



## ROSELLE SCHOOL DISTRICT 12

Administration Office

100 East Walnut Street · Roselle, IL 60172

Phone: (630) 529-2091 · Fax: (630) 529-2467

[www.sd12.org](http://www.sd12.org)

Dr. Mary Henderson, Superintendent

Roselle Middle School  
500 South Park  
Roselle, IL 60172  
Phone: (630) 529-201

Spring Hills Elementary  
560 Pinecroft  
Roselle, IL 60172  
Phone: (630) 529-1883

### MEMORANDUM

Date: August, 2021

To: Roselle School District Board of Education

From: Kelly Lynn, Assistant Superintendent of Learning and Teaching

Re: Roselle District 12's e-Learning Plan

According to Section 10-20.56 of the School Code, school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior to implementation. Before adoption, the school board must hold a public hearing for the initial proposal or renewal of an e-learning program.

Roselle School District 12 will only activate an e-Learning day when a school closure is anticipated (for example, an emergency weather concern is approaching or a school closure order is in place due to the pandemic). With an anticipated e-Learning day approaching, staff and families will be notified immediately so that all instructional materials can be sent home with students.

An e-Learning day will not be activated during an unanticipated school closure (for example, a weather emergency that happens overnight or during a weekend). In these cases, emergency days will be used and student attendance days may be added to the end of the school year calendar

The D12 e-Learning plan was developed with consideration of families who will need to use alternative plans for child care (for example, student attendance is based on work completion with an extended due date past the e-Learning day, teacher availability throughout the day for additional support, learning activities that are completed asynchronously)

This document outlines the e-Learning Plan requirements for Roselle District 12 for the 2020-2023 school year.

**Section 10-20.56 (b) 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. Staff are provided with the technology needed to successfully teach and support students with e-Learning.**

*The vision of Roselle District 12 is to prepare students to ethically engage in our global society.*

Students will use their district provided Chromebook and non-electronic materials during e-Learning. The district supplies and monitors the use of appropriate software and other technology that supports student learning.

**Section 10-20.56 (d)(1) 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.**

Our plan includes the use of Google Classroom for digital workflow. Teachers will post their lessons through Google Classroom by the start time of the school day. Students in grades K-2 will receive tasks and choice boards to complete. Students in grades 3-8 will be assigned a variety of electronic and non-electronic activities to total 5 clock hours of instruction or school work. Students will have up to 5 days after school resumes to complete and submit their work. After 5 days, a Google Form will be used to report students who did not complete assignments. These students will be counted absent for the e-Learning day(s) when work is not completed. Intervention teachers, instructional coaches, media center directors, nurses, English Language teachers and speech teachers will be issued assignments from the immediate supervisors.

**Section 10-20.56 (d)(2) 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.**

If an e-Learning day is anticipated, all students will take their Chromebooks and any necessary non-digital educational materials home beforehand. It is our understanding that almost all families have access to the internet. Hotspots are available to our families upon request.

Students may, if conditions allow, go to our public library or a local business that offers public WiFi. If families request more information about how to obtain low-cost internet, they can visit the website: <https://www.internetessentials.com/apply>. If students are unable to access the internet due to issues such as power outages or other acts outside of their control, teachers will allow students extra days to make-up their work once students are back in the school building.

**Section 10-20.56 (d)(2.5) 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.**

Non-electronic materials will be made available for students. If assignments are not completed on e-Learning days, students will have five days once school is back in session in their buildings to complete and submit their work.

**Section 10-20.56 (d)(3) Ensure appropriate learning opportunities for students with special needs.**

Our plan includes accommodations and modifications as determined by a student's IEP or 504 plan. Special education teachers will ensure that student needs will be met. For students who do not have the ability to access their learning due to their disability, case managers, teachers, or other school staff will provide additional support. Students who may miss required minutes, such as with social workers or therapists, will receive compensatory minutes once students are back in the school building and/or over the summer

**Section 10-20.56 (d)(4) Monitor and verify each student's electronic participation.**

Our plan includes monitoring each student's participation during e-Learning days. Teachers will use Google tools to maintain accurate records of student participation. Participation will also be verified by the completion and submission of student work. Teachers will monitor student progress throughout the day to support verification of the 5 clock hours of work completed.

**Section 10-20.56 (d)(5) Address the extent to which student participation is within the student's**

**control as to the time, pace, and means of learning.**

Our plan includes flexibility for students. Our teachers will be available on a set schedule, however, students can work on and submit their work up to 5 days once they have returned to school. Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner.

**Section 10-20.56 (d)(6) Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning.**

Our plan includes the same notification procedures that we use for any emergency school closing. Our district has established a plan for communication that includes posting on our district website, emailing families through Blackboard, an automated phone call system, and Emergency Closing Center postings. The district will communicate expectations for e-Learning days to families and students which will be reinforced by the teachers on assignments. For technical assistance, families can contact their child's teacher.

**Section 10-20.56 (d)(7) Provide staff and students with adequate training for e-Learning days' participation.**

Our plan includes meeting with staff for planning purposes and collecting questions about e-Learning days. Teachers have access to the entire e-Learning plan for additional support. Teachers will use common time dedicated to preparing for e-Learning days' participation and planning for how to provide support to students on procedures and expectations. For technical assistance, staff can contact our district technology support.

**Section 10-20.56 (d)(8) 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.**

**Section 10-20.56 (d)(9) Review and revise the program as implemented to address difficulties confronted.**

Feedback received from stakeholders will be addressed and the e-Learning plan will be revised if needed.

**Section 10-20.56 (d)(10) Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day**

Staff will be supporting students to work off of daily landing pages at the beginning and throughout the school year. Google Classroom will be used for digital workflow throughout the entire school year. e-Learning expectations and responsibilities will again be communicated to all stakeholders if there is an anticipated e-Learning day.