



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. In cases where students are without Internet access, a learning packet can be given upon the student's return or the student will be expected to complete the assignment posted within the Google Classroom upon their return. In either case, extended time will be given to students to complete the assignment.

Teacher Daily Schedule

7:25am - 8:05am Prep hours/teacher collaboration

8:10am - 1:05pm Virtual office hours/Instructional time

1:10pm - 2:55pm Plan period and lunch

Teacher Attendance

Teachers and staff will complete a google form for attendance. Teachers and staff must sign in by 7:30am 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 7:30AM daily

Please select your school from the list below *

Bloom Trail High School ▼

Please enter your first and last name *

Willie Stevens

A copy of your responses will be emailed to wstevens@sd206.org

Review and Submit

Never submit passwords through Google Forms.

Student Schedule

8:10 am - 1:05 pm is the time for students to interface with staff via virtual office hours. Assignments will be given to students asynchronously. Staff will be available for questions during instruction time.

Student Attendance and Expectations

Students must log in via a google form for attendance purposes. This must be done by 1:00 pm each day.

Students are expected to turn in all assignments by 11:59 pm the same day. Students who do not have access to Wi-Fi will submit completed work without penalty to the teacher per the extended timeline established by the teacher. Students whose 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 8:00 am. 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 will set up a classroom Google Meet where students can interact with the teacher during virtual office hours. The teacher should give the Google link for the meeting room to their respective District Coordinator or Direct Supervisor.

Teachers should plan to provide learning packets for students without access to Wi-Fi or provide extended days for students to complete the online assignment. Please keep in mind that students may not have access to calculators and other relevant classroom supplies (art supplies, lab equipment, etc.).

Paraprofessional Expectations

Paraprofessionals are expected to be available during the virtual office hours/instructional time within Google Meet. The purpose is to assist the teacher with conducting social-emotional check-ins and offering support to students as they complete their assignments.

PPS Staff Expectations

During instructional time, PPS Staff will contact students on their off-track list, MTSS list, and/or students who require social work minutes or interventions.

Nurses' Expectations

During instructional time, Nurses will check in with students who require medication and 504 accommodations.

Secretarial Expectations

Secretaries are expected to continue carrying out routine administrative tasks, ensuring that essential functions of the school remain uninterrupted. In addition,

they should maintain regular communication with their respective supervisors to address any additional duties or responsibilities that may arise during this period. This proactive approach will help facilitate a smooth workflow and support the overall effectiveness of the school's operations during e-Learning days.

Cafeteria Staff Expectations

In the event of an e-Learning day, cafeteria staff will prepare meals for student pickup. Distribution is from 11:00 am to 12:00 pm.

Equity of Access

Some ideas for home learning where a technology device or Wi-Fi is not needed include:

- Send books home with students and/or print out articles, poetry, and writing prompts.
- 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.

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 8:00 am - 1:05 pm. The contact information is below.

Email: mhunter@sd206.org (Bloom & BT Elevate Academy) or cmann@sd206.org (Trail)

Phone: (708) 755-7010 x 1136 Mr. Mike Cannizzo

e-Learning Professional Development Training

Google Classroom training has been provided annually. Early release time, a scheduled morning meeting or an institute can be utilized for any additional training and support that is needed.

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.