

**East Coloma-Nelson CESD #20**  
**Emergency Corona E-Learning Plan:**

- 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:

During e-learning students must be provided work from the teachers they were assigned to see the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day(s) and will be due to be submitted back to the teacher or staff member by 9:00 p.m. the day it was assigned.

Elementary and Middle School Certified Staff:

On an e-Learning Day, the 7 hour 15 minute workday for teachers shall be scheduled as follows unless otherwise directed:

- 8:00 a.m. - 8:15 a.m. - Planning/preparation - staff connections for any needed support
- 8:15 a.m. - Lesson material(s) posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 8:15 a.m. - 1:15 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
- 1:15 p.m. - 2:25 p.m. - Duty Free
- 2:25 p.m. - 3:00 p.m. - Verification/assessment of student work/engagement; planning/prep, contact with staff as needed (e-Learning)
- 3:00 p.m. - 3:15 p.m. - Planning/preparation, professional responsibilities -contact coaches for any needed support

School Nurse will be available to parents and students on the e-learning day and will be issued an assignment from their building administrator.

- 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.

The East Coloma-Nelson middle school (and some elementary) students have chromebooks available and have assignments to complete in Google Classroom on a regular basis, so it is understood that all ECN students understand how to access the Internet and Google Classroom. ECN students may be assigned work through Google Classroom if that is a common instructional method. SPED Co-teachers are typically part of their gen. ed. teachers Google Classroom, therefore, they can assign their students through Google Classroom and check it when it gets returned. Another option is to create a separate assignment in Google Classroom for just the students on their caseload - this could be the modified assignment that they created based on the gen. ed. teachers assignment, or it could be something completely different related to one of the students goals. All teachers will be available (8:15-1:15) to support student learning and answer any questions. It is understood that most households have access to the Internet either on

a computer or cell phone. A matrix will be created with choices of work for the students to complete for that day. The matrix will be posted on the district website and will be able to be viewed on a cell phone. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will create a matrix for their students to use as a choice for work to be completed for the day which will include activities taught during a regular school day. Special Education teachers will provide assignments based on students goals. Teachers will be available from (8:15-1:15) to support student learning and answer any questions.

- 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.

Our district has the infrastructure and professional capacity in place to support the adoption of e-Learning days in place of traditional emergency days. A recent district informal study indicated that less than 100% of students at East Coloma-Nelson have reliable access to the Internet. The school staff will work with individual families to accommodate as needed (e.g. Access to Reduced Rate Programs etc.). If there is a power outage or another issue out of the families control, staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Families should reach out to the building Principal to make these arrangements.

- Ensure appropriate learning opportunities for students with special needs

Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher.

- Monitor and verify each student's electronic participation:

All work will be posted on the district website by 8:15 a.m. on e-Learning day. The work will need to be completed and turned in either electronically (by 9 p.m.) or in paper form on the next regular school day to verify the student's participation. Elementary students who complete 3 or more assignments will be considered *full day attendance*, 2 assignments will be considered *half day of attendance*, and students who complete no assignments will be considered *absent*.

Middle school students who complete the assigned work from at least 4 out of 7 classes in Google Classroom will be considered *full day of attendance*. Middle school students who complete 1 to 3 assignments will be considered *half day of attendance*. Students who complete no assignments will be considered *absent*. All assignments and activities assigned will be evaluated by teachers upon completion.

- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning

Student participation will vary based on the grade level:

- For K-2 grade students will be engaged for 45 min
- For Grades 3-5, students will be engaged for 90 minutes
- For Grades 6-8, students will be engaged for approximately 120 minutes

- Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning

Communication will go to parents explaining our emergency e-Learning plan, and it will be posted on our website.

- Provide staff and students with adequate training for e-Learning days' participation

A document was created to explain the emergency e-Learning day participation and procedures. Administration will be reviewing the expectations with staff at a staff meeting. Administration will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with an administrator independently to review the information.

- 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

- All teachers and aides have been assigned a laptop or chromebook for use at school and at home. Teachers and staff will be available for support from 8:15 a.m. to 1:15 p.m.
- Parents/students can communicate with their teacher/staff electronically.

- 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

An MOU is currently being developed.