

## Geneva CUSD 304 E-Learning Plan for ROE & ISBE



*The use of e-learning days is designed to avoid interruptions in instruction that occur when school cannot be held districtwide due to adverse weather conditions. E-Learning days also may be used by a school district under Section 18-12 of the School Code when one or more of a schools must be closed due to an “act of God or was occasioned by conditions beyond the control of the school district which posed a hazardous threat to the health and safety of pupils”. School districts participating in the program are not required to use e-learning days nor do they have to exhaust all of their emergency days before using an e-learning day. Any day approved as an e-learning day may be counted as a day of attendance for purposes of calculating GSA and would not need to be “made up” at the end of the school term.*

*Section 10-20.56 9(c) of the School Code requires an e-learning program contain “provisions designed to reasonably and practicably accomplish” certain goals. These goals are tasks are described below.*

- 1. Ensure and verify at least 5 clock hours of instruction or schoolwork for each student participating in an e-learning day.**
  - a. eLearning days will follow a student’s typical school schedule.
  - b. Geneva CUSD 304’s e-learning clock hours are based on the attendance data collected by a teacher or online form/system.
  - c. The means to track student attendance and participation may require the teacher to take and submit attendance for each student in each course electronically through TAC.
- 2. To 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 system.**
  - a. All K-12 students are issued school-owned devices.
  - b. Parent-student surveys are utilized to determine home access to devices.
  - c. Parent-student surveys are utilized to determine internet access.
  - d. We share with parents-students information for free short-term internet access.
  - e. We share with parents-students that they can download Microsoft Suite free of charge.
  - f. By regularly utilizing Microsoft Teams, Office 365, email, and other platforms, students are comfortable with the digital environment and expectations associated with success in an e-learning environment.
  - g. Teachers have been issued their own district-issued device and have been provided with professional development as an accountability measure to support students in a digital environment.
- 3. To ensure appropriate learning opportunities for students with special needs.**

- a. Students with special needs may receive their assignments electronically through various platforms/programs.
  - b. Students are reminded (if time allows) by the teachers before leaving for the day about the process and expectations.
  - c. Information about the process and expectations should be mailed home in advance (if time allows) upon being created.
  - d. Students also have access to their case managers via email, via digital communication platforms to report any issues or requirement for additional support.
- 4. To monitor and verify each student's electronic participation.**
  - a. Electronically submitted assignments, forms, or other items are typically stamped with the date/time of submission. Many online platforms also track statistics such as the login or use count, type of usage, and the date of use as part of their analytics reporting.
  - b. Teachers will be able to monitor and verify a student's participation by their completion of assignments or participation in class activities.
- 5. To address the extent to which student participation is within the student's control as-to-the time, pace, and means of learning.**
  - a. In the event of an e-learning day, teachers will post their lessons/assignments daily.
  - b. Students are required to "check in" on an e-learning day.
  - c. Students are provided the flexibility to complete the work for each course. Staff are asked to provide a grace period for students to submit work if any connectivity or issues arise.
  - d. Students have access to online text and resources purchased by the district in order to provide instructional support and rigor that mirrors (to the best of our ability) the expectations in a traditional instructional day.
- 6. To provide effective notice to students and their parents/guardians of the use of particular days for e-learning.**
  - a. When e-learning days are announced, the same communication protocols announcing a "snow day" will be used. This includes automated calls, posted messages on the websites, the district mobile app, and news stations.
- 7. To provide staff and students with adequate training for e-learning days' participation.**
  - a. Teachers with district issued devices will use their device to support students in a digital environment.
  - b. Teachers have been provided on-going professional development for the use of technology in student learning and teaching needed during an e-learning day.
  - c. Technology coaches will support teachers and students.
- 8. To ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required.**
  - a. The e-learning proposal and all of its components will be reviewed and approved by the district's collective bargaining unit.
- 9. To review and revise the program as implemented to address difficulties confronted.**
  - a. In order to efficiently manage and implement an e-learning day, the following actions will provide the information needed to review or revise the program.
    - i. Student, parent and staff feedback
    - ii. Administration feedback

- iii. Attendance reports from e-learning days
- iv. System/product usage reports as available

**10. Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days before using an e-learning day.**

- a. Communication, ongoing professional development, and e-learning expectations will be provided during initial start-up days in August.

**Application format**

1. [Cover Page](#)-Must be signed by the school district superintendent
2. Proposal Narrative-Provide a detailed response to each of the nine components of the E-Learning Days Pilot Program outlined under “Background and Program Specifications”, beginning in page 2.
3. Reporting-Describe the process to be used to collect data and information to report on the use of the e-learning day, including the process to survey staff, parents, and students. See item 9 of the “Terms and Conditions of Approval”
4. Terms and Conditions of Approval. -Each applicant is required to submit the “[Terms and Conditions of Approval](#)”. These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.

