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## **e-Learning Program Plan Lincolnwood School District 74**

### **Overview**

This memo contains the e-Learning plan for Lincolnwood School District 74 and provides a historical context for e-Learning days. It also includes statutory e-Learning requirements, as established by the Regional Offices of Education - Illinois State Board of Education (ISBE), including the e-Learning day implementation process, expectations for general education lessons, special education and related services, other special services, and non-certified and other office staff. These guidelines are modeled after other district approved e-Learning programs; as well as experience and knowledge gained with e-Learning during the COVID-19 pandemic.

### **Historical Context**

In light of the possibility of extended school closings and with the capacity to administer an e-Learning day, the District should develop and implement a State approved e-Learning plan. The District will maintain the option to make-up inclement weather/emergency days at the end of the year.

Information from ISBE and the North Cook Intermediate Service Center (NCISC) requires districts to approve an e-Learning plan per Section 10-20.56 of the School Code [105 ILCS 5 / 10-20.56]. The adoption of an e-Learning plan permits Lincolnwood School District 74 to utilize e-Learning for three years. It is a necessary step to implement the formal plan for e-Learning on emergency days. The District intends to primarily utilize e-Learning days in lieu of emergency days.

Our e-Learning plan describes the manner in which administration will address the ISBE requirements, as presented in the e-Learning Program Verification Form (PVF), which can be found in Appendix A.

### **Request**

The Administration requests the Lincolnwood School District 74 Board of Education approve the District's e-Learning plan as presented. Following the Board's consideration, the Plan will be sent to the North Cook Intermediate Service Center for approval by the Regional Superintendent.

### **Rationale**

The rationale for this request is to provide Lincolnwood School District 74 further flexibility in its learning environment, allowing impactful learning to continue, and eliminating the need to make-up emergency days at the end of the year.

## **Lincolnwood School District 74 e-Learning PLAN 2024-2027**

### ***Introduction***

*Public Act 101-0012* of the 101st Illinois General Assembly permits local school districts to establish an e-Learning plan to address student learning in a remote environment. Lincolnwood School District 74 will utilize e-Learning to provide meaningful education to students during emergency days. Since our District has 1:1 computer devices in grades 3-8, provides extensive access to technology hardware in grades K-2, and experienced several months of e-Learning during the COVID-19 pandemic; students already have considerable exposure to digital learning. This plan allows our teachers to develop engaging and meaningful lessons that students can complete outside of school while complying with statutory requirements.

***Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day.***

Throughout the District, teachers will collaborate with their grade-level and subject level teams to develop activities aligned with the District's established curriculum. Suggested activities include completion of publisher produced online reading and math lessons, reading age appropriate stories through digital book collections, continued novel studies, and writing activities.

When an e-Learning day is declared, instruction will consist of a combination of live instruction through video conferencing, on-demand lessons provided through Learning Management Systems (SeeSaw - TH, Google Classroom - RH, Schoology - LH), and/or independent time to complete assignments. To the greatest extent possible, the e-Learning schedule will mimic that day's regular school day schedule to afford the opportunity to move forward in the curriculum.

### **e-Learning Schedule Grade - Pre-K**

#### *AM Pre-K*

By 8:45am, Pre-K teachers will send a communication to their AM classes with a video conferencing link for instruction to begin at 9:00am. Students will log into a portion of their day for a developmentally appropriate period of live instruction. The rest of the morning teachers will provide on-demand or independent activities for students to complete.

#### *PM Pre-K*

By 12:15pm, Pre-K teachers will send a communication to their PM classes with a video conferencing link for instruction to begin at 12:30pm. Students will log into a portion of their day for a developmentally appropriate period of live instruction. The rest of the afternoon teachers will provide on-demand or independent activities for students to complete.

**e-Learning Schedule Grades - K-2**

By 8:45am, teachers will send a communication posted on SeeSaw with a video conferencing link for instruction to begin at 9:00am.

