Implemented August 2022

What is E-Learning (Electronic Learning) Instruction

A school board may adopt a policy for an e-learning program wherein students can receive instruction electronically while they are not in the building. E-learning days can only be used in lieu of a scheduled emergency day and are limited to the maximum of five (5) school days. This option existed in state statute prior to the pandemic. A district has total discretion over whether to adopt an e-learning program. Specifically, before a school board adopts a new policy for e-learning or renews an existing policy, it must hold a public hearing at a regular or special board meeting where the public will have an opportunity to comment. Lebanon CUSD#9 will be holding a Board of Education public hearing on e-learning day on Thursday, August 11th at 7:00pm in the Lebanon Elementary School Library. An e-learning Program adopted in accordance with these procedural requirements is valid for three years.

If a district has an approved e-learning plan, it can use an e-learning day in lieu of an emergency day to close buildings under a multitude of circumstances. However, e-learning days are limited to five per year. Each student participating in an e-learning day must receive at least five (5) clock hours of instruction or school work.

E-Learning Goal

To create consistent, effective instructional and learning expectations for teachers, students, and parents; ensuring students are receiving meaningful instruction and constructive feedback with effective academic measures in place. E-learning will focus on social-emotional well-being, literacy, mathematics, science, and social studies at the elementary level. At the High School level, students will focus on a number of school subjects as well as on their assigned school schedule.

Lebanon District's E-Learners

During the 2022-23 school year, we may utilize up to five (5) e-learning days as a remote learning method of instruction. E-learning days will be used in lieu of emergency days (snow days). Typically, E-learning days would be utilized only if we have prior knowledge of school closure due to outside circumstances and have the ability to make sure our staff is also prepared to deliver educational instruction.

E-Learning Communication

Lebanon CUSD 9 will communicate through the use of the online learning platforms and Google Suite for grades 6-12. Seesaw will be used for grades PreK-5 to ensure consistent, efficient, effective communication between the student, parent, and the teacher regarding assignments and lesson submission. Additional online learning options may also be incorporated to help bridge any learning gaps. All district students should be logging into these learning platforms utilizing their district email address.

Accessibility

LCUSD9 will continue to strive for 100% connectivity and accessibility during the utilization of e-learning days. If students have difficulty accessing these platforms online or have internet issues please contact your students building office. We will also ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or do not have access.

Lebanon Elementary School 537-4553
Lebanon High/Junior High School 537-4423

To ensure the best communication possible between families and classroom teachers, it is important that families share updated contact information to school offices and classroom teachers. Contact information that should be shared would be an: active email address, phone number(s), mailing/postal address.

Grading Scale / Due Dates

LCUSD 9 e-learners will be using the district grading scale, and due dates will be determined by the learning teacher and be consistent with the typical classroom due dates and late policies established by both the district and the classroom teacher. *Letter grades will be issued for e-learning.*

Students will be expected to engage and complete work consistent with in-person instructional expectations.

Student Attendance at Lebanon Elementary School

Students are expected to be present every attendance day as outlined in the school calendar. Parents must report absences for e-learners the same as they would if the student were physically attending school. Daily communication with the classroom teacher or the office will confirm School attendance.

Teachers will be available during 8:00 - 1:41, with Flex Instruction - Extra student/parent support hours from 1:41- 3:15. Teachers will also communicate their availability outside of normal operating hours to parents/students.

Student Attendance at Lebanon High School and Lebanon Junior High School

Students are expected to be present every attendance day as outlined in the school calendar. Parents must report absences for remote learners the same as they would if the student were physically attending school. Daily communication with the classroom teacher or the office will confirm Lebanon HS/JrHS School attendance.

Teachers will be available during 8:00 - 1:41, with Flex Instruction - Extra student/parent support hours from 1:41 - 3:15. Teachers will also communicate their availability outside of normal operating hours to parents/students.

Classroom attendance for grades 6-12 will be confirmed through a daily login to Google Classroom. The remote learning class schedule for students is as listed below:

Period	Time
First Period	8:00 - 8:40
Second Period	8:43 - 9:23
Third Period	9:26 - 10:06
Fourth Period	10:09 - 10:49
Fifth Period	10:52 - 11:32
Sixth Period	11:35 - 12:15
Seventh Period	12:18 - 12:58
Eighth Period	1:01-1:41

1:41-3:15- Flex Instruction - Extra student/parent support hours available

The current attendance policy applies to remote learners as outlined in the school handbooks for Lebanon High School, Lebanon Junior High and Lebanon Elementary School.

Learning Tasks
Teachers will assign learning tasks per class and/or subject. A learning task is any assignment which supplements or assesses student learning. Examples could be watching instructional videos from web-based sources, attending online meetings with the teacher, worksheets, writing samples, projects, etc. Students are expected to complete **all** assigned work.

Teacher Feedback
Teacher will give feedback for any learning task turned into the teacher. Examples of feedback are acknowledgement the task has been turned in, a grade on the task, and/or any written or verbal comments.

Communication
Teachers will communicate the instructional schedule and resources for e-learning days. Teachers and administration will monitor and verify each student's electronic participation.

Free/Reduced/Regular Student Lunches/Breakfast during E-Learning
The district will be making arrangements to be able to provide bag lunches and breakfasts to families when we utilize e-learning days. Our current planning would allow for breakfast and lunch bags to be taken home prior to e-learning days being called (the day before with prior forecasting to determine school cancellation). If you are interested in receiving school meals, please contact the office in your student's school building.

Goal
Our goal as a district is to continue to provide the best educational opportunities for our students. One of the biggest benefits of e-learning days will be the reduction of make-up school days. This is one of the reasons that e-learning days were adopted by Illinois school districts. It is also increasingly important to provide students with technological tools in the classroom to be lifelong achievers.