

E-Learning Packet/Program Newark Community High School #18

This document is a summary of the entire E-Learning Program for Newark Community High School #18.

The following components of an E-Learning Program were completed and submitted to the Regional Office of Education in September, 2019. Our program was approved by the Regional Office of Education and the Illinois State Board of Education in October, 2019.

1. Public Hearing Information
2. Public Notice ad in local paper
3. Information to Community/Parents/Students about the E-Learning Program
4. Letter to bargaining unit at NCHS #18
5. Student Technology Survey (prior to launching the E-Learning Program)
6. SIP Day Activities for training of faculty/staff
7. On-Line Attendance Form (students log in to system every hour of the day)
8. SIP Day Follow Up E-Learning training
9. Student Survey after E-Learning Days
10. Sample Lessons (Math and Social Studies)

Emergency Day- Snow Day Protocol:

Our faculty and staff are required to post all assignments prior to 9:00 a.m. on the day of the emergency. Attendance is taken electronically every hour (4 times a day). The teacher then inputs this attendance information into our student management system. Our attendance secretary then verifies attendance, calls parents if the student has not checked in for the period/day. Faculty and Staff are required to be available until 3:00 p.m. online to correspond with students who have questions or cannot log onto our attendance system. Assignments are due when the student returns to that class unless arrangements have been made with their teacher. Faculty and staff are required to keep all e-mails or correspondence for documentation purposes. Any special education services that were missed on this day (social work, speech, etc.) are made up within 5 school days upon the return to school. Our special education teacher and paraprofessionals are available all day via computer or telephone to help students with any of their assignments.

Under the COVID-19 crisis, we have instituted the above program with the following modifications as of March 30, 2020:

All assignments are to be posted by 8:00 a.m. and teachers are available from 8 a.m.-3 p.m. In addition, teacher may be utilizing video classroom options such as Google Meet, Zoom, Skype, etc. With the possible use of this type of e-learning, the following rule must be followed. **Any live instruction or video**

produced by an employee of NCHS is prohibited to be record or posted on social media by anyone other than the author with the express written permission of Newark Community High School.

Attendance will continue as usual and if your student is ill and cannot participate in the lesson for that day, we ask that you e-mail Christi Kala at ckala@nchs18.org prior to noon. Please note that when the student is feeling better, he/she should make every effort to make up any work missed during his/her illness.

Any assigned work will be issued a due date and students should make every attempt to complete the assignment on time. Grades will be given for all work submitted following the grades as listed: A, B, C, D, or Incomplete. Any student who receives an incomplete will have the opportunity to redo their work and turn it in for a higher grade. Students who have incompletes will be required do complete these assignments prior to receiving credit for the course.

All special education students are receiving educational assistance via their regular education teacher, special education teacher and paraprofessionals and are also receiving services, such as speech, social work, hearing and vision, etc. that they are entitled to under their individual education plan.

With the ever-changing situation under COVID-19, adjustments may be needed throughout this crisis.