

Urbana School District #116
E- Learning Day Plan Document

| School Code Requirement | District Plan Response |
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| <p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> i. Given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargaining unit iv. Written 3-year E-learning plan approval | <ul style="list-style-type: none"> i. Notice in paper on 10/27/23 ii. Notice on website and emailed to all parents on 10/27/2023 iii. Notice given to all staff and collective bargaining unit on 10/27/2023 iv. School board's approval of a district's initial e-learning plan and renewal of the e-learning plan shall be for a term of 3 years |
| <p>2. Show evidence of adopted board resolution of research based program(s) for E- Learning days. Describe technology, techniques and procedures that will be used on E- Learning days</p> | <p>USD116 Board adopted on 11/7/2023</p> |
| <p>3. Identify hardware and software that is required by teachers and staff for the program.</p> | <p>All teachers have laptops provided by the District. Teachers and students have access to GAFE (Google Apps for Education such as Google Slides, Google Docs, Google Forms, etc.).</p> |
| <p>4. Do all teachers and staff have access to the hardware and software required to deliver the E- Learning program?</p> | <p>All teachers have software and hardware. Online programs such as: Google Classroom and Seesaw, BrainPop, MobyMax, Zearn, Illustrative Mathematics, PBS Learning Media, Mystery Science, Class Dojo, Khan Academy, StarFall, GoNoodle, Pear Deck, Epic, Abcya, Raz-Kids will be continued to be used through Clever as a single sign on. Phone calls will be made to families when there has not been a connection made.</p> |
| <p>5. How will the district 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 a E- Learning day?</p> | <p>Students will participate in asynchronous activities for 5 hours.</p> <p>UECS and Elementary will receive asynchronous work in advance of E-Learning days.</p> <p>Urbana Middle School and Urbana High School will receive asynchronous work and receive all resources through Google Classroom.</p> <p>Attendance and grading will occur as students sign in to Zoom and/or completion of any asynchronous work.</p> |
| <p>6. How will the district ensure access from home or other appropriate E- facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program?</p> | <p>The District has provided all 6-12 students with a technology device and provided assistance with obtaining WiFi services or hotspots when the need was present.</p> <p>If students experience technical difficulties, they may complete asynchronous work for attendance accountability.</p> |

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| | <p>The District utilizes School Messenger for parent and student communication and posts updates on our web page and social media. Building administrators will also communicate office hours available to provide families with additional support and problem-solving.</p> |
| <p>7. How will the District ensure that non-electronic materials are made available to 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?</p> | <p>6-12 students are now equipped with the necessary technology. PK-5 receives asynchronous work at the beginning of the school year should E-Learning days become necessary.</p> <p>Teachers will continue to communicate with families through Remind, Class Dojo, Google Classroom, Class Tag, Skyward, phone, School messenger, and mail. Teachers will work with families to communicate through the preferred method to stay in touch.</p> |
| <p>8. How will the District ensure appropriate learning opportunities for students with special needs?</p> | <p>Special Education Case Managers and related service providers will partner with classroom teachers to ensure that accommodations and modifications to Individual E- Learning plans are made for each student with special needs on their caseload.</p> |
| <p>9. How will the District ensure appropriate learning opportunities for students with English Learners?</p> | <p>There was a representative team of dual language, English as a Second Language and general classroom teachers that worked on the development of the E- Learning documents to ensure that the needs of all English Learners are being addressed. The District's interpreter staff will assist with communication and translation as needed. All parent/family communication will continue to be sent via Spanish, French and English.</p> |
| <p>10. How will the District ensure appropriate learning opportunities for other students' unique needs as identified by the District?</p> | <p>The District utilizes an instructional approach rooted in differentiation across all Pre-K through 12th grade classrooms. Classroom teachers are already experts in meeting the unique needs of all learners.</p> |
| <p>11. How will the District monitor and verify each student's electronic participation?</p> | <p>Each classroom teacher will have the autonomy to monitor electronic participation as is appropriate to their curriculum and subject area. For example, a science teacher might monitor electronic communication through completion of an e-lab in Google classroom whereas an English teacher might monitor participation through a threaded discussion group. Teachers will record attendance in Skyward based on asynchronous learning and completion of student work.</p> |
| <p>12. How will the District address the extent to which student participation is within the student's control as to the time, pace, and means of learning?</p> | <p>The District will discuss timing and pacing for digital and personalized learning experiences with teachers. A communication calendar from teachers for when assignments will be posted and may be returned will be established. It will be made clear to teachers, students, and families that participation in E- Learning should consist of 5 hours of asynchronous activities.</p> <p>Each classroom teacher will have the autonomy to monitor electronic and non-electronic participation as is appropriate to their curriculum and subject area. Google classroom and Seesaw are already used on a daily basis. Teachers are able to track progress from a distance. If there are questions or concerns, the teacher will contact the student through Gmail and visa versa.</p> |

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| <p>13. How will the District provide effective notice to students and their parents or guardians of the use of particular days for E- Learning?</p> | <p>Notice for an E-Learning Day that is necessary due to weather or emergency will be shared with families through School Messenger, social media, email, District webpage, and news outlets.</p> |
| <p>14. How will the District provide staff and students with adequate training for E-Learning days' participation?</p> | <p>District leadership will provide support for grade level leaders, department chairs, and team facilitators to collaborate and deliver specific guidance pertaining to the E- Learning Plan.</p> |
| <p>15. How will the District ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?</p> | <p>USD116 is in collaboration with the Urbana Education Association/UEA on the development of the E- Learning Plan. USD 116 currently has an agreement for remote learning. Expectations will be mirrored for what has previously been bargained.</p> |
| <p>16. How will the District review and revise the program as implemented to address difficulties confronted?</p> | <p>The District will continue to make E- Learning Plans an agenda item at all school and District school improvement meetings. School Improvement Plan/SIP teams will review the implementation of this process to better support staff, students, and families for E-Learning days. Feedback will be received from staff during building and grade level meetings. An email system will be created for troubleshooting E-Learning and offering support for families. Principals will also have office hours for parents and guardians to connect via phone or email.</p> <p>Parents will be able to provide feedback through a survey at the end of the year to determine effectiveness and needs for future E-Learning days.</p> |
| <p>17. How will the District 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?</p> | <p>E- Learning will be utilized for any emergency or mandated closings. Updates will occur at Centralized Registration, in school handbooks, and in District policy.</p> |