

Joliet Township High School

District #204



Emergency E-Learning 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.

Joliet Township High School District 204 is committed to cultivating an inclusive community that values and embraces diversity and respects the humanity of all people.

Strategic Plan Belief Statements

WE BELIEVE THAT

- Every human being possesses inherent worth.
- Individuals are responsible for their own actions.
- Diversity strengthens and enriches society.
- Life-long learning is necessary to thrive in a continuously changing world.
- People learn at different rates, in different ways, and in a variety of settings.
- High expectations positively influence performance.
- Motivation, perseverance, hard work, and a positive attitude strengthen the ability of an individual to reach potential.
- The family environment has a strong influence on the development of each of its members.
- Education is a shared responsibility among students, family, staff, and the community.
- An educated public sustains our democracy.
- Empathy, honesty, integrity and respect are essential in building and maintaining mutual trust.
- A safe environment is essential for every individual.
- High quality schools are essential to the quality of life for the whole community.
- All people can learn.

Strategic Plan Objectives

1. Every student will meet or exceed annual growth targets as measured by classroom, district and standardized assessments.
2. The graduation rate will be 90% or higher.
3. By the year 2018, every student will develop and implement a challenging Individual Career Plan (ICP) to prepare for a successful transition to further education and a career endeavor of choice.
4. All students will consistently demonstrate the character attributes of Confidence, Compassion, Responsibility, Tolerance, Respect, Integrity and Perseverance.

Strategic Plan Parameters

- We will capitalize on the benefits of our diversity to enrich and strengthen our educational programs.
- We will always maintain a safe and secure environment.
- We will not tolerate behavior which demeans the self-worth or dignity of any individual or group.
- No new program or service will be accepted unless it is consistent with the strategic plan, its benefits clearly justify the cost, and provisions are made for staff development with sufficient time for effective implementation and program evaluation.
- No program will be retained unless the benefits continue to justify the costs, and the program makes an optimal contribution to the mission.
- We will always use data, effective instruction, and a continuum of academic support to improve student achievement.
- We will always work in collaboration with our sender school districts to provide a cohesive, rigorous educational program to ensure all students are college and career ready.
- School and District Improvement Plans must always be consistent with the strategic direction of the district.
- We will establish scheduling priorities that support student academic achievement within 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 Emergency E-Learning Day Plan

The purpose of an Emergency E-Learning Day is to provide a continuum of learning for all students. Teachers will leverage the district's one-to-one resources to provide students with relevant, meaningful, and manageable work that students can complete when school has been cancelled.

E-Learning Days will only be used in the event of an emergency. This plan will be evaluated after each E-Learning Day.

Goals

- To minimize disruption to the academic progress caused by emergency school closures and to make those out-of-school days as educationally productive and engaging as possible.
- To allow students an opportunity to use online learning which is increasingly part of both college study and workplace training.
- To capitalize on our one-to-one technology program.
- To demonstrate that learning can happen anytime and anywhere.
- To encourage character growth in the areas of self-sufficiency, adaptability and perseverance.

School Calendar

The Board of Education will adopt a school calendar that includes five emergency days at the end of the calendar. If an E-Learning Day is necessary, it will be considered a regular school day and will not have to be made-up as an emergency day. The emergency days at the end of the calendar will be used if school must be called off and an E-Learning Day is not utilized.

Communication

The announcement of an E-Learning Day will be made as soon as possible but no later than 5:00 a.m. the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district including text messaging, robo calls, web page updates and social media.

Attendance

Individual student attendance will be taken through Mastery Manager. Teachers will post attendance procedures and assignments for students by 9 a.m. the morning of an E-Learning Day and students will complete the assigned work for each of their classes. In the event of unforeseen circumstances students will consult with their teachers to develop a plan to complete the assignments. For example, students without access to power or the Internet necessary to record their attendance should see their teachers the following student attendance day. Teachers will have three days to update individual student attendance records following an E-Learning Day.

Student Attendance

Students must log in between 9:30 a.m. and 11:00 a.m. for attendance purposes.

JTHS E-Learning Day Directions for Students

These are the directions on how to record your attendance and access your assignments on an E-Learning Day.

RECORDING YOUR ATTENDANCE: Please note that you need to record your attendance one time between 9:30 and 11:am, on the E-Learning Day.

1. You will need to record your attendance for the E-Learning day by navigating to www.examlogin.com and choosing “I Have a Test Code”, entering a code that will be sent with the communication that an E-Learning day is necessary. You will also enter your student ID, click “Find” and then “Start” (which will appear where the “Find” button was located).

