

Kankakee Area Career Center E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> i. Given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargaining unit 	<p>KACC Administration has submitted all points on the e-Learning Program Verification Form.</p>
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on e-learning days</p>	<p>KACC Administration has submitted all points on the e-Learning Program Verification Form.</p> <p>KACC Instructors will employ rigorous lessons using the Google Classroom platform. All KACC students have been issued a student-specific email (last name, first name, kacc2019@gmail.com). Assigned emails are only accessible to students, staff, and selected administration. All instructors are trained and have met the appropriate levels of proficiency in Google Classroom. Past practice both students and KACC Instructors have designed and employed successful ELearning lessons using Google Classroom KACC and KACC Instructors will provide parents with documentation that will explain in detail how to assist their students with logging in to Google Classroom and how to successfully navigate our instructor's lessons. If students have trouble logging in to Google Classroom, all instructors and the KACC technology coordinator have the ability to reset student login and password information. KACC students and parents have the ability to contact their instructor via email and the Remind application system. Any and all students that cannot log in or do not have remote access will be able to pick up their lessons at KACC as a packet. KACC survey has identified students that do not have the ability to connect remotely.</p>
<p>3. Identifying hardware and software is required by teachers and staff for the program.</p>	<p>KACC Instructors and support staff will be using computers that are assigned to them. Instructors will use the Google Suite to employ all ELearning lessons.</p> <p>Mr. Papineau, the KACC technology coordinator will be the point of contact if instructors have difficulty with remote internet connectivity during any ELearning day. KACC instructors have been directed to share all aspects of their Google Suites with Administration. This includes their login credentials.</p> <p>KACC Instructors are responsible to post their lessons on Google Classroom if they elect to take a sick or personal day.</p> <p>KACC Instructors that use personal or sick days during ELearning will not be responsible for office hours.</p>

<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>All KACC Instructors and support staff have access to all hardware and software platforms that are required to deliver rigorous lessons using the KACC Framework.</p>
<p>5. How will the district 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?</p>	<p>KACC is a CTE school that serves 17 High Schools. The Juniors and Seniors attend KACC during 3 separate 90-minute slots. KACC Instructors will employ daily lessons using Google Classroom. Students without remote connectivity will be able to pick up lesson packets at KACC or will be given time to complete their lessons at a later time.</p> <p>KACC Instructors will be required to provide students with an ELearning day schedule and checklist. Information that KACC Instructors will include will be: Instructor contact information, student subject matter and suggested time allotments, KACC ELearning Framework requirements, and formative assessment to ensure lesson mastery.</p> <p>KACC Instructors are obligated to follow this schedule:</p> <p>8:05 - 9:00 AM KACC Instructors will check-in using the KACC Staff Google Form. KACC Instructors Plan and Prepare. KACC assignments posted on Google Classroom with student directions.</p> <p>9:00 - 11:30 AM KACC Instructors remain available to students using email, Google Classroom, Hangouts, Chat, and Remind.</p> <p>12:30 - 2:45 PM Instructor availability continues, KACC Instructor planning, assessing, grade posting, and student/parent/administrative correspondence.</p> <p>2:50 PM KACC Instructors Check-out on KACC Google Staff Form.</p> <p>KACC student attendance is validated using the KACC Google attendance form and KACC support staff entry using Infinite Campus.</p> <p>KACC students have the option to pick up assignment packets on-site if they have issues with any aspect of ELearning. Students will be given an appropriate amount of time to successfully complete and master lessons that are electronically facilitated. KACC students that complete non-electronic assignments will also be given an appropriate amount of time to successfully complete and master any assigned lesson.</p> <p>KACC students will have access and opportunity to contact their Principal, Tech Coordinator, and Instructors using email or the Remind Application if they have issues with connectivity or any unforeseen technical problems.</p>
<p>6. How will the district ensure access from home or other appropriate remote facility for all students participating, including computers,</p>	<p>KACC has completed a technology survey of its students. The survey's goal was to determine which students do not have internet access and/or the ability to complete ELearning lessons. Assignment packets will be developed</p>

