



e-Learning Plan

May 13, 2021

Approved by BSD61 School Board

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Introduction to e-Learning

Introduction to e-Learning

According to the State of Illinois, Section 10-20.56 of the School Code [105 ILCS 5/10-20.56] school districts may, by adopted resolution, utilize “e-learning days” in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar.

E-Learning provides a method to teaching and learning during emergency school closures. Students continue learning and engaging with their teachers, ensuring that instruction is not lost during emergency closures. E-Learning days apply to all Bradley School District #61 (BSD61) students in preschool through eighth grade. Students with Individualized Education Plans (IEP), 504 Plans, and English Learners will have appropriate accommodations on e-Learning days.

Students will leverage district provided devices and technology tools, engaging in teacher prepared learning content focused on mastery standards. Teachers will provide student support and formative feedback.



ISBE Verification

ISBE Verification

Bradley School District’s e-learning program must be verified by the Iroquois-Kankakee Regional Office of Education (I-KAN ROE) prior to implementation. Before adoption, the school board must hold a public hearing for the initial proposal or renewal of an e-learning program.

Evidence must be shown that the Board of Education has:

- Give notice of public hearing in the newspaper of general circulation at least 10 day prior to the hearing.
- Provide written or electronic notice of the hearing to parents or guardians of all students enrolled in the district.
- Offer written or electronic notice of hearing to any exclusive collective bargaining representatives of the school district.
- Show evidence of adopted board resolution.

*Approved by the Bradley School Board of Education on May 13, 2022. A copy of the approved resolution can be reviewed upon request.



Mission and Objectives

The mission of Bradley School District 61 (BSD61) is to provide the best education for every student, every day in partnership with parents and the community. We want all of our students to be confident, hardworking, and successful people.

To that end, we further identify a focus of keeping children emotionally and physically safe, fed and engaged in learning, supporting the whole child. This mission remains the same even during e-Learning Days:

BSD61 will focus on objectives, as directed by the Illinois State Board of Education.

- All students will have opportunities for continued learning that focus on state standards. New materials may be taught.
- The district will work to continue your child’s education.
- Students and families will be given routines and structures to ensure they stay connected to their schools, teachers, and peers in the learning process.

To accomplish these objectives, BSD61 will:

- Support and encourage teachers to ensure success and resilience, selecting and developing appropriate learning activities.
- Prioritize the connectedness and care for our students and one another as we maintain a continuity of learning, this includes maintaining personal connections with teachers, staff, students, and parents.
- Provide feedback and coaching for students.



Hours of Instruction

Clock Hours

BESD61 will ensure at least five hours (300 minutes) of instruction as required under Section 10-19.05 for each student. Teachers will disseminate lessons through district selected platforms using district provided devices. Synchronous learning (five hours) will be followed by Asynchronous learning and additional support as needed. Non-electronic assignments will be available to students if needed.

Sample e-Learning Schedules

Bradley Central:

Time	Activity
7:30-7:45am	Planning and Prep
7:45am-12:55pm	Learning assignments posted and period availability, student engagement, instruction, and support as needed (Synchronous Learning).
7:45-8:15	1st Period
8:15-8:20	Break
8:20-8:50	2nd Period
8:50-8:55	Break
8:55-9:25	3rd Period
9:25-9:30	Break
9:30-10:00	4th Period
10:00-10:05	Break
10:05-10:35	5th Period
10:35-10:40	Break
10:40-11:10	6th Period
11:10-11:15	Break
11:15-11:45	7th Period
11:45-11:50	Break
11:50-12:20	8th Period
12:20-12:25	Break
12:25-12:55	9th Period
12:55-1:25	Duty Free Lunch
1:25-3:00pm	Verification/Assessment of Student Work (Asynchronous Learning)/Additional Student Support/Planning and Prep •30+ Minutes Independent Student Work

Bradley East:

Time	Activity
8:00-8:15am	Planning and Prep
8:15am	Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed
8:15am-1:15pm	5-hour block of student engagement, instruction, supervision, monitoring and support as needed (All Content Areas: Synchronous Learning)
1:15-1:45pm	Duty Free Lunch
1:45-3:00pm	Verification/Assessment of Student Work (Asynchronous Learning)/Additional Student Support/Planning and Prep •Independent Student Work
3:00-3:30pm	Planning/preparation, professional responsibilities -contact coaches for any needed support

