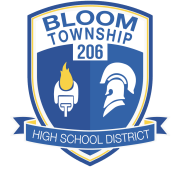




Bloom Township 206 e-Learning Plan



Overview

The goal of e-Learning is to provide a platform for continued instruction in the case of emergency school closure. Teachers will utilize Google Classroom to post lessons and take student attendance. Course packets will be available for students without Internet access/electronic devices. The instructional materials will complement the activities that would occur on a regular school day.

Teacher Daily Schedule

7:30am - 8:30am Prep hours/teacher collaboration

8:30am - 1:30pm Classroom time/virtual office hours

1:30pm - 2:55pm Plan period and lunch

Teacher Attendance

Teachers and staff will receive a daily Google attendance verification form. Teachers and staff must sign in by 8:30am daily. The e-Learning day does not override any pre-planned absences, i.e. sick, FMLA, personal, etc. Example below:

Having trouble viewing or submitting this form?

FILL OUT IN GOOGLE FORMS

I've invited you to fill out a form:

Bloom Township Staff e-Learning Attendance Verification (We will use this daily.)

Please fill out by 8:30AM daily

Please select your school from the list below *

Bloom Trail High School ▼

Please enter your first and last name *

Willie Stevens

Review and Submit

Never submit passwords through Google Forms.

Student Schedule

8:30am - 1:30pm is the student instruction time. Students must log into each class by 1:30pm each day.

Student Attendance and Expectations

Students will log into Google Classroom and answer the teacher prompt, “Are you here?” with a response of yes. Teachers will log student attendance for each period into PowerSchool by 2:55pm each day. Students are expected to turn in all assignments by 9:00pm the same day.

Students who do not have access to an electronic device or wi-fi will submit completed packets without penalty to the teacher upon their return. Upon receipt of the completed work, teachers will notify the attendance office to change any absences to present.

Students who have their parents leave a message for the attendance office due to an excused absence, should also be able to make up the assignment without penalty.

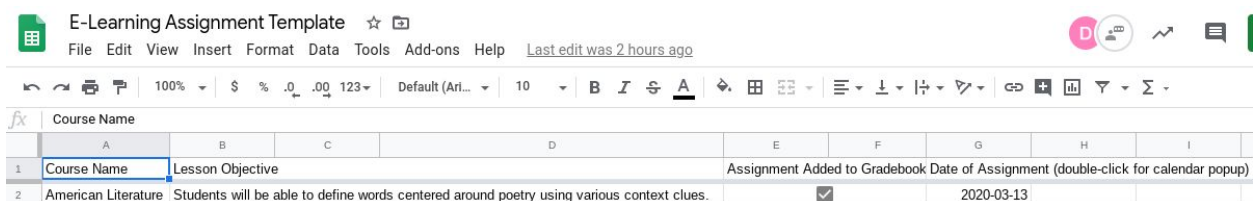
Staff Expectations

Teacher Expectations

Teaching staff are expected to post daily Google classroom assignments for each period by 8:30am. Lessons for e-Learning should be planned for the same duration of the class period. Teachers are expected to take home Chromebooks, hardware (chargers, etc) and materials needed for e-Learning on a daily basis. The assignment for each course should be able to be completed in approximately 50 minutes. There is no additional “homework” for e-Learning days.

Teachers should plan to provide learning packets for students without access to an electronic device or wi-fi. Please plan for at least two weeks worth of lessons. Please keep in mind that students may not have access to calculators and other relevant classroom supplies (art supplies, lab equipment, etc.).

An e-Learning assignment Google sheet for courses will be created. Teachers should complete the e-Learning Assignment Google sheet for each course taught in lieu of submitting a lesson plan. Required information will include the teacher name, course name, description of the assignment, and a checkbox that an assignment has been added to the gradebook with the date of the e-Learning day. The e-Learning Assignment template is housed within a Google folder shared by your Division Coordinator.



E-Learning Assignment Template ☆

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	A	B	C	D	E	F	G	H	I
1	Course Name	Lesson Objective			Assignment Added to Gradebook	Date of Assignment (double-click for calendar popup)			
2	American Literature	Students will be able to define words centered around poetry using various context clues.			<input checked="" type="checkbox"/>		2020-03-13		

PPS Staff Expectations

PPS staff will spend their instructional time contacting students on their off-track list, MTSS list or with students who require social work minutes or interventions. Teachers may reach out to PPS staff regarding students who have not completed Google assignments.

Nurses' Expectations

Nurses will check in with students who require daily medication and special 504 accommodations.

Equity of Access

The work that is provided to students in learning packets will be available at each campus's main office.

Some ideas for home learning include:

- Send books home with students and/or print out articles, poetry, and writing prompts.
- Assign a long-term research-based project aligned to multiple standards.
- Put together learning packets to review or enhance material already taught.
- Assign simple science projects that could be done at home.
- Review textbooks and print the supplemental lessons that one often does not have time to do in class.
- Use any online resources available to teachers and print assignments to do at home.
- Have students write reflection essays about a movie watched or a book read and scaffold the assignment for different age ranges.

Responsibilities for Students with Special Needs

Our e-Learning instruction should incorporate support that aligns with the student's IEP and necessary accommodations. It is understood that if the Google Classroom mode of instruction is not applicable, learning packets and resources will be adjusted accordingly. Related service providers, i.e. speech pathologists, social workers, psychologists, etc. will provide instruction to students that pertain to fulfilling required minutes. Additionally, the logging of service minutes is required.

Tech Support for e-Learning Days

If students or staff need technology support on an e-Learning day please contact our tech support between the hours of 8:30am - 1:30pm. The contact information is below.

Email: aschmitt@sd206.org

Phone: (708) 755-7010 x 1136

e-Learning Professional Development Training

Google Classroom training has been provided annually. Teachers will utilize early release time for additional training and support. Training on how to take student and staff attendance will be provided.

Review and Revision of Plan

This plan will be reviewed by the administrative staff and Curriculum Advisory Council subcommittee as needed.

Stakeholder Involvement

Provisions have been outlined for all Bloom Township District 206 staff pertaining to their role on an e-Learning Day.