



*Where Students Come First*

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Oak Grove School District 68 - Lake County, IL  
E-Learning Day Plans (105 ILCS 5/10-20.56) Sec. 10-20.56.  
Updated: September, 2023

The e-learning plan outlined below is afforded to IL school districts under Section 10-20.56 of the school code. The plan has been approved by OGS stakeholder groups, including the OGEA and Board of Education, as well as the Lake County Regional Office of Education. Under this plan, OGS can utilize an e-learning day in lieu of using an emergency day that would otherwise require an additional day at the conclusion of the school year. While an e-learning day is an option, this plan does not preclude administration from utilizing an emergency day as the first call of action, should circumstances dictate this to be most appropriate.

- 1. Ensure at least 5 clock hours of instruction for each student participating in an e-learning day:**
  - a. Families and students will receive an e-learning plan from their teacher prior to the start of the school day. Teachers will meet virtually with students through Google Meet. The school day will be divided into 50% synchronous and 50% asynchronous learning activities to amount to 5 hours of daily learning. Students follow their typical school day schedule on an e-learning day.
  
- 2. Ensure access from home or other appropriate remote facility for students participating in remote learning:**
  - a. Students will take home their devices in advance to ensure all students have access to e-learning on the day(s) identified. If a student does not have access to the internet, they will be provided print materials to engage in the learning day.
  
- 3. Ensure non-electronic materials are made available for students participating in the program who do not have access to the required technology:**
  - a. Students will take home their devices in advance to ensure all students have access to e-learning on the day(s) identified. If a student does not have access



to the internet, they will be provided print materials to engage in the learning day.

**4. Ensure appropriate learning opportunities for students with special needs:**

- a. Students with special needs will meet synchronously with support staff for 50% of the time identified on a typical school day. Emails will be sent home to families with details about support when an e-learning day is planned.

**5. Monitor and verify each student's electronic attendance:**

- a. Teachers will enter student attendance into the OGS student information system.
- b. If a student is not able to attend the e-learning day, an email must be sent to [OGSofficestaff@ogschool.org](mailto:OGSofficestaff@ogschool.org) to report student absences.

**6. Address the extent to which student participation is within the student's control regarding time, pace and means of learning:**

- a. The expectation is to complete classwork and/or assignments on the day it is assigned. However, it is understandable that issues may arise that could impact a student's level of completion. Therefore, students will be provided an extended amount of time to complete their classwork and/or assignments following the e-learning day.

**7. Provide effective notice to students and their parents or guardians of the use of particular days for e-learning:**

- a. Administration will make every attempt to provide adequate time for teachers, students, and families to prepare for an e-learning day. Students will be notified in advance of an e-learning day so they are prepared to take home their device and any other resources as specified by their teacher(s). Administration will notify families in advance through email and provide further instructions to support their child(ren).



- 8. Provide staff and students with adequate training for e-learning days' participation:**
  - a. At the start of each school year, staff will update their e-learning plans and communications in preparation for a possible e-learning day.
  - b. Teachers will practice with students how to log in and participate in a Google Meet.
  
- 9. 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:**
  - a. All students and staff have been issued a device (with appropriate software applications) to engage in e-learning.
  
- 10. Ensure an opportunity for any collective bargaining and collaboration with the association:**
  - a. The OGS e-learning plan was created in collaboration with the Oak Grove Education Association (OGEA). Administration also solicited input from district parents into the design of the plan.
  
- 11. Review and revise the program as implemented to address difficulties confronted:**
  - a. Administration will collaborate with the teachers' association to solicit feedback on the e-learning plan including the structure of the learning day and expectations for teachers and students. The e-learning plan will be reviewed annually with the teachers' association.