The screenshot shows the 'I Have a Test Code' login page. At the top, there are two buttons: 'I Have a Test Code' (highlighted in green) and 'I Have a Student Portal Login'. Below these, the page title is 'I Have a Test Code'. There are two input fields: 'Code' with the value '76VYDJK' and 'Student ID' with the value '012345'. To the right of the Student ID field are 'Clear' and 'Find' buttons. At the bottom, there is a light blue banner with a message: 'When you are finished with your test look for this button' followed by a green button with a checkmark and the text 'I am really finished' and the instruction 'to submit your responses correctly.'

2. Enter your **first** and **last** name and click “Next”.

The screenshot shows 'Question 1 of 2'. The instruction is 'Please enter your first and last name in the space below.' There is a large text input field with two yellow boxes indicating where to enter the first and last names. A 'Next' button is located at the bottom right.

3. Select the appropriate response to the question and click “Next”

The screenshot shows 'Question 2 of 2'. The instruction is 'Please select the appropriate answer regarding your participation in today's E-Learning Day.' There are two radio button options:
A: I am participating in the E-Learning Day and plan to complete today's assignments for all my classes.
B: I am not participating in today's E-Learning Day but will follow up with my teacher regarding the assigned classwork.
At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.

4. Click on the “I am really finished” option to submit your responses.

Are you sure you are finished?

Please review all questions before continuing and don't forget to click the "I'm really finished" button to submit your answers properly.

✖ 1

✖ 2

Are you sure you are finished?

Please review all questions before continuing and don't forget to click the "I'm really finished" button to submit your answers properly.

✖ 1

✖ 2

← Go back and review

✓ I am really finished

5. Go to Home Access Center (HAC) and access the assignment/link for each class; for example, on the calendar as shown below.

Class	Current Average	Monday 02/25 Day: M	Tuesday 02/26 Day: T	Wednesday 02/27 Day: W	Thursday 02/28 Day: W	Friday 03/01 Day: F
Na 1 (14012 - 2) Pac 1 SATP						
US History (07202 - 16) Pac 2	95.73		Image & Reality of WWII Working Women Annotations Image & Reality SAT Quiz 12/10 B			E Learning Day

6. Complete the assigned work for all your classes.

For technical support please call 815-727-6860 or email the appropriate student help desk as specified below with details plus your contact information and someone will get back to you as soon as possible.

Central students: centralstudenthelpdesk@jths.org

West students: weststudenthelpdesk@jths.org

Staff Attendance

Supervisors will be accountable for staff attendance. Any prearranged absence, such as but not limited to personal leaves, sick leave, and FMLA will still be counted as an absence.

Expectations for Faculty

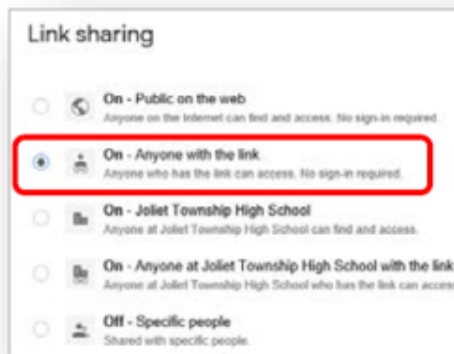
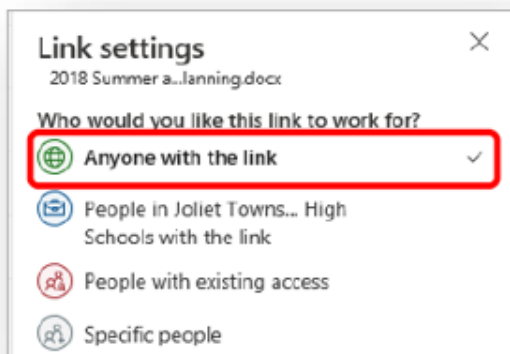
- The teacher will review the attendance for each class and update the attendance in TAC following the E-Learning Day based on individual circumstances.
- The teacher will post an assignment in TAC and E-Learning Day Attendance Directions for students no later than 9:00 a.m.
- Student work on the E-Learning Day will be aligned to the curriculum and learning objectives for each course that the student is enrolled. The assignment of work will be reasonable and will not require more than 50 minutes to complete. Assignments will be relevant, meaningful, and manageable. Students will be given adequate time to make up the assignment without a penalty if they cannot complete it on the E-Learning Day.
- The Instructional Leadership Teams for each subject area will construct E-Learning Lesson Guidelines specific to their curriculum.
- Teachers will include information about E-Learning days in their syllabus.
- Teachers will make themselves available for a reasonable amount of time to students throughout the day using the communication tools and Learning Management Platform regularly used by the class. Our E-Learning days are purposely set up as an asynchronous experience to provide flexibility for both the students and the staff.

