

Country Club Hills School District 160

E-Learning Plan

Overview:

Country Club Hills School District 160 will provide online activities for students in grades kindergarten through eighth grade. Offline activities will be provided for students in pre-k with the option of online practice. The district will utilize its school messaging system which includes emails, robocalls and phone calls as well as having the information on the district website and on all district social media. Information on this plan as well as a FAQ portion has been provided to all families in the district.

Access and Materials:

Students: Students will use district issued devices and chargers that have been assigned to all students. Students without internet access have the option of requesting an internet connection hotspot at any point during the school year. Those students who do not have internet access will be given paper copies of the expected work.

Staff: All staff will utilize district issued devices and have access to each online program that will be used during an elearning day. The technology department will have a help desk available to the staff to assist if there are any issues. Staff without internet access have the option of requesting an internet connection hotspot at any point during the school year. All staff have remote access to their personal voicemail.

Training:

Students: Students will use district issued devices to complete activities on a daily basis while attending school. Each school has designated one day per week to create a technology day to assist the students in learning how to use the devices. Additionally, students have access to assignments through Google classroom and Clever daily and have accessed these programs throughout the first semester. The technology department has a help desk available for support.

Staff: Staff have received training on Google Classroom multiple times throughout the first semester including institute days and after school professional development.

Participation:

Participation will be accounted for through completion of assignments, time spent in the system which is verified through attendance and time on task on programs. Families will be provided with a suggested learning schedule to equate to five clock hours of learning.

Tentative Schedule:

9:00-10:00-Math
10:00-11:00-ELA
11:00-11:30-Lunch
11:30-12:30-Science
12:30-1:30-Social Studies
1:30-2:00- Specials

Attendance:

Attendance will be taken by each classroom teacher beginning at 9:00 am. The attendance will be entered into Powerschool at which point each school's nursing staff and secretarial staff will call absent students. If a student that was marked absent does not attend an elearning session, they will be marked absent for the day.

Assignments:

Students: Students will use district issued devices and chargers that have been assigned to all students. Students without internet access have the option of requesting an internet connection hotspot at any point during the school year. Those students who do not have internet access will be given paper copies of the expected work.

In the event of a planned elearning day, all necessary materials will be given to the students before they leave the school the day prior. All staff members will be instructed to have the students take all necessary materials home and prepare for an elearning day.

Diverse Learners:

Students with special needs will receive modified assignments based on their IEP. Modifications for online assignments will be made within the specific programs by the special education staff. Students not completing online assignments will be provided with a modified learning menu or packet.

Technology Assistance:

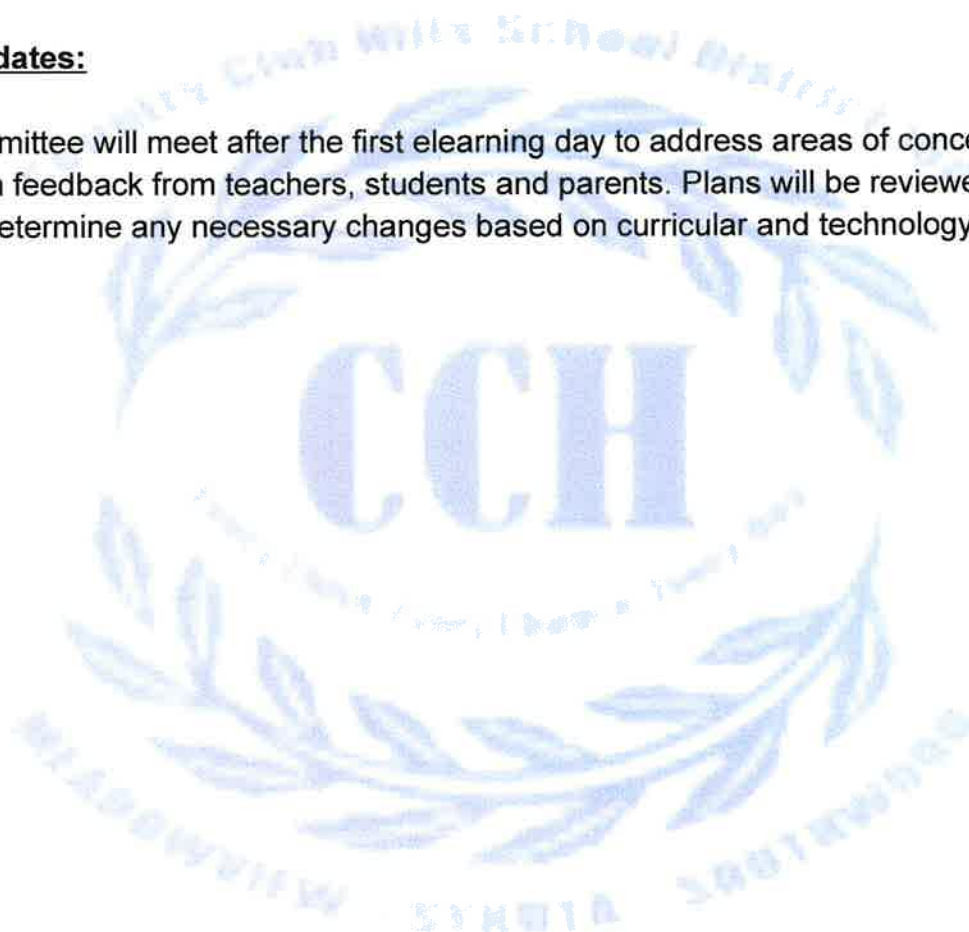
The technology department has a help desk available for support.

