

# Seneca Township High School District 160

## Plan for Use of e-Learning Days

Plan for 2024-2025 through 2026-2027 school year

**Adopted June 19, 2024**

### E-Learning Day Plan

Seneca Township High School District 160 will offer e-learning days on a case-by-case basis, as determined by the Superintendent, from the 2024-25 school year through the 2026-27 school year, subject to three-year approval and renewal by our District's Board of Education and as required by the Illinois State Board of Education.

### Purpose of e-learning days

School Districts are required to have five emergency days scheduled into our calendar each year. Under Public Act 101-0012, Districts may create a plan for the use of e-learning days in lieu of traditional snow days or days taken for other emergency closures when the entire day is -canceled. Traditional snow days make it difficult to keep students on track for Advanced Placement and other standardized exams which have fixed dates. They are also completely lost instructional days for seniors since graduation is also a fixed date. If implemented effectively, e-learning days help students and teachers continue with instruction by utilizing innovative methods which are already encouraged and supported.

### District Philosophy

We believe that there is no substitute for site-based classroom instruction. With that in mind, we intend to be open for a full day of school as often as possible. However, we also recognize that some circumstances can make it unsafe or impossible for students to attend school. Traditional snow/emergency days will continue to be a typical response. E-learning days will be utilized only as a last resort and when extreme circumstances make it necessary to close school, as determined by the Superintendent.

### Notice

If we cancel school, an announcement will be made via our internal district notification system or a similar schoolwide communication system. This system generates automated phone calls, e-mails, and text messages to everyone in our PowerSchool database. The message will indicate whether it is an e-learning day or a traditional snow day/emergency closure. We will also post a notice on our homepage at [www.senecahts.org](http://www.senecahts.org), on [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com), and through our local news media.

If the decision is made to call an e-learning day, the determination will be made as soon as practical based on forecasts, road conditions, and other considerations. When possible, students will be notified at school the day before that forecasted conditions suggest the possibility of an e-learning day. That will allow students the opportunity to bring materials home. The District may also decide to use a traditional snow day/emergency closure. Such days will be added to the end of the school year.

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Please note that the District may make cancellation or late start decisions the morning of, rather than the night before, due to changing forecasts. Therefore, all families are strongly advised to plan ahead and be prepared for morning notifications.

#### Communication and Availability on e-Learning Days

All electronic communications between students and teachers will occur through Google Classroom, Schoology, and SHS email accounts. Teachers will post assignments for all of their classes by no later than 9:00 A.M. and to have attendance submitted through PowerSchool for each class by no later than 1:00 P.M.

We do NOT expect teachers or other staff members to be in constant communication with students throughout an e-learning day. We expect teachers to monitor their email throughout the day so that they can respond to student questions or concerns. Students and teachers do not have to be online at the same time.

Non-teaching faculty and staff members will be expected to utilize e-learning days as work-from-home days and, as with teachers, to check email periodically and be available to answer questions.

#### E-learning day assignments and taking attendance

Students are required to sign in to their Google Classroom and/or Schoology for each course by no later than 11:00 A.M. on an e-learning day so that they may submit their teacher's attendance assignment. Teachers will then use this data to record attendance in PowerSchool by no later than 1:00 P.M. on that same day. Any student who has not submitted their teacher's attendance assignment by 11:00 A.M. will be marked unexcused for the period unless the student's parent/guardian calls them in as absent per usual procedure by 1:00 P.M. The attendance assignment counts as officially checking in and receiving the posted assignment.

#### Assignment Expectations

Teachers are expected to give reasonable assignments that do not overwhelm students, recognizing that students are taking several classes. Assignments will be relevant, meaningful, and manageable. Students are expected to submit their assignments by the deadline indicated by each teacher, which will be no sooner than the start time of their next scheduled class meeting.

#### Students' Online Access

All students will be issued or have been issued Chromebooks by the District. Students who have internet connectivity issues may request accommodations from the District's Director of Technology. In the event that a student has difficulty accessing the internet or Google Classroom, the student will be given one additional day to complete the missed work.

#### Students with Special Needs/Accommodations

Students who require special accommodations to complete their assignments will be given the appropriate time after their return to school to receive those accommodations.

### Plan Modifications

It is possible that modifications will need to be made to this plan. The District will communicate any plan changes as they occur.

### Total Days Used

The total number of a-learning days used and traditional snow/emergency days used will not exceed five days or whatever number is permissible under the law, should that number change. It is possible that the District may utilize late starts or interrupted days which count as days that do not have to be made up at the end of the school year.

### School Access

On an a-learning day, as with traditional snow/emergency days, the Seneca Community High School campus will be closed. No students, parents, or employees are to be on campus without administrative approval. No access to lockers other parts of the school will be provided. Maintenance staff may report for the purpose of building maintenance and snow/ice removal when conditions make it safe to do so.

If the weather conditions improve sufficiently, administrators may provide clearance for sports or extracurricular organizations to hold practices and events later in the day. That information will be communicated if the determination is made.

### Questions

Students or parents who have questions about a-learning days should always feel welcome and encouraged to ask questions of their teachers, counselors, administrators, or any other staff members.