## Geneva CUSD 304 eLearning Plan



### **Abstract**

This memo contains the steps to enact an e-learning plan in Geneva CUSD 304, a historical context for implementing e-learning days in Geneva CUSD 304; the e-learning plan for consideration; the general structure for implementation; general education expectations; and special education/related services expectations, and classified expectations for an e-learning day.

### **Required Steps to Enact CUSD 304 e-learning plan:**

- September Review plan with administration and GEA
- September Meeting with principals to discuss e-learning
- September Share plan with BOE
- September Post a notice of public-hearing and publish the notice in newspaper
- September Meet with PTO presidents (joint PTO)
- October BOE adopts e-Learning plan for use of such a day for the purpose of emergency days

### **Historical context:**

In 2016, the State of Illinois allowed three districts to pilot e-learning days as a trial for potential expansion throughout the state: Leyden High School District 212, West Chicago Community High School District 94, and Gurnee Elementary School District 65. In 2018, the Illinois State Board of Education (ISBE) issued guidelines regarding the school day. Those guidelines allowed districts to begin using e-learning days as districts were able to define learning and the school day unilaterally. Such days must be made up on the day of the event.

Geneva CUSD 304 School District will maintain the option to make up inclement weather/emergency days at the end of the year, and/or implement an e-learning day to make up the attendance day.

### **Request**

The request is that the Board of Education adopts the e-learning Verification Form to move Geneva CUSD 304's e-learning Plan for emergency days forward. In order to move forward with a distance learning plan for emergency days, Geneva CUSD 304 school district must approve e-learning days and submit the plan to the Kane County ROE for final approval. Following approval from the Kane County ROE, the Geneva CUSD 304 school board will need to formally adopt a resolution to utilize e-learning for emergency days.

### **Rationale**

The rationale for this request is that it will provide Geneva CUSD 304 further flexibility in its learning environment, and it will allow for continuous learning in the event of a school closure without adding emergency days to the end of the year.

### **Benefits of e-learning for Emergency Days:**

- Allows for the end of the school year to be predictable and constant, regardless of the number of emergency days
- Allows educators to advance learning more effectively, given the ability to plan within the normal school year
- Ensures that end of the year activities like graduation and commencements are maintained
- Promotes flexible learning and operations in a digital age
- Promotes learning beyond the school walls

### **Recommendation**

The recommendation is that the Geneva CUSD 304 Board of Education approves the eLearning Verification Form for three years (2022-2023 through 2024-2025).

### **Introduction**

Public Act 101-0012 of the 101st Illinois General Assembly permits local school districts to establish an e-learning plan to address student learning in a remote environment. Since all students in Geneva CUSD 304 are issued a district managed laptop, this enables our teachers to take educational experiences beyond the walls of the classroom and comply with the statutory requirements.

Due to the recent state legislation and our current technology infrastructure, Geneva CUSD 304 can meet the statutory stipulations to use e-learning days in a manner that permits students to use digital tools to access learning opportunities from remote locations. The approval of e-learning and the e-learning Verification Form allows Geneva CUSD 304 to move forward with the overarching plan for distance learning for emergency days.

### **Teaching & Learning and Curricular Connections**

Student learning activities will be tied to the existing curriculum of Geneva CUSD 304 schools. Learning objectives align to the content and skills students must master to be successful in each course. Teachers will collaborate on their course and grade level teams to develop activities in line with the expected curriculum. Suggested activities include formative assessment, student collaboration, and/or activities that provide an extension of learning. It is the expectation that the e-learning activities will be approximately the length of a class period on a traditional day.

### **Student & Staff Access and Connectivity**

Student learning will be implemented utilizing district approved platforms (e.g. Microsoft Teams), instructional tools, and resources. Students will use school-issued devices, or personal

devices as necessary, to participate in their learning. Learning experiences may be non-digital in nature if that makes educational sense for the unit and/or grade level. Teachers will be available to interact with their students digitally during contract time on the eLearning Day, and students may also have the opportunity to engage with their peers via digital tools.

Staff required to interact with students during the contractual hours all have district-issued devices to support student learning on these days.

#### **Student Attendance**

Student attendance will be recorded in the District's Student Information System as it would on a typical school day. Attendance will be monitored and verified by teachers and/or through applicable online systems (e.g. Online Form, Microsoft Teams, etc.).

#### **IEP and EL Students**

Students will be afforded all reasonable accommodations and modifications and services outlined in their IEP, 504, and/or support plan(s). Teachers and aides will be available during the hours of instruction to provide additional assistance to students.

#### **Notice to Bargaining Units**

Discussions with the Geneva Education Association (GEA) and Geneva Support Staff Association (GSSA) will occur annually. Formal notice will be provided to the bargaining members after official adoption of the eLearning Program Verification.

#### **Staff Training**

Continual staff renewal on technology use occurs throughout the year for all staff in Geneva CUSD 304 schools. Similarly, all staff have received professional development on the district's common tools and platforms (e.g. Microsoft Teams, SeeSaw, etc.) for student work and collaboration. Instructional coaches and technology support will be available to support staff in implementing eLearning and on eLearning days.