Bradley West:

Time	Activity
8:10-8:25am	Planning and Prep
8:25am	Learning assignments posted and period availability, student engagement, instruction, and support as needed
8:25am-1:25pm	5-hour block of student engagement, instruction, supervision, monitoring and support as needed (All Content Areas: Synchronous Learning)
1:25-1:55pm	Duty-Free Lunch
1:55-3:10pm	Verification/Assessment of Student Work (Asynchronous Learning)/Additional Student Support/Planning and Prep •Independent Student Work
3:10-3:40pm	Planning/preparation, professional responsibilities -contact coaches for any needed support



Access to Technology

Technology (Hardware and Software)

Internet Access/Connectivity

The district issues technology surveys each year as part of the school registration process and for school improvement purposes. These surveys determine student access to devices and connectivity. The latest survey indicated that 91.3% of the district families have internet access. Households that do not have internet access can request a mobile hotspot. Parent Agreements have been established to ensure all usage of the hotspots are for educational use only, allowing students to engage online with teachers and complete assignments.

In the event that a teacher does not have internet access or it becomes disabled during the learning day, the teacher will inform the building administrator. Teachers can request a mobile hotspot if needed. Teachers are required to have a prepared and approved contingency plan by building administrators (i.e teacher buddy system, teacher-created videos,...) should connectivity become disabled. Teachers and administrators will communicate next steps by digital message system (Remind App) or by phone.

Other Internet Resources

1. Low cost/no cost internet options through Xfinity
<https://www.xfinity.com/prepare>
2. Xfinity Hotspots map (plug in your address and it will tell you the closest hot spot to you)
<https://hotspots.wifi.xfinity.com/>
3. Spectrum
<https://www.spectrum.net/support/internet/assistance-communities-need/>
4. T-Mobile
<https://www.t-mobile.com/our-story/network-and-innovation>
5. AT&T (scroll to “Supporting Customers and Communities”)
<https://about.att.com/pages/COVID-19.html>

Devices

All students will be provided a district-owned device. Third through eighth-grade students will be provided Chromebooks. Kindergarten through second-grade students will be provided iPads. Student Agreement and Parental Consents have been generated with safety measures included.

Teachers and staff will use devices that are assigned to them by the school district.

Web-Based Programs and Other Learning Tools

Teachers will send out assignments using district-selected platforms, checking work completion and submitted assignments. The district has devised a document that identifies the main curriculum and supplemental programs in core content areas. District selected technology tools have been established for online instruction. Seesaw is used for Kindergarten-Grade 2. Google Classroom is used for Grades 3-8. Remind App is used for communication purposes. All teachers have access to programs and tools required to deliver the E-Learning Program.

<https://docs.google.com/document/d/1V7s2YQArBrFrvnTHKAejwwB0mcKP1PRp6-Qdgx4DKuE/edit?usp=sharing>

Technology Problems

In the event that a student has a connectivity issue, cannot connect to a platform, or the hardware should become unreliable, the student would then complete the non-electronic assignments (Asynchronous Learning). If non-electronic assignments are not available, students will need to make up the assignments once they return to school. Assignments must be completed and returned to school. If connectivity resumes or hardware becomes available students may continue completing the assignments and then submit them. If necessary, teachers and students should communicate via phone to ensure expectations of student engagement and understanding of materials taught.

Non-Electronic Assignments

Non-electronic assignments will be made available to students who do not have access to the required platforms. When an e-Learning day is/are known in advance, students will receive relevant non-electronic assignments ahead of time (Asynchronous Learning). If materials are not received in advance, students will receive the non-electronic assignments upon returning to school. Students will be required to complete the work and return the work to school the following day. If necessary, teachers and students should communicate via phone to ensure expectations of student engagement and understanding of materials taught.



Special Education and Related Services

Students with IEPs will be provided with instruction based on individual needs. Needs are outlined in each student's IEPs. Special education staff (teachers and related service providers) will work in collaboration with general education staff to provide instruction, intervention, and assignment accommodations and/or modifications. Each student's Case Manager will be in direct contact with each student on their caseload a minimum of one time per e-learning day. Learning opportunities will largely be provided in a synchronous format with built in asynchronous learning being provided based on individual student needs.

Special education teachers and related service providers and classroom teachers will collaborate in advance, determining a set schedule for time of services.

