

Woodland School District 50



eLearning Plan

Woodland Board of Education Approval on July 22, 2021

Effective Fall 2021- Spring 2024

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INTRODUCTION

Purpose and Benefits of eLearning Days

Typically, the district will close due to weather-related conditions that prevent students and staff from arriving safely at school. The number of days the district is closed are added to the end of the district calendar as “emergency days” to fulfill the required number of student attendance days. Instead of instruction ceasing when the district closes, Woodland District 50 is focusing on the continuity of instruction and the safety of students and staff by implementing an eLearning Day (“Electronic Learning”) Plan.

Development of Woodland District 50’s eLearning Plan

A committed group of stakeholders participated during the summer of 2021 to develop Woodland’s eLearning Plan. Over 40 participants on the e-Learning Committee included certified staff, non-certified staff and parents from each school. Representation from many programs and departments were included such as Dual Language, Special Education, Technology, Human Resources, Teaching and Learning, Woodland PTA, and our Woodland Federation of Teachers and Staff (WFTS).

There were many opportunities for Woodland’s collective bargaining unit (WFTS) to participate in this process. Four Union representatives, one from each school, participated in the development of the eLearning Plan. The Union President was also instrumental in this process and sought approval from Union Leadership during the final stages of development. We appreciate the support and participation of the Union.

COMMUNICATION

Woodland’s eLearning Plan

To implement eLearning effectively, clear and consistent communication to all stakeholders is critical. Each school year, the district will send the eLearning Plan to all staff and district families in the fall to serve as a reminder of what to expect should the district need to implement an eLearning Day due to an emergency closure.

Utilizing an eLearning Day

When possible, advanced notice will be given to staff, students and families to be prepared for an eLearning day. In the event of a predictable weather event, notice of a possible eLearning Day will be sent before dismissal on the previous school day to allow all stakeholders to prepare for eLearning instruction and prompt students to bring home necessary technology, texts, and other resources. In most cases, the impact of the weather event is not known until early in the morning of the emergency closure. Every effort will be made to make the decision as soon as possible to provide time to make necessary arrangements for the day. Once it has been confirmed that eLearning will take place, Woodland will send out a message using multiple methods of communication, such as phone calls, email, the district website, and social media. Not all weather events and other disruptions are predictable which may change the communication timeline for notifications. It is also possible that a weather event may not develop into a severe storm and warrant the use of an emergency closure. It is important that families read or listen to the messages sent by the district.

Notification of eLearning Days

To stay connected with the most up-to-date information regarding eLearning, please keep the following tips in mind:

- Staff and families should check their email often.
- Families’ contact information should be up-to-date in Skyward Family Access.
- Visit the district website (www.dist50.net) for announcements and refer to the “[eLearning Day Supports](#)” webpage.
- Follow Woodland District 50 on social media:
 - Facebook: www.facebook.com/WoodlandDistrict50/
 - Twitter: twitter.com/Woodland50News
- Communications will be sent by phone and email in English and Spanish.

ATTENDANCE

Woodland will adhere to Woodland Board Policy regarding attendance:

- Students are expected to participate in eLearning and complete assignments. If you are not able to participate due to extenuating circumstances or your child is sick, please contact the appropriate school Attendance Line.
 - Primary Attendance Line: 847-984-8701
 - Elementary West Attendance Line: 847-984-8900
 - Elementary East Attendance Line: 847-984-8800
 - Intermediate Attendance Line: 847-596-5901
 - Middle School Attendance Line: 847-856-3401
- Attendance will be verified by one of the following methods in priority order:
 - **1st:** Students will sign in on the eLearning Day Attendance Sheet sent out by the Homeroom or Advisory Teacher no later than 10:30 AM. EC/WELE PM session students will sign in on the eLearning Day Attendance Sheet sent out by the Homeroom Teacher no later than 1:30PM.
 - Staff will take attendance by 10:30 AM. The Attendance Clerk will contact students' families who are absent.
 - EC/WELE PM session staff will take attendance by 1:30 PM. The Attendance Clerk will contact students' families who are absent.
 - **2nd:** If students are not able to sign in on the eLearning Day Attendance Sheet, then the student may log in to the morning Staff Office Hours from 9:30-10:30 AM with their Homeroom Teacher or Advisory Teacher. Early Childhood and WELE students who are assigned to the PM session should attend the afternoon Staff Office Hours from 12:30-1:30 PM to count for attendance.
 - Staff will take attendance by 10:30 AM. The Attendance Clerk will contact students' families who are absent.
 - EC/WELE PM staff will take attendance by 1:30 PM. The Attendance Clerk will contact students' families who are absent.
 - **3rd:** If students do not have Internet access or their technology device is not working on the eLearning Day, students will successfully complete and submit the assignment for their 1st period or Core 1 class. Only the submission of the 1st Period or Core 1 class assignment will count towards attendance. Once the student has submitted their assignment on time, he/she will be marked "Present". If students do not submit work within two (2) school days after the eLearning Day then the student will be considered "unexcused". Please refer to the chart in the Teaching and Learning section for specific due dates.
- Students are still required to successfully complete and submit other assignments either on the eLearning Day or within the required due date.

TEACHING AND LEARNING

Schedule for the Day

A consistent district schedule will be utilized on an eLearning Day. Students in Kindergarten through 8th grade will begin at 9:00 AM and conclude at 3:00 PM with one hour for lunch and movement breaks. Students may take movement or screen breaks at any time during the day when needed. Staff will have planning time in the morning from 8:00-9:00 AM and at the end of the day from 3:00-3:30 PM.

Early Childhood and WELE Programs

For students in the Early Childhood or WELE programs, their instructional day will only be 2.5 hours. Those students need to follow their morning or afternoon session to which they are assigned. Morning session is 9:00-11:30 AM and afternoon session is 12:30-3:00 PM. Lunch time and break will be 11:30-12:30 PM. Morning check in and Staff Office Hours are 9:30-10:30 AM and afternoon Staff Office Hours from 12:30-1:30 PM.

Student eLearning Day 9:00-3:00						
8:00-9:00 Staff plan time	9:00-11:30 Student eLearning work time		11:30-12:30 Lunch for all	12:30-3:00 Student eLearning work time		3:00-3:30 Staff plan time
	9:30-10:30 Staff Office Hours (morning check-in)			12:30-1:30 Staff Office Hours (afternoon check-in)		
<i>Staff eLearning Day 8:00-3:30</i>						

Staff Office Hours

Two (2) Staff Office Hours sessions are available for student support with one in the morning from 9:30-10:30 AM and in the afternoon from 12:30-1:30 PM. Students are expected to log into their homeroom or advisory teacher's video-conferencing tool (Google Meet or Schoology Conference, for example) to check in at least once during the day. Remember that, for attendance purposes only, the morning Staff Office Hours counts towards attendance if students are not able to sign in on the eLearning Day Attendance Sheet. Early Childhood and WELE students who are assigned to the PM session should attend the afternoon Staff Office Hours from 12:30-1:30 PM to count for attendance. Staff Office Hours are also available for students and families to seek clarification of assignments. All teachers will be available during Staff Office Hours. Students can join any teacher's office hours based on subject area or question they may have. If students are not able to attend Staff Office Hours, they are encouraged to message or email their teachers with questions. Emails that come in after 3:00 PM may not receive a response until the next school day.

Required Instructional Time Guidelines

The charts on the following pages contain instructional minutes guidelines to help staff when planning tasks for an eLearning Day in order to meet the minimum five (5) instructional hours Kindergarten through 8th grade and 2.5 hours for Early Childhood (EC) and WELE programs. Instructional minutes include, but are not limited to the following activities: reading/writing, practice math facts, educational videos, educational digital platforms (i.e., Dreambox, ALEKS, Reading A-Z, RAZ Kids, Pioneer Valley Literacy, etc.), independent work, journal reflections, direct instruction from a teacher, educational games, vocabulary work, at home science experiments, playing a musical instrument, creative art projects, and such.)

