

Milford Area Public Schools #124 E-Learning Day Plan Document  
ROE Approved March 25, 2020

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> <li>i. Given notice of public hearing in newspaper of general circulation</li> <li>ii. Provided written or electronic notice to parents or guardians of hearing</li> <li>iii. Written or electronic notice of hearing to any exclusive collective bargaining unit</li> </ul>	<p>NA</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>NA</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>Google Platform.</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 teachers and staff have access through the Google platform. Hardware is available to those who do not have it at home as each student is assigned a chromebook.</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>Students will be required to open a Google Form and submit it to check in for attendance. Checks will occur throughout the day, and formative and summative assessments will be checked and noted upon return.</p>
<p>6. How will the district 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?</p>	<p>A survey was sent to all students to see who had computers, internet access and/or other forms of electronic communication available to them. All students had access to some form of electronic communication either at home, at the home of a family member, or at an appropriate remote facility.</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>Notice will be given prior to the end of day preceding the e-learning day when possible. Students who do not have access to technology will have access to hard copies of the assignment given to them the previous day and will be able to utilize school computers when we return to school if needed.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>SPED students who attend general education courses utilize procedures in place for general education students. SPED students will receive their accommodations built in to the given</p>

	<p>classroom activity. SPED teachers will be available by email for assistance and feedback for all SPED students as needed. SPED students will receive folders from their SPED teacher before a utilized e-learning day. These binders are specifically developed with instructional materials appropriate for the student based on their needs and IEP's. The activities allow students to continue to work on IEP goals during e-learning days.</p>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>ELL liaisons will supply students with work that would be appropriate for the continued learning of the English Learner students. Teachers will be available to students throughout the day via email and phone. Online programs are accessible.</p>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>Students who receive special services will complete learning activities within the special services they would have received for the day missed. For example, if a child regularly receives speech services, then during an e-learning day he/she will be contacted by his/her speech-language path and required to participate in speech activities. Students with medical needs, through either IEP, 504, or general education will be contacted by school nurse during e-learning days and will have access to the nurse through Google platforms or email for questions or concerns.</p>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<p>Student participation will be verified through the use of google forms, and/or usage data from Google Classroom and existing attendance processes. Turning in materials also will be a sign of attendance.</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>Students will be required to check in school by 1:00 PM. Students have flexibility to define their own work schedule and may use time in the evening to complete assignments.</p>
<p>13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?</p>	<p>Calls, emails, texts, website posting, district announcements and mass calls will be done the day before an e-learning day.</p>
<p>14. How will the district provide staff and students with adequate training for e-learning days' participation?</p>	<p>Teachers will be provided professional development on the procedures to be followed during SIP Days and department meetings as time allows. Students will be instructed on the procedures to be followed. Link for instructions is provided on the website for parents and students, including how to access the work and the expectations for work completion.</p>

<p>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?</p>	<p>MEA will be involved in the ultimate realization of an emergency e- learning plan. MOU will be agreed upon with the Union President prior to emergency elearning days being used.</p>
<p>16. How will the district review and revise the program as implemented to address difficulties confronted?</p>	<p>Our staff will review the type of learning activities and their connections to prior learning, the amount of assistance needed, and the ability of students to maintain the required five hours. We will also review any and all correspondence from teachers and parents.</p>
<p>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?</p>	<p>Within the week after this plan is state approved, all teachers, staff and students (and parents/guardians) will be notified of the plan and expectations and responsibilities. Milford Area Public Schools will NOT utilize this emergency plan until all aspects of communication as written above are realized.</p>