Data collection for all services will continue for each student. Data will be used to update goals and objectives. Goal Progress Updates will be provided at the end of each trimester.

All domain, eligibility, and IEP meetings will be conducted remotely during e-learning days if all parties are in agreement. If there is a discrepancy, a new meeting date will be set.



English Learners

Students identified as being English Learners will receive EL support in the form of direct instruction and/or push in support from a certified EL teacher or paraprofessional. Instruction will focus on reading, writing, speaking, and listening. Services will be based on a student's English Proficiency level. Services will be provided in an asynchronous format.

EL teachers and classroom teachers will collaborate in advance, determining a set schedule for time of services.

EL staff members will assist with translating and interpreting services.



Response to Intervention

Some students receive support services through Response to Intervention programming. Reading and Math interventionists will maintain contact and deliver instruction (synchronous) to students in order to extend learning opportunities. Precedence will be provided to Tier 3

students. Interventionists and classroom teachers will collaborate in advance, determining a set schedule for time of services.

Attendance/Participation/Grading

Student Attendance/Participation

Daily attendance and engagement of students is expected to be the same as regular school days. The Illinois State Board of Education (ISBE) requires that attendance be taken on e-Learning days. Therefore, teachers will monitor and verify each student’s electronic participation as follows:

Preschool-Fifth Grade	Attendance will be taken daily by the classroom teacher (Synchronous Learning).
Sixth-Eighth Grade	Attendance will be taken at the beginning of each class period by the classroom teacher (Synchronous Learning).

*Synchronous Learning (five hours) will be followed by Asynchronous Learning and additional support as needed.

Parents should practice normal attendance policies when calling in a child absent from school.

Teacher and Staff Attendance

Teachers who elect to use a personal or sick day on an e-Learning day are responsible for posting their absence into AESOP. Teachers must contact their building administrator immediately to ensure online instruction will occur for all students. Established plans directed by building administrators will be implemented:

- Teacher Buddy System (Bradley East): Another classroom teacher will be assigned the additional students. Attendance will be taken by the teacher during Synchronous Learning.
- Asynchronous Learning (Bradley West/Bradley Central): The teacher will post activities and assignments for students on district selected platforms. Students must check-in using the teacher created Google Form for attendance. Reports will be monitored to determine student participation (i.e posted chats), viewed learning materials, and completed assignments submitted.

Teachers who have elected to use a personal or sick day will not be responsible for office hours.

Grading

Grading will be completed as normal with assignments, projects, and assessments. The purpose of grades is to communicate information about a students’ achievement in school. Grades should focus on student progress and learning. BSD61 will ensure that students have all the

necessary tools, technology, as well as teacher support to complete all assignments, complete projects, and take assessments in a timely manner.



Communication

Teacher Communication with Students and Families

In the event that a school closure is necessary, an announcement will be communicated promptly. Parents will be notified through School Messenger. Closings and early dismissals will also be posted on the district website and Facebook page.

During e-Learning days it is imperative to encourage ongoing communication between our teachers and students, providing opportunities for positive feedback and connections to occur. The district website will serve as the center reference for parents and students to get information on e-Learning day procedures. Familiar methods of communication and communication platforms will be maintained to encourage ongoing interactions and engagement on e-Learning days. Teachers will use the Remind App as a two-way communication platform for updates, instruction, and more. Zoom will serve as the online classroom site. SeeSaw (K-Grade 2) and Google Classroom (Grades 3-8) will be used incorporating assignments.

Teacher Expectations

- Teachers will be prepared to deliver e-Learning on the first day of student instruction.
- Teachers will provide students and parents/guardians with the following: teacher contact information, student schedule with content areas, student login information, and student expectations.
- Teachers should maintain ongoing communication with students and families, sustaining normal methods of communication.
- All teachers will utilize established times for e-Learning. The district expectation is that teachers are available during contract hours.

Language of Communication

- Multilingual staff, paraprofessionals, translation services, and other resources as appropriate will be utilized to ensure elimination and reduction of language barriers.



Support for Learning

Supporting Teacher and Staff Development

Teachers and staff will be provided with ongoing support and training to develop their capacity to meet the e-learning objectives. Regular training days (Early Dismissal Days, Teacher Institute Days, Remote Learning Planning Days) are scheduled throughout the school year providing guidance and resources to facilitate e-Learning days. Opportunities for additional professional development are organized as needs arise. Peer to peer development utilizing designated Tech Mentors is accessible. Self-help videos created by teachers are on the district website for novice teachers, students, and parents. Bradley School District 61 will focus on essential skills needed for daily success.

