



E-Learning Policy

Introduction

This E-Learning Plan outlines how Walsh Academy will ensure educational continuity for students during emergency school closures, as authorized by the Illinois State Board of Education (ISBE). We prioritize maintaining student progress toward their learning goals while following ISBE's five-hour minimum instructional time requirement.

Communication

- In case of an emergency e-learning day, Walsh Academy administration will notify families and staff through the school website, social media platforms, and the Emergency Closing Center.

Technology

- Students and staff will take home laptops/Chromebooks when an e-learning day is anticipated.
- Teachers will also prepare paper resources, such as novels, study guides, and workbooks, for all students to be sent home.

Schedules

- E-learning day schedules will be provided to students and families at the beginning of each school year. The E-learning policy will be posted on the Walsh Academy website: www.walshacademy.org
- A typical e-learning day will consist of 4.25 hours of synchronous learning (live instruction via Google Meet), 1 hour of asynchronous learning (independent work, breakout groups, and related services (speech, OT, Physical Education) implementation in Google Classroom), and a half-hour lunch break for students and staff.
- During asynchronous learning time, teachers and counselors will be available for consultations through Google Meet and breakout rooms.
- CTE extension students will participate in 1.5 hours of synchronous learning and 1 hour of asynchronous learning.

E-Learning Plan Details

Students

- **Attendance:** All students are expected to attend e-learning days and report to class via Google Meet at the designated times.
- **Absence Reporting:** Parents/guardians must report absences to the student's teacher. The attendance policy for e-learning days follows the same guidelines as in-person learning days.



- **School Start Times:** E-learning days will begin at the same time as regular school days— 8:30 a.m. The end of the academic day will remain the same as well: 2:15 p.m. CTE Extension students will remain logged in to continue CTE programming until 4:00 p.m.
- **Expectations:** Student behavior expectations remain the same as in-person learning days, as outlined in the Parent/Student Handbook.

Student Workspace

- Students are encouraged to find a quiet workspace with minimal distractions.
- The visible background during Google Meet sessions should be school-appropriate.
- Students should have a hard surface area for their Chromebook and comfortable seating.

Google Meet Meeting Etiquette

- Students should:
 - Charge their devices beforehand.
 - Have necessary supplies nearby.
 - Arrive on time for virtual classes.
 - Dress appropriately.
 - Mute their microphones unless speaking.
 - Keep their cameras on (unless the teacher instructs otherwise).
 - Ask permission to step away from the computer.

Staff

- **Roles and Responsibilities:** All staff ensure their school-issued devices are ready for use on e-learning days.

Administrators & Technology Team

- **Before E-Learning Days:**
 - Provide a master Google Meet link spreadsheet for staff to access easily.
 - Create e-learning schedules based on school hours.
 - Share the Walsh Academy E-Learning Plan with staff at the beginning of the school year.
- **On E-Learning Days:**
 - Notify staff and students of the e-learning day.
 - Be available to answer questions via email and phone.



Teachers

- **Instruction:** Teachers will provide engaging, high-quality instruction through remote learning.
- **Before E-Learning Days:**
 - Set up Google Meet links for their classrooms and share them with students, parents/guardians.
 - Prepare alternate /supplemental e-learning education materials for all students to take home.
 - Maintain a student contact information list to check in with students during e-learning to ensure students can access the Google Meet Classrooms, assist with supplemental materials, and check in with students.
- **E-Learning Day Expectations:**
 - Be present for a total of five hours, following the established e-learning schedule.

 - An e-learning day will consist of 4.25 hours of synchronous learning (live instruction via Google Meet), 1 hour of asynchronous learning (independent work, breakout groups, and related services (speech, OT, Physical Education) implementation in Google Classroom), and a half-hour lunch break for students and staff.
 - Hold office hours during asynchronous learning time to be available to students via Google Meet.
 - P.E. and related service staff will participate in Google Meet meetings with the classes they normally work with on in-person days.

Paraprofessionals: Assist teachers in small group instruction during Google Meets and office hours. Monitor student attendance throughout the day.

Support Staff:

- **Social Workers, Psychologists, Counselors, Interventionists, and resource Teachers:** Maintain regular student schedules and use Google Meet to access classrooms when needed.
 - Monitor and record attendance via Blackbaud for your classroom
- **Clerical Staff:** Communicate with building administrators for expectations. Retrieve voicemail and email messages



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Staff Training and Communication

- Walsh Academy administration will notify staff of a potential emergency closing day via email, meetings, and emergency phone tree.
- During the first days of school institute day, the administration will share e-learning expectations and provide Google Classroom
- All Staff will receive ongoing training on Google Meet/Google Classroom, Blackbaud, and other related resources.



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