2.5 hours minimum (150 minutes)	Primary (Early Childhood & WELE)
Whole group morning routine	25 mins.
Gross Motor	25 mins.
Literacy and Math	50 mins.
Art	10 mins.
Social Emotional Learning	10 mins.
Play based activities	30 mins.

5 hours minimum required (300 minutes)	Primary (Kindergarten)		Elementary		Intermediate	
	Mono	**Dual Language	Mono	**Dual Language	Mono	**Dual Language
Purposeful Play	45 mins.					
Literacy	110 mins.	110 mins.	120 mins.	150 mins.	120 mins.	150 mins.
Math	60 mins.	60 mins.	60 mins.	60 mins.	60 mins.	60 mins.
Science or Social Studies	30 mins.	30 mins.	60 mins.	30 mins.	60 mins.	30 mins.
*PE or Health	30 mins.	30 mins.	30 mins.	30 mins.	30 mins.	30 mins.
*Art/Music/Library	30 mins.	30 mins.	30 mins.	30 mins.	30 mins.	30 mins.

*Students will receive assignments for their Specials based on the rotation schedule. Primary students will only have Music.

**Dual Language students will receive English Language Arts and Spanish Language Arts

5 hours minimum required (300 minutes)	Middle School	
	Mono	**Dual Language
Language Arts	60 mins.	60 mins.
Math	60 mins.	60 mins.
Science	60 mins.	60 mins.
Social Studies	60 mins.	60 mins.
*PE or Health	30 mins.	30 mins.
*Explore Classes	30 mins.	30 mins.

*Students will receive assignments for their Explore classes based on the rotation schedule.

**Dual Language students will receive English Language Arts and Spanish Language Arts

eLearning Day Assignments

Student learning assignments will be connected to the existing curriculum of Woodland District 50 and aligned to Illinois Learning Standards. Assignments will align with a student's current instructional program and schedule.

- Students will be held accountable for the completion of assignments within two (2) school days of the scheduled eLearning Day.

If an eLearning Day falls on a...	Monday	Tuesday	Wednesday	Thursday	Friday
Assignments due no later than...	Wednesday	Thursday	Friday	Monday	Tuesday

- Assignments will be balanced and varied to include authentic and engaging learning experiences that are a continuation of learning of the curriculum to the greatest extent possible.
- Assignments may be an extension of the prior instructional day or a review of key skills and concepts.
- No assessments will be given on an eLearning Day. If an assessment was originally scheduled for a day in which an eLearning Day is announced, students may be expected to complete the assessment upon returning to school the next day per teacher's discretion.
- Assignments will be a balance of on and off screen tasks.
- Assignments will meet the minimum five (5) clock hour requirement for K-8 and 2.5 hours for Early Childhood and WELE programs.
- Most assignments should be completed independently with minimal support from parents, caregivers or siblings.
- When appropriate, assignments will be differentiated to meet the needs of students, especially ones eligible for special education services, English language services, students experiencing homelessness under the Education for Homeless Children Act or other vulnerable student populations.
- Students should be given feedback on assignments completed for an eLearning Day.

Instructional Materials

Hardcopies of textbooks, student work editions, other texts, manipulatives, paper copies, and other non-electronic materials may be provided to accommodate the needs of students.

English Language Learners (EL)

When appropriate, activities should be differentiated to meet the needs of students eligible for English language services. EL teachers will share a modified schedule on eLearning Days to address high priority needs.

Dual Language

Students in the dual language program will continue to receive both English and Spanish language assignments.

Math and Literacy Interventions

Interventionists will share a modified schedule on eLearning Days via Seesaw/Schoology to address high priority needs.

PROFESSIONAL DEVELOPMENT AND TRAINING

Staff

All staff need effective professional development and training in order to be prepared for an eLearning Day. Professional development will focus on these two (2) primary areas:

- Woodland District 50 eLearning Plan
 - Overview of the plan
 - Expectations and procedures
- Technology
 - Learning Management Systems (LMS)
 - Video-conferencing tools such as Google Meet, Zoom or Schoology Conferences
 - Chromebooks

Our Technology Integration Specialists will facilitate staff training on technology topics. On-Demand professional development modules and videos are also available on the ["eLearning Day Supports"](#) webpage. Time during staff meetings and professional development days will be set aside to address training topics.