<p>the Internet, and other forms of electronic communication that must be utilized in the proposed program?</p>	<p>and ready for any student that is unable to access the KACC ELearning Framework.</p>
<p>7. How will the district ensure that non-electronic materials are made available to 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?</p>	<p>KACC has completed a technology survey of its students. The survey's goal was to determine which students do not have internet access and/or the ability to complete ELearning lessons. Assignment packets will be developed and ready for any student that is unable to access the KACC ELearning Framework. Students that complete non-electronic assignments will be given an appropriate amount of time to successfully complete and master their lessons.</p> <p>KACC students will have access and opportunity to contact their Principal, Tech Coordinator, and Instructors using email or the Remind Application if they have issues with connectivity or any unforeseen technical problems, including questions about non-electronic resources.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>All KACC students that have Individual Education Plans or 504 Accommodations will receive the appropriate assistance based on their plans and goals. KACC Instructors will include ELearning day accommodations. KACC students that do not have internet connectivity will receive the same accommodations when completing and mastering non-electronic lessons.</p> <p>KACC students that need additional support will be given the appropriate amount of time to successfully complete and master their lessons.</p>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>Currently, KACC does not have any students that are required to receive ESL accommodations. Any future ESL student would be given the appropriate amount of time to successfully complete and master their lessons.</p>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>Any and all KACC students that need additional support will be given the appropriate amount of time to successfully complete and master their lessons.</p>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<p>KACC Instructors will monitor and verify student electronic participation in two ways. The first method is that each KACC student is required to sign in using the KACC attendance spreadsheet. The second method is that each KACC student must complete a formative assessment after they complete their Google Classroom lesson.</p>
<p>12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?</p>	<p>KACC Instructors are available to assist their students during the regular school day and per the KACC ELearning day schedule. The KACC ELearning Framework is specifically designed to mirror classroom activities employed at KACC during the regular school day. KACC ELearning lessons will focus on CTE application and problem-solving. Lessons are carefully scaffolded ensuring that students benefit from previous lessons. KACC Instructors will monitor and verify student electronic participation in two ways. The first method is that each KACC student is required to sign in using the KACC attendance spreadsheet. The second method is that each KACC student must complete a</p>

	formative assessment after they complete their Google Classroom lesson.
13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?	In the event of an emergency, KACC will send messages out multiple ways; Infinite Campus "Shout Point", KACC's Website, KACC's Facebook, KACC's Twitter, KACC's Instagram, and KACC's SnapChat.
14. How will the district provide staff and students with adequate training for e-learning days' participation?	The KACC staff has attended numerous training sessions on the entire Google Suite, specifically Google Classroom. Google Suite training began at KACC in 2017. Last school year 2019/20, the KACC staff completed Elearning lessons that were successfully employed during snow and cold day emergencies. Teacher Institute time was used to train staff on best practices concerning ELearning. I myself attended a webinar last school year learning how Leyden High School used ELearning to benefit their student body. On Monday, March 16, 2020, KACC staff was trained specifically on the KACC ELearning Framework. Ms. Patty High from the IKAN Regional Office was also in attendance for the training and gave the KACC Framework a glowing review. The KACC staff is trained and fully aware of the expectations surrounding ELearning. It is important to note that the majority of students at KACC use Google Classroom daily. KACC students easily navigate the platform and successfully complete and master lessons as a cultural norm.
15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?	The KACC MOU is currently impending.
16. How will the district review and revise the program as implemented to address difficulties confronted?	KACC administration will distribute a Google Survey to students after ELearning has taken place. The student survey will give KACC the opportunity to reflect on student success and how KACC can improve student experiences. Additional training will be designed based on student needs.
17. How will the district 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?	KACC will ensure that consistent communication takes place with all stakeholders. Continued training during Teacher Institutes and monthly teacher meetings will be a priority. All KACC stakeholders will receive notification about the KACC ELearning framework by October 23, 2020. All KACC students will have been surveyed concerning their ability to connect on the internet, Google Classroom training will be provided, and non-electronic lessons will be prepared.