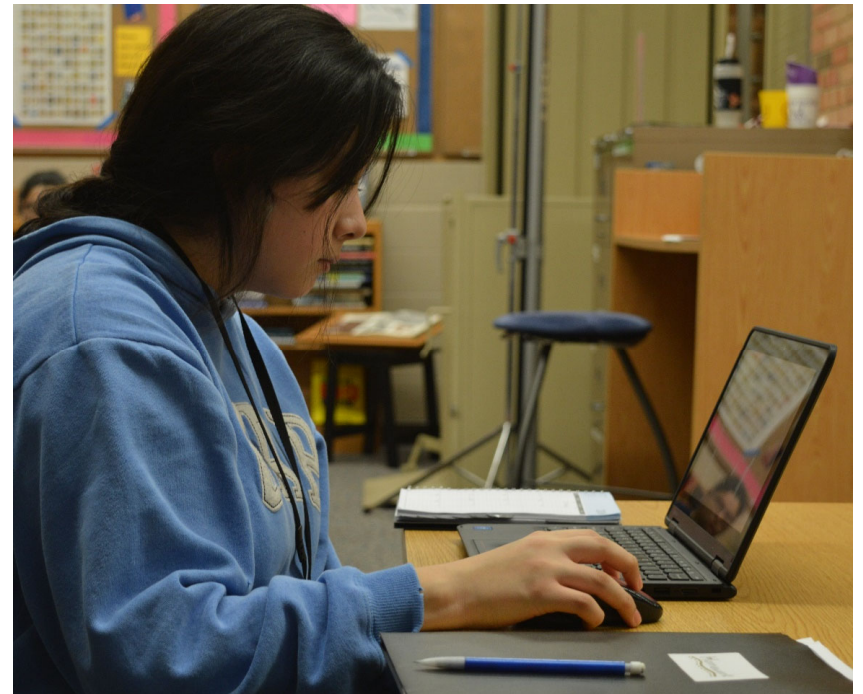
Support

- Technological support will be available on E-Learning Days.

- Students and staff will be provided with multiple opportunities for the roll-out of the E-Learning Day. Pending Board approval, this will occur prior to the end of the school year and during the early portion of the 2019-2020 school year.