JTHS Teacher E-Learning Technology Procedures

On E-Learning Days all teachers will create an assignment in Teacher Access Center (TAC) for each of their classes that students will access through Home Access Center (HAC). The E-Learning assignment will have an attachment that includes a link to the student directions for recording their attendance in Mastery Manager and information regarding the assigned work students are to complete for that class. Please note that a new Mastery Manager district wide assessment code will be sent in the mass communication indicating that an E-Learning Day is necessary. This new code will be included in the directions as soon as possible but no later than 5:00 a.m. the morning of the E-Learning Day. The name of the Mastery Manager Attendance survey will include the date of the E-Learning Day and that teachers will need to record individual student attendance in eSchool based on the results recorded in Mastery Manager.

I. TAC Assignment Creation for each course

1. Create a Word/Google Doc with the following information:
 - i. [Link](#) to Student Directions for them to record their attendance.
 - ii. Where students should go to complete classwork on this E-Learning Day
2. Save the Doc to your OneDrive/Google Drive and copy that shareable link. Reminder: if you want parents to have access to the link be sure to change the share settings in OneDrive to “Anyone with the link” and in Google Drive to “On – Anyone with the link”



3. For attendance purposes create a new assignment in TAC
 - i. Title the assignment “E-Learning Day”
 - ii. Be sure to set the assignment due date as the date of the E-Learning Day
 - iii. Mark the points and weight to 0 as this assignment will then not affect student grades
 - iv. Publish the assignment by marking in the oval
 - v. Click add below attachments
 - vi. Choose link, paste the link URL to your E-Learning Document, type a description and click save.

Assignment Details [?] [Close]

Title* ELearning Day

Date Assigned [Calendar Icon]

Due Date* 02/28/2019 [Calendar Icon]

Description

Category* FOR - Formative

Rubrics/Competencies [X]

Points* 0.00

Weight* 0.00

Extra Credit Not Extra Credit

Publish [Radio Button]

Cannot Be Dropped [Checkbox]

[Save] [Delete] [Copy]

Attachments

[Add]

Attachments			
Type	Attachment Name/Link URL	Description	Actions
Link	QxtOGQV4A?e=jPRbX9	E Learning Day Directions	[Icon]

II. Using Mastery Manager Assessment Results to update student attendance in eSchool

Students are required to report their attendance between 9:30 and 11:00 a.m. after which you will have access to the data.

- You can view the attendance survey results by navigating to www.masterymanager.com and clicking on the Reports section of the E-Learning attendance survey. A student score of 100% means the student is participating in the E-Learning Day and can be marked as Present in TAC.

Alphabetical Results
eLearning Attendance - Do Not Use 1/MC 1/PE
 Disaggregating: All Students Section: All Students - 1 - 1
 Total Students: 3 Teacher: Adam Bozarth

Student	Multiple Choice	Performance Events	Points	% Score	Grade
Average	1 of 1	0 of 0.00	1	67%	
1231235	1 of 1	0 of 0.00	1	100%	
Ellis Gianna	1 of 1	0 of 0.00	1	100%	
Tester Tester	0 of 1	0 of 0.00	0	0%	
Average	1 of 1	0 of 0.00	1	67%	

The attendance survey has two questions.

Question 1: Please enter your first and last name in the space below.

Question 2: Please select the appropriate answer regarding your participation in today's E-Learning day

A – I am participating in the E-Learning Day and plan to complete today's assignment/s for all my classes

B – I am not participating in today's E-Learning Day but will follow up with my teacher regarding the assigned classwork

NOTE: If a number displays instead of a student name or if a student claims they took the attendance survey, but no data is available to the teacher, teachers need to inform the student(s) to take the attendance survey again using their correct Student ID.

2. Teachers will need to update attendance in TAC for the E-Learning Day using the attendance survey data for all their students by the end of the next on-site attendance day.

For technical support call 815-727-6860, email helpdesk@jths.org or submit a request [here](#). Please provide as much detail as possible about your issue along with your contact information and someone will get back to you as soon as possible.

Expectations for Students

- Students should bring their computers home every day.
- Students will log in through Mastery Manager to record their attendance.
- Students will complete the assignments for each class posted on the student learning platform.
- Students will communicate with their teacher about any unforeseen circumstances that occurred on the E-Learning Day that prevented them from following our directions.

Special Education

For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class. Special Education staff will work closely with parents to ensure E-Learning days considerations are reflected in their children's IEP's.

Best Practice

All students and staff with a district provided mobile computing device needs to bring their device home with them every day.

Technology Support

Technical support will be available on E-Learning Days. Technology support staff will be working from home also so please provide as much detail as possible about your issue along with contact information when calling or emailing as specified below. Someone will get back to you as soon as possible.

Everyone: 815-727-6860

Staff: helpdesk@jths.org

Central students: centralstudenthelpdesk@jths.org

West students: weststudenthelpdesk@jths.org

Roles/Responsibilities of Employee Groups on an E-Learning Day

Individuals will be given an assignment from their direct supervisor. GCN and web-based professional development will be utilized.

Committee Members

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