Students

Students will be taught how to use learning management systems, video conferencing tools, and CLEVER.

Parents and Caregivers

We recognize that training is also important for our families. Each school year, in the fall, Woodland's eLearning Plan will be shared with parents along with resources for support. Training resources, including on-demand videos, cheat sheets, and website links, are available in both English and Spanish on the ["eLearning Day Supports"](#) webpage.

SPECIAL EDUCATION IEPs & SECTION 504 PLANS

Overview

District 50 is committed to ensuring that students with disabilities have equal access to the same eLearning opportunities as their peers. The individualized services and accommodations for students with Individualized Education Plans (IEPs) or Section 504 Plans are provided through teacher lesson plan design and delivered through the district's learning management systems (see "Technology" section for more information on these platforms). These learning management systems allow teachers to provide differentiated learning opportunities, services and accommodations for students as outlined in student IEPs and Section 504 Plans.

Related Services Delivery

Students may receive the related services as outlined in the IEP or Section 504 Plan on eLearning Days. Services (either direct or indirect) during an eLearning Day will be arranged by the service provider upon mutual agreement with families. If parents do not want their child to participate in telepractice (online therapy services) they should contact the case manager and related service provider. If services cannot be provided as outlined, they will be delivered when school resumes to the greatest extent possible. Related services may include the following: speech therapy, occupational therapy, physical therapy, social work services, hearing and vision services, and nursing services.

IEP and 504 Meetings

The District will adhere to all IEP and 504 meeting timelines. All meetings will be held virtually as scheduled during eLearning Days. If the parent/caregiver is unable to participate, the meeting may be scheduled at another time that is mutually agreeable.

Screenings and Evaluations

Scheduled screenings and evaluations will be conducted virtually during eLearning Days to the greatest extent possible. Decisions to reschedule will be made on an individualized basis and will be conducted in a timely manner.

STUDENT EXPECTATIONS FOR eLEARNING

Engagement Expectations

- The completion of the five (5) clock hours for students in grades K-8 and 2.5 hours for students in Early Childhood or WELE programs may be synchronous (live instruction) or asynchronous (independent activities or video-recorded lessons) engagement.
- Students will follow the expectations for attendance to be counted as "Present". Please refer to the Attendance section.
- Students will be expected to engage in assignments as independently as possible.
- Students and families should communicate with the teacher if there are obstacles to participating or completing assignments such as lack of materials, time, pace of instruction, means of learning, technology barriers etc.
- Students are expected to log into their teacher's video-conferencing tool (Google Meet or Schoology Conference, for example) to check in at least once during the day. If students are not able to attend Staff Office Hours, they are encouraged to message or email their teachers with questions.

- Assignments should be completed and turned in within two (2) days. Refer to the chart in the Teaching and Learning section.