Supporting Student Engagement During e-Learning

- Activities will be designed to mirror a regular day of classroom instruction.
- Assignments will focus on relevant activities where students can apply their understanding of concepts and skills.
- Teachers will practice with students guiding them through necessary steps to successfully complete assignments.
- Teachers will be available during contractual hours to assist students with their assignments.
- Teachers will communicate with parents on how students are to access and complete assignments.



Collective Bargaining Process

Communication with Representatives

The district is in continual communication with the school district's employees represented by collective bargaining agreements. The district has worked with representatives to ensure that employee expectations are clearly outlined and understood for e-Learning days. Together, BSD61 and the Bradley Elementary Education Association (BEEA) developed the e-Learning Plan.



Review and Revision

As with any initial plan, improvements may be necessary to address difficulties confronted. An annual Parent Needs Assessment is provided for overall parent feedback in the spring. In

In addition, periodic surveys will be conducted assessing e-Learning days specifically. The survey will gauge the student and parent’s experience with e-Learning days. The feedback will assist in improving the delivery of instruction and determine additional training and resources needed.




General Responsibilities for e-Learning

Sharing responsibilities with the whole school community will create stability and relieve concerns as everyone is aware of their role. Upon board approval of this e-Learning Plan, notice will be sent electronically to teachers, staff, students, and families understanding that this should be accomplished 30 days prior to implementation. General expectations and responsibilities to further support student engagement are listed below.

<p>District Responsibilities</p>	<ul style="list-style-type: none"> • Develop thoughtful, accessible e-Learning plans using stakeholder input, when possible. • Support schools in planning and implementing e-Learning plans. • Help schools identify needed resources in the community.
<p>School Responsibilities</p>	<ul style="list-style-type: none"> • Implement e-Learning plans. • Communicate regularly with all stakeholders. • Support teachers in planning.
<p>Teacher Responsibilities</p>	<ul style="list-style-type: none"> • Make e-Learning activities available in a timely manner. • Be available during regular school hours to answer student/caregiver questions. • Provide timely formative feedback on student work. • Communicate with students. • Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.
<p>Student Responsibilities</p>	<ul style="list-style-type: none"> • Review assigned work. • Complete your assigned work by the due date. • Ask clarifying questions when you need help or don’t understand. • Be respectful to yourself, teacher, and peers.

Parent/Caregiver/ Family Responsibilities	<ul style="list-style-type: none"> • Review work assigned to your child. • Reserve a space for your child to complete e-Learning work. • Encourage your child to get enough sleep. • Set sensible time limits for technology use. • Contact teachers during school times, when assistance is needed. If communication is sought after these hours, please note the teacher will contact you the next day during school times.
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Contact Information

Building	Administrator/Title	Phone Number	Email
District Office	Dr. Scott Goselin Superintendent of Schools	815-933-3371	sgoselin@bradleyschools.com
District Office	Mrs. Lindsey Coffey Director of Special Education	815-933-3371	lcoffey@bradleyschools.com
District Office	Mrs. Rebecca Selk Director of Curriculum/Instruction	815-933-3371	rselk@bradleyschools.com
District Office	Mrs. Nicole McCarty Director of Finance	815-933-3371	nmccarty@bradleyschools.com
District Office	Mr. Kevin Patterson Human Resource and Operations	815-933-3371	kpatterson@bradleyschools.com
District Office	Mr. Mike Bland Director of Technology	815-933-3371	mbland@bradleyschools.com
Bradley East	Mrs. Anna Kirchner Principal	815-933-2233	akirchner@bradleyschools.com
Bradley East	Mr. Randy Fortin Assistant Principal	815-933-3371	rfortin@bradleyschools.com

Bradley West	Mrs. Trisha Anderson Principal	815-933-2216	tanderson@bradleyschools.com
Bradley West	Mr. Jeff Voss Assistant Principal	815-933-2216	jvoss@bradleyschools.com
Bradley Central	Mr. Mark Kohl Principal	815-939-3564	makohl@bradleyschools.com
Bradley Central	Mrs. Abby Magruder Assistant Principal	815-939-3564	amagruder@bradleyschools.com