<b>2nd Grade Schedule</b>	<b>2nd Grade Classes</b>	<b>1st Grade Schedule</b>	<b>1st Grade Classes</b>	<b>Kindergarten Schedule</b>	<b>Kindergarten Classes</b>
<b>9:00-9:30</b>	Morning Meeting	<b>9:00-9:30</b>	Morning Meeting	<b>9:00-9:30</b>	Morning Meeting
<b>9:30-10:00</b>	Specials	<b>9:30-10:30</b>	ELA	<b>9:30-11:00</b>	ELA
<b>10:00-11:00</b>	ELA	<b>10:30-11:00</b>	Specials	<b>11:00-11:30</b>	Math
<b>11:00-12:00</b>	Math	<b>11:00-12:00</b>	Math	<b>11:30-12:00</b>	Specials
<b>12:00-12:45</b>	Lunch	<b>12:00-12:45</b>	Lunch	<b>12:00-12:45</b>	Lunch
<b>12:45-2:45</b>	On-Demand Block*	<b>12:45-2:45</b>	On-Demand Block*	<b>12:45-2:45</b>	On-Demand Block*

\*During the on-demand block, teachers will post independent work for remaining core/special academic areas on SeeSaw. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Students needing assistance can reach out to teachers via email.

### **e-Learning Schedule Grades - 3-5**

By 8:45am, teachers will send a communication posted on Google Classroom with a video conferencing link for instruction to begin at 9:00am.

	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th Grade</b>
<b>9:00-9:15</b>	Homeroom	Homeroom	Homeroom
<b>9:15-9:30</b>	Literacy	Math	EA/PE/SEL/SS/SCI
<b>9:30-9:45</b>	Literacy	Math	EA/PE/SEL/SS/SCI
<b>9:45-10:00</b>	Literacy	Math	EA/PE/SEL/SS/SCI
<b>10:00-10:15</b>	Literacy	EA/PE/SEL/SS/SCI	EA/PE/SEL/SS/SCI
<b>10:15-10:30</b>	Math	EA/PE/SEL/SS/SCI	Literacy
<b>10:30-10:45</b>	Math	EA/PE/SEL/SS/SCI	Literacy
<b>10:45-11:00</b>	Math	EA/PE/SEL/SS/SCI	Literacy
<b>11:00-11:15</b>	EA/PE/SEL/SS/SCI	Literacy	Literacy
<b>11:15-11:30</b>	EA/PE/SEL/SS/SCI	Literacy	Math
<b>11:30-11:45</b>	EA/PE/SEL/SS/SCI	Literacy	Math
<b>11:45-12:00</b>	EA/PE/SEL/SS/SCI	Literacy	Math
<b>12:00-12:45</b>	Lunch	Lunch	Lunch
<b>12:45-2:45</b>	On-Demand Block*	On-Demand Block*	On-Demand Block*

\*During the on-demand block, teachers will post independent work for remaining core/specials academic areas on Google Classroom. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Students needing assistance can reach out to teachers via email.

**e-Learning Schedule Grades - 6-8**

By 8:45am, teachers will send a communication posted on Schoology with a video conferencing link for instruction to begin at 9:00am.

	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
<b>9:00-9:20</b>	Period 1	Period 1	Period 1
<b>9:20-9:40</b>	Period 2	Period 2	Period 2
<b>9:40-10:00</b>	Period 3	Period 3	Period 3
<b>10:00-10:20</b>	Period 4	Period 4	Period 4
<b>10:20-10:40</b>	Period 6	Period 5	Period 5
<b>10:40-11:00</b>	Period 7	Period 7	Period 6
<b>11:00-11:20</b>	Period 8	Period 8	Period 8
<b>11:20-11:40</b>	Period 9	Period 9	Period 9
<b>11:40-12:00</b>	Period 10	Period 10	Period 10
<b>12:00-12:45</b>	Lunch	Lunch	Lunch
<b>12:45-2:45</b>	On-Demand Block*	On-Demand Block*	On-Demand Block*

\*During the on-demand block, teachers from the morning classes will post independent/extension work from that day's lesson on Schoology for students to complete during the afternoon session. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Social Workers, School Psychologists and School Nurses will be available to parents and students on the e-Learning day and will be issued an assignment from their building administrator in lieu of planning a lesson in support of their colleagues in the classroom. Instructional Technology Coaches will support learning and support development of lesson plans across all grade levels and subject matters. The Specialist or Case Manager is expected to reach-out, individually, to families of students on their case-load to share activities that coincide with related services.

***Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.***

#### **Student Access - Teaching, Learning, and Curricular Connections**

All Lincolnwood School District 74 students in grades 3 through 8 are issued an iPad through SD74's 1:1 computing program. Throughout the school year, students are accustomed to receiving work through SeeSaw (TH), Google Classroom (RH) and/or Schoology (LH); therefore, providing work on an e-Learning day through these platforms will be familiar. Special Education teachers have access to SeeSaw, Google Classroom, and Schoology; therefore, they can assign their students activities through these platforms and check it when it gets returned. Another option is to create a separate assignment for students on their caseload - this could be a modified task based on the General Education teacher's assignment or it could be something completely different related to the student's goals or needs. All teachers will be available either during video conferencing instruction or via email from 9:00-2:45 to support student learning and answer questions.

Teachers will implement a daily lesson plan designed to mirror the schedule and subject matter specific to that day's schedule when an e-Learning day is called. Assignments will either be given during video conferencing instruction, posted on the teacher's SeeSaw, Google Classroom, Schoology site, or sent via email directly to students/parents/guardians. Special Education teachers will provide assignments based on students' goals. Teachers will be available either during video conferencing instruction or via email from 9:00-2:45 to support student learning and answer questions.

#### **Staff Access and Connectivity**

All Lincolnwood School District 74 teachers are issued a mobile device in the form of a laptop and/or iPad. They may access GSuite (Google Suite), PowerSchool, Google Mail, Schoology, Google Classroom, SeeSaw, and other web-based applications remotely via the Internet to engage in video conferencing instruction and posting/responding to assignments as needed. These activities can be completed on any device including home and District provided devices. Learning experiences may also be non-digital in nature if the activities are meaningful and aligned to the District curriculum. Teachers will be available to interact with their students digitally during contract time on the e-Learning days. Students may also collaborate with their peers on e-Learning assignments through online learning platforms such as Google Classroom.

***Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.***

Students in grades K-2 do not take an iPad home but it is understood that most households have access to the Internet either on a computer or cell phone. In the event that students are not able to access technology hardware or the Internet on the day an e-Learning day is called, students may pick-up non-electronic copies of lesson materials by calling the District office and the staff on-site will secure necessary resources. Additionally, the students can receive the resources from the teachers on the next school day following a school closing. Students have five school days from the date of the e-Learning day to turn in any work either electronically or non-electronically.

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

Teachers work to create relevant, meaningful, and manageable assignments for students on e-Learning days. Activities will be varied according to the grade level, subject, unique skills, and knowledge required for the lesson. Social workers will be checking in each day with their students. Speech and language staff will send practice suggestions to their students based on specific goal areas.

***Monitor and verify each student's electronic participation.***

Teachers must log student assignments for the e-Learning day in the gradebook through PowerSchool. This assignment does not need to be graded, but it must be added to PowerSchool with the prefix "EDay" (no-hyphen) in the title of the assignment. It may be added to any category. The e-Learning day specific assignments will be reviewed to verify student participation. Teachers will take attendance in PowerSchool during live video conferencing instruction in accordance with regular school day procedures.

Parents/Guardians can submit an excused absence similar to existing District policies for students who are unable to sign-in for an e-Learning day. Students will have five days to make up any missed work.

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

To meet the required five (5) clock hours of instruction, all students will be engaged in a minimum of 2.5 hours of live instruction via video conferencing. The remaining hours in the day will be dedicated to on-demand lessons and/or time to complete work independently.

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

Students and families will learn about the expectations and student responsibilities for an e-Learning day through direct communication from the Superintendent and Director of Community Relations. They will also be directed to the e-Learning day page on the Lincolnwood SD74 website ([www.sd74.org](http://www.sd74.org)) for a full overview of the program.

***Provide staff and students with adequate training for e-Learning days' participation.***

A detailed outline of e-Learning requirements and expectations was shared with all staff. The Administration met with staff to answer questions and further explain elements of the e-Learning plan. Additionally, the Building Administration and Instructional Technology Coaches are resources to assist teachers in preparing or implementing any aspect of this plan. Grade levels work together collaboratively to ensure students with Special Needs and English Language are included.

***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.***

All Lincolnwood School District 74 teachers are issued a mobile device in the form of a laptop and/or iPad. They may access GSuite (Google Suite), PowerSchool, Google Mail, Schoology, Google Classroom, SeeSaw, and other web-based applications remotely via the Internet to engage in posting and responding to assignments as needed. Teachers will be available for support from 9:00am to 2:45pm. Parents/guardians/students can email their teacher, do a virtual chat with them via video conferencing, or post a question in SeeSaw/Google Classroom/Schoology.

***Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-Learning day Training.***

The draft e-Learning plan was shared with Union leadership for their suggestions and input in July 2021.

**District Responsibilities**

Prior to exercising an e-Learning Day option, it is the District's responsibility to make sure the students and parents/guardians are aware of the overall e-Learning expectations. Students and families will be able to access the e-Learning activities/assignments and expectations on the morning of an actual e-Learning day.

It is also the District's responsibility to ensure that students have the relevant assistive technology available when a e-Learning day is implemented.

***Please see the proposed e-Learning structures for General Education, Special Education/Related Services personnel, and classified personnel:***

## **CERTIFIED STAFF EXPECTATIONS**

### **Purpose**

To define the expectations of an e-Learning day for general education teachers so that they can adequately plan and implement e-Learning activities within the Lincolnwood School District 74 framework.

### **Definition**

If the e-Learning option is exercised, the school day shall be considered made-up on the date of the emergency event.

### **Communication**

It is expected that educators are notified of the emergency day per the usual Lincolnwood School District 74 communication protocols.

Updated lessons/video conferencing links shall be communicated by 8:45am on the emergency event date. Student attendance will be determined by completion of the posted assignments and regular attendance taken during video conferencing instruction. If students are called in with an excused absence, they will have five (5) days from the date of the e-Learning day to complete all assignments.

### **Learning Experience Expectations**

Teachers will respond in a timely manner to student questions through email and their respective learning management system during the normal work hours (9:00am - 2:45pm) on the e-Learning day.

To ensure and verify at least five (5) clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day, Lincolnwood School District e-Learning schedule is as follows:

8:00 - 8:45am - Planning and preparation

8:45 - 9:00am - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins

9:00am - 2:45pm - 5.75-hour block of student engagement, instruction, supervision, monitoring, support, and lunch

2:45 - 3:30pm - Verification/assessment of student work/engagement; planning/prep

Expectations by level of instruction shall be:

Learning activities should include a way for students to demonstrate or provide evidence of learning. Students are not required to have a completed "product" for each activity. For example, parents may confirm reading minutes and online platforms may record engaged learning time.

If students are called in with an excused absence, they shall have five (5) school days to complete the learning experience. Attendance shall be tied directly to successful completion/demonstration of the learning experience and attendance taken during video conferencing instruction.

## **SPECIAL EDUCATOR EXPECTATIONS**

### **Special Education Teacher/Student Services Staff Responsibilities:**

A teacher should create activities/assignments with the individual student in mind. These activities/assignments may include, but are not limited to, PDFs, podcasts, presentations, multimedia lessons, Google Docs, and any combination of the above.

Staff will be available on e-Learning days, via email and/or through video conferencing, SeeSaw, Google Classroom, and Schoology to answer student and parent/guardian questions regarding the assignments.



**Related Service Responsibilities**

Related service providers, as appropriate, should operate as consultants when the teachers are putting together the learning activities for students who receive special education services. Related service providers will also utilize e-Learning to create opportunities for the delivery of their services.

**NON-CERTIFIED EXPECTATIONS****Purpose**

To define the expectations of an e-Learning day for non-certified personnel. These activities will align with the professional development and strategic planning objectives developed by the District.

**Definition**

An e-Learning day will count as an attendance day for students. The day will count as a work day for all staff.

There are many different and essential roles that non-certified personnel serve within Lincolnwood School District 74, and depending on the role, the experience will be differentiated to better meet the needs of these employees.

**Work Plan(s)**

There will be different expectations for non-certified employees depending on the nature and timing of their work. Supervisors will communicate the expectations to staff in a timely fashion. The four work plans for e-Learning days are as follows:

- 1) Employees who are required to be on site due to maintenance, technology, and potential snow removal will have timing and expectations communicated to them via normal channels before and on the date of the emergency event. Standard operating procedures will remain in place for this group of employees.
- 2) Non-certified staff such as classroom aides may assist special education students by modifying assignments consistent with students' IEPs. They may also complete online professional development.
- 3) Employees that will not have a clear work role on the e-Learning day will be required to participate in appropriate online professional development activities. These activities will be related to the staff member's role in the building.
- 4) Office staff that can effectively work from home will be allowed to do so with supervisor approval.

**Program Evaluation**

Periodically, the District will survey stakeholders to review and revise the program as implemented to address difficulties confronted.