STAFF EXPECTATIONS FOR eLEARNING

Certified Teaching Staff

- Staff will prepare learning tasks that are meaningful, engaging and aligned to Illinois Learning standards. Tasks should be accessible for all students so differentiation may be required.
- Prior to a possible eLearning day, staff should provide digital or non-electronic instructional materials so all students can participate in learning activities.
- As much as possible, learning should be tied to what is already being taught in the classroom to ensure continuity of instruction. No assessments will be given on an eLearning Day.
- Assignments should be posted to the LMS no later than 9:00 AM on the eLearning Day.
- The day needs to be flexible for staff and families as we understand that there may be limiting factors.
- Staff should determine, if feasible, if there are obstacles to students' participation or completing assignments such as lack of materials, time, pace of instruction, means of learning, technology barriers etc.
- Staff is expected to use established Learning Management Systems (LMS) such as Teaching Strategies Gold for Early Childhood and WELE, Seesaw for Grades K-3 and Schoology for Grades 4-8.
- To support two way communication and support for students, video conferencing methods will be used such as Google Meet, Schoology Conferences and/or Zoom during Staff Office Hours.
- Teachers will share their procedures and expectations for eLearning with their students and parents at the beginning of the school year.
- Attendance:
 - No later than 9:00 AM, Homeroom or Advisory Teachers will send out or post a link to an eLearning Day Attendance Sheet so students can sign in. No later than 12:30 PM, EC/WELE PM session homeroom teachers will send out or post a link to an eLearning Day Attendance Sheet so students can sign in. Students have until 10:30 to sign in and for students in the EC/WELE PM session they have until 1:30 PM. Please refer to the Attendance section.
 - Teachers are expected to make note of who checked in during their Staff Office Hours for attendance purposes if students did not sign in on the eLearning Day Attendance Sheet. Please refer to the Attendance section.
 - Homeroom or Advisory teachers will submit attendance no later than 10:30 AM. EC/WELE PM session teachers will submit attendance no later than 1:30 PM. Attendance clerks will contact families for students who are considered absent.

Special Education/Dual Language/General Education Paraprofessional Supports

Paraprofessionals play a vital role in the daily instruction of students. These individuals will work in collaboration with other educators to meet the needs of students. Paraprofessionals, individual and classroom, will participate in the provision of services in the following manner:

- Participate in professional development to prepare for working with students
- Support classroom teachers with preparing assignments, content, and activities
- Assist with collecting materials that will be sent to students prior to an eLearning Day
- Maintain regular communication with teachers and related service provider(s)
- Communicate and check-in with students in collaboration with classroom teachers and related service providers
- Join a homeroom or advisory teacher's Staff Office Hours in the morning and afternoon to assist students.
- Under the direction of a teacher or related service provider, support families and students in accessing and participating in eLearning and therapy experiences, including supporting families in implementing behavior supports and structures, as needed.

Non-Certified Staff

The following non-certified staff members should receive direction from their immediate supervisor regarding expectations in case an eLearning Day should occur: Nurses and Health Assistants, Office Staff, Custodians/Maintenance, Bus Drivers, Bus Aides, Hall Monitors and Playground Supervisors.

PARENT/CAREGIVER EXPECTATIONS FOR eLEARNING

Before eLearning Days

- Families should ensure all contact information is up-to-date in Skyward. For assistance, please contact the school's main office.
- If families have a potential limitation for eLearning, please contact the school's main office for assistance.
- School principals will help problem-solve communication, technology or educational needs. Please contact the school's main office with any technology needs.

During eLearning Days

- If a child is sick and will not be able to participate in completing assignments on the eLearning Day, parents are expected to contact the school's Attendance Line (see Attendance section for phone numbers).
- Ensure students sign in on the eLearning Day Attendance Sheet or log in to the appropriate Staff Office Hours for attendance purposes.
- Parents/Caregivers may be required to provide minimal support for their child. They are not expected to teach new content nor complete tasks for their child(ren).
- Be sure to monitor child(ren) to ensure they are engaged and not exceeding the required five clock hours of instruction.
- If students are struggling with content or the completion of the assignment, parents/caregivers may attend Staff Office Hours or contact the classroom teacher to ask clarifying questions. It is appropriate for the parent/caregiver to stop their child from working until frustration. This should be communicated to the teacher.
- Please inform your child's teacher of any barriers or obstacles encountered so that they may help problem-solve or seek additional support.

After eLearning Days

- Woodland would appreciate feedback on the eLearning Plan so please complete the Parent Survey found on the ["eLearning Day Supports"](#) webpage on our district website.
- Families are encouraged to follow up with their teacher(s), if needed.
- Make sure your child(ren) turns in work within the required timeframe (see Teaching and Learning section). Remember that assignments from the 1st Period or Core 1 that are successfully completed and submitted on time count towards attendance if the child was not able to sign the eLearning Day Attendance Sheet nor participate in the Staff Office Hours that count towards attendance.

TECHNOLOGY

Student Technology Devices and Internet Connections

- Chromebooks will be provided for all students if given sufficient notice of an eLearning Day.
- Staff should determine if there are technology issues in order to make accommodations either before or after an eLearning Day.

