

## **District 225 E-Learning Plan**

### **Background of E-Learning in Illinois**

The Illinois State Board of Education established an E-Learning pilot in 2015 for three schools with the purpose of recording the efficacy of E-Learning during emergency/non-attendance days pursuant to state statute (105 ILCS 5/10-20.56). E-Learning was to be used on no more than five school days per year and would count as attendance days without the need to add emergency days to the end of the school year, according to the statute.

### **E-Learning in Illinois and District 225 Planning**

E-Learning opportunities in districts across the state can use E-Learning days with the following requirements:

- A public hearing must be held with the public receiving at least a ten (10) days notice before the hearing:
  - publication in a newspaper of general circulation in the school district;
  - written or electronic notice designed to reach parents or guardians of students in the district; and,
  - written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and employees without a collective bargaining unit)
- Ensures five clock hours of instruction as required
- Ensures home or remote access for all students
- Ensures non-electronic materials are made available to students without the required technology
- Ensures appropriate learning opportunities for students with special needs
- Monitors and verifies each student's electronic participation

Based on these requirements laid out in Public Act 101-0012, District 225 has developed the following proposal to have E-Learning as an option for our students.

### **Faculty Access**

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 certified educators in District 225 have a laptop, which is able to connect to the Internet and have all applicable software.

*Evidence:* Teacher computers as assigned by the technology department.

### **Instruction**

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.

- Educators will provide students with the appropriate lessons, activities, and work in advance of beginning the E-Learning Day. Educators will be available to communicate with students as

needed. All student work that is done via our online platforms will need to be completed by the scheduled deadline as described in the E-Learning day communication to parents and teachers.

- All employees should remain “on-call and locally available,” and may be called into the district for job-related duties.

*Evidence:* There will be a copy of activities in each teacher’s online platform (e.g. Google Classroom, e-textbook,) and the E-Learning day work schedule before it is sent out to parents and families.

### **Student Access**

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.

- All D225 students are assigned a Chromebook or alternative device as part of the D225 1:1 Digital Learning Initiative. District 225 has offered blended learning inclusive of online lessons and activities since 2011. We continuously monitor home internet access levels for all students.
- In the event that students are not able to access their school-issued devices or the Internet on the day an E-Learning Day is called, students may pick up non-electronic copies of lesson materials from the teachers on the next school day following a school closing. Students have two school days from the date of the E-Learning Day to turn in any work either electronically or non-electronically, unless otherwise specified in a student’s accommodation plan. In the case of an extended school closure, additional provisions will be communicated to parents and students.

*Evidence:* Student computers as purchased through District 225.

### **Non-Electronic Material Access**

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.

- Non-electronic materials will be made available upon request.

*Evidence:* School procedure on make-up work

### **Ensuring Appropriate Learning for Students with Disabilities**

Ensure appropriate learning opportunities for students with special needs.

- Special education students who attend general education courses utilize procedures in place for general education students. Special education students will receive their accommodations built into the given Google Classroom activity or augmentative communication device. The special education staff will be available by email or online platform for assistance and feedback. Students will be provided learning activities for any special services they would have received. Non-electronic materials will be made available upon request.

*Evidence:* There will be a copy of activities in each teacher’s online platform (e.g. Classroom, etextbook,).

### **Electronic Participation**

Monitor and verify each student's electronic participation.

- Educators will be available to monitor students' progress and participation via their online platforms. The E-Learning Day-specific activities and assignments will be reviewed to verify student participation.

*Evidence:* Digital logs, E-Learning activities, digital assignments

### **Student Participation Timeline**

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

- Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner. While educators will be available on a set schedule, students can work on and submit lessons until the scheduled deadline as described in the E-Learning day communication to parents.

*Evidence:* E-Learning Day Family FAQ

### **Student/Parent(s)/Guardian(s) Notification**

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

- Notification of the usage of E-Learning days will be sent to parents. Parents will be provided with an FAQ that outlines the logistics of an E-Learning Day. The district will also use the same communication protocols as any other emergency attendance day.

*Evidence:* E-Learning FAQ for families. District 225 communication protocols

### **Training**

Provide staff and students with adequate training for E-Learning Days' participation.

- Staff will learn about the expectations for an E-Learning Day through email communication. Additional opportunities for in-person support and consultation will be made available during independent professional time.
- Students and families will learn about the expectations and student responsibilities for an E-Learning Day through direct communication. They will also be directed to the E-Learning Day page on the District 225 website for a full overview of the program.

*Evidence:* E-Learning Day FAQ for Educators

### **Non-Certified Staff**

E-Learning Days can be considered as “work at home” days. They will not be regarded as absences from duty. Employees who have been assigned computers are expected to bring them home and conduct work as appropriate for their role, to the best extent possible. Supervisors can provide support on what this may entail.

In the event of an E-Learning Day, non-certified staff shall operate under the following direction:

- Custodial/Maintenance will be expected to report unless notified differently by supervisors.
- Clerical/Specialist GESSA employees are directed *not* to report but should be “on call”, locally available, and perform regularly assigned duties as specified by their supervisor.
- All Other Clerical/Specialist employees are directed *not* to report but should be “on call”, locally available and perform regularly assigned duties as specified by their supervisor.
- Instructional Assistants are directed not to report but should be “on call and locally available” and may be included in an E-Learning plan or called into the district for job-related duties.
- Security personnel GESPA employees on a 188.5 day calendar will not report to work, but will make up the day per the employee calendar. If the administration requires an employee on a 188.5 or 203 day calendar to work on an emergency day, and the day is scheduled to be made-up at a later time in the school year, the GESPA employee will be compensated for the additional hours worked on site.

*Evidence:* Emergency E-Learning Day Work Expectations Document

### **Administrative Staff**

The following District 225 administrative staff should report unless otherwise directed by the Superintendent or designee:

- Superintendent
- Deputy Superintendent
- Assistant Superintendent for Administrative Services
- Assistant Superintendent for Educational Services
- Executive Director of Communications
- Executive Director of Human Resources
- Director of Special Education
- Director of Student Support
- Director of Teaching and Learning
- Principal
- Associate Principal for Administrative Services
- Associate Principal for Curriculum and Instruction
- Buildings and Grounds Manager
- Safety and Security Manager
- Technology Services Manager
- Associate Buildings and Grounds Manager
- Assistant Buildings and Grounds Manager
- Assistant Safety and Security Manager

*Evidence:* All other Administrators will fulfill their responsibilities through the designated E-Learning plan unless otherwise directed by the Superintendent. All employees should remain “on call and locally available”, and may be called into the district for job-related duties.

### **Collective Bargaining**

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.

- The administration will communicate with all bargaining units in order to review the proposal and discuss any impacts to members who would be affected during an E-Learning Day.

*Evidence:* Email confirming understanding and acceptance of this document from GEA, GESSA, and GESPA representatives.

### **Program Review**

Review and revise the program as implemented to address the difficulties confronted

- District 225 will continuously monitor and review feedback from staff, students, and teachers

*Evidence:* Annual meetings to review what is and is not working.

### **Communication Protocol**

Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to educators, staff, and students at least 30 days prior to utilizing an E-Learning day.

- An FAQ will be distributed to parents, students, and staff prior to utilizing an E-Learning Day.

*Evidence:* E-Learning FAQ /or families and E-Learning FAQ for educators.