



LaSalle/Putnam County Educational Alliance for Special Education

1009 Boyce Memorial Drive Ottawa, IL 61350

Mary Jane Chapman, Executive Director

PHONE/TDD: (815) 433-6433 FAX: (815) 433-6164 EMAIL: lease@lease-sped.org WEBSITE: www.lease-sped.org

Circuit Breaker School E-Learning Plan (4/3/2020)

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

- In the occurrence of utilizing an e-learning day students will be provided work from their assigned teacher on the missed day that is equivalent to no more than 5 hours of participation. The schedule on e-learning days will be 9:00 am to 2:00 pm.
- 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
 - Circuit Breaker School will utilize the internet, email, group chats, the Remind app and other means of communication for instruction and interaction between students and staff.
- 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
 - Students will be provided chrome books and chargers to access online materials. However, paper materials will be provided to students who may benefit from hands-on materials.
- Ensure appropriate learning opportunities for students with special needs
 - To ensure students with IEPs will have the opportunity for appropriate learning, teachers will assign work based on each individual student's instructional level. In addition, teachers will consider the student's needs for breaks, pacing, and ability to complete independent work when assigning work.
- Monitor and verify each student's electronic participation
 - Teacher's will be available from 9:00 am - 2:00pm daily through email and Google classroom to answer questions, assist with instruction and monitor student participation in assigned tasks. Teachers and staff will utilize GoGuardian as an online monitoring tool to ensure student participation and to observe student work. For students utilizing paper instructional materials, completion of assignments and email check in will demonstrate attendance.
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
 - Assignments will be shared regularly with students via Google applications, Google Classroom, email.
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
 - Letter will be sent to families via mail, posted to social media, information sent via Remind alerts and individual phone calls.
- Provide staff and students with adequate training for e-learning days' participation
 - We will utilize written directions, email, phone calls, Google Hangouts and Zoom to provide training on the use of technology.
- 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 staff will be offered and provided with laptops/Chromebooks and chargers

- 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
 - L.E.A.S.E. does not have any collective bargaining agreements, however, staff have been provided opportunities to provide input into planning.
- Review and revise the program as implemented to address difficulties confronted
 - Regular staff interactions through Zoom and surveys and student participation will help us to evaluate the effectiveness of the program in order to make adjustments as needed.
- 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
 - Staff will meet on Friday, March 20th at 11:00 am via Zoom to discuss the general expectation and responsibilities of the program. Communication to students and families will be via letter in the mail, social media (Facebook), website, email, and the Remind app. Additional parent phone calls will be made to families who have not confirmed receiving information digitally. Available teacher institute days will be utilized on an as needed basis to continually problem solve and provide professional development to teachers.
- Plan for returning to face-to-face instruction
 - Circuit Breaker School will utilize an available teacher institute day for teachers to return to their classrooms in preparation of face-to-face learning. Administration and office staff will utilize that day to ensure meal service and transportation are in place for a seamless transition.