CLEVER

- CLEVER is a single sign-on platform used to log into Woodland digital learning resources.
- When logging in to their Chromebooks, students will automatically be directed to CLEVER which is the main method to access all digital learning resources.
- Students not using a Woodland district device, please refer to the district website under the ["eLearning Day Supports"](#) for further instructions to access CLEVER.

Learning Management Systems (LMS)

Teaching Strategies Gold, Seesaw and Schoology are the primary learning management tools used for posting assignments:

- Teaching Strategies Gold will be used in Early Childhood and WELE. Seesaw will be used in grades K-3 and Schoology will be used in grades 4-8.
- Staff may create and upload videos to their LMS. Any videos coming from YouTube must be approved by the teacher for appropriate content before posting.
- Staff may use other websites for instruction that can be linked in each LMS.
- In Schoology, all assignments will be posted in each course.
- In Seesaw, assignments will be posted in the “ACTIVITY” section of each course.
- Staff will communicate with students and families regarding video-conferencing links and information.

Technology Support

Students and families with technology troubleshooting and questions can reach out to the Wildcat Rescue Center via email at wrc@dist50.net, or call 847-855-3WRC (3972). For technology support and additional resources, please refer to the [“eLearning Day Supports”](#) webpage on our Woodland website.

Recordings and Confidentiality

The District may provide live-stream synchronous classroom instruction via video conferencing during an eLearning Day. We want all District 50 parents/guardians and students to understand that:

1. The sole purpose of the live-stream is to allow students assigned to a class to access the classroom instruction through alternative means.
2. The live-stream could potentially include images and audio of your child’s participation while in class.
3. Students may be asked to record visual and audio presentations or performance demonstrations which would then be submitted to the teacher.
4. Staff will not record any portion of a live-stream lesson, intervention, or presentation when students are online in the live-stream.
5. Staff, while working alone, may pre-record a video for students to access at a later time.

Please keep in mind that although most of the programs and platforms being utilized for home learning have been vetted for privacy and the appropriate encryption, District 50 cannot guarantee privacy protection and appropriate encryption for all platforms. Any disclosure of information carries with it the potential for an unauthorized re-disclosure of the information, contrary to the requirements of Federal and State confidentiality laws.

We want to be sure that you understand that your student’s participation in these activities constitutes an agreement by you, your student, and anyone else in your home to refrain from recording (audio or video) any eLearning instruction or activities, other than as may be directed by a teacher or other staff member to complete specific school work.

GUEST TEACHERS

Efforts will be made to secure a Guest Teacher (substitute teacher) in the absence of your child’s teacher during an eLearning day. The administration will secure a Guest Teacher for a class through the substitute online system, internal substitutions, paraprofessionals, and potentially reassigning other instructional staff.

While every effort will be made to secure a Guest Teacher from one of the groups above, we may not be able to secure one. In this case there will not be a Guest Teacher for that class. School Administration will be responsible for communicating with families if there is a Guest Teacher or not.

EXTRACURRICULAR ACTIVITIES

Due to inclement weather, all extracurricular activities may be cancelled and potentially rescheduled depending on the activity. Updates about rescheduling, if applicable, will be communicated at a later date by the activity supervisor(s).

BREAKFAST/LUNCH MEAL SERVICE

No breakfast or lunch meal service will be provided on eLearning Days.

eLEARNING FEEDBACK PROCESS

In order to make eLearning a smooth process for everyone, feedback will be gathered from staff, students and families after eLearning Days. We will review this eLearning Plan and make any necessary adjustments to address feedback. Staff will provide feedback through their team leaders and School Principal.

Parents will have a variety of methods to provide feedback on the eLearning Plan within ten (10) days of the eLearning Day:

- A Parent eLearning Survey is available to provide comments and feedback. The survey will be available on the ["eLearning Day Supports"](#) webpage on our Woodland website and will be pushed out to parents using a variety of communication methods and social media platforms.
- Parents may also provide feedback by emailing or calling school administration.