Country Club Hills Education Association:

The elearning plan was developed in collaboration with the help of the CCHEA cabinet members at a meeting on 12/5/22 in accordance with the collective bargaining agreement.

Plan Updates:

The committee will meet after the first elearning day to address areas of concerns based on feedback from teachers, students and parents. Plans will be reviewed twice a year to determine any necessary changes based on curricular and technology options.



Emergency School Closing eLearning Plan

E-Learning

E-Learning Days

- To minimize the impact of the school closing
- **NOT** to completely replicate what we are doing in the classroom
- These days are considered **attendance days** for students
- These days are considered **work days** for teachers

Lessons and Learning

- Connected to learning standards
 - Not necessarily aligned to the current unit/scope & sequence
 - Will not be graded
- Be available for 5 hours of time (See ["Expectations"](#) below)
 - Does not need to be sequential
 - Does not need to be direct instruction
 - Must be 5 hrs of "Instructional Time" where the teacher is available for at least 2 hours of active engagement with students. Can be via any of the resources below

Resources That May Be Used to Facilitate Learning Amongst Others:

- Google Classroom, MyOn, Accelerated Math, Amplify Science
- Video Lessons
- Newsela, Khan Academy, Pathblazers, Read180
- IXL, System 44, Fast Math, Edgenuity,
- Reading A-to-Z (MV)

Action Steps for Teachers

Determine the Platform (See Above)

- Electronic
- Packets
- Combination

Plan 5 Days of Lessons (in case of packets)

- Average of 5 hours of academic "work" each day
- Needs to require minimal parent support
- Will focus on academic instruction
- Specials teachers will push out weekly assignments

Expectations

- **Lessons**
 - Teachers will make at least 2 hours of time for active engagement with students each day (can be a combination)
 - Video conferencing with class (e.g. Google Hangout)
 - Being available in a chat room

Emergency School Closing eLearning Plan

- Being available via e-mail “office hours”
- Teachers need to communicate this to parents on a regular basis so students know what each day’s schedule will be
- Teachers need to turn in their hours to their principal
- Be aware of student misbehavior while online as well as student misuse of technology. A good site to use is GoGuardian.

- **Communication**

- Teachers need to check email
- Teachers need to check school voicemail
- Teachers need to include paraprofessionals in their google classrooms
- Attendance must be completed by 9:30

REMEMBER: WE CANNOT REPLICATE A SCHOOL DAY

- ***All we can do is provide a series of meaningful learning experiences for students***

Tentative Schedule:

9:00-10:00-Math
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1:30-2:00- Specials

(Math Ex. 15-20 minute lesson, 30-40 minute independent work, teacher available for support if needed, check in at end of time with all students)

Teachers enter all absent students into Powerschool for the office staff and nurses to follow up with parents.

Two hours during these times, teachers must be available for parents to contact you (i.e email, Google hangout, etc.)

Action Steps for Paraprofessionals

Expectations

- Paraprofessionals will be in the same platform as their classroom teacher
 - Paraprofessionals will make at least 2 hours of time for active engagement with students each day (can be a combination)
 - Video conferencing with student (e.g. Google Hangout)

Emergency School Closing eLearning Plan

- Being available in a chat room
- Being available via e-mail "office hours"
- Paraprofessionals need to turn in their hours to their principal

- **Communication**

- Paraprofessionals need to check e-mail
- Paraprofessionals need to get the Google Classroom information from their cooperating teacher

REMEMBER: WE CANNOT REPLICATE A SCHOOL DAY

- *All we can do is provide a series of meaningful learning experiences for students*

Action Steps for Nurses

Expectations

- Work with office staff to check on attendance if needed.

REMEMBER: WE CANNOT REPLICATE A SCHOOL DAY

- *All we can do is provide a series of meaningful learning experiences for students*

Action Steps for Office Staff

Expectations

- Office staff utilize Powerschool to check attendance for each classroom.
- Office staff will contact parents of students are not marked present
- **Communication**
 - Office staff contact the teacher if attendance is not completed by 9:30

REMEMBER: WE CANNOT REPLICATE A SCHOOL DAY

- *All we can do is provide a series of meaningful learning experiences for students*