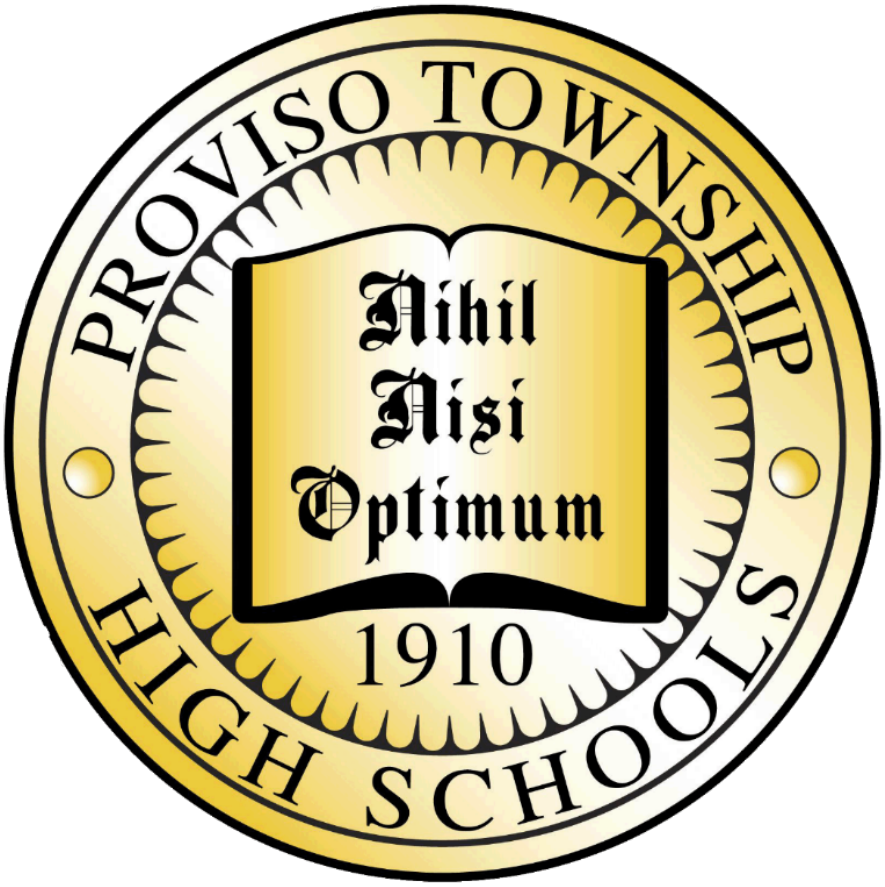
INCLEMENT WEATHER PLAN

Approved 2025-2028



"Pursuit Of Nothing But The Best"

PROVISO TOWNSHIP HIGH SCHOOLS
DISTRICT 209

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Introduction

In accordance with Board of Education Policy 4:180 Pandemic Preparedness, and Illinois Compiled Statutes (ILCS) 105 5/10-19 E-Learning Days, Proviso Township High Schools District 209 has developed a plan for E-Learning Days to be implemented in case of emergency closure of schools.

Please note the following:

- https://www.isbe.net/Documents/23-5RG-E.pdf
- https://www.isbe.net/Documents/ps_guidelines.pdf
- 105 ILCS 5/10-30 and 105 ILCS 5/34-18.66 Disaster Proclamation Remote Learning https://www.isbe.net/Documents/Remote-Learning-Guidance-Chart.pdf
- When school is closed due to an emergency, an E-Learning or Remote Learning Day may be called. E-Learning/Remote Learning allows for student instruction to be received electronically while students are not physically present in the school. The following plan details the expectations for implementation of E-Learning/Remote Learning Days. Per 105 ILCS 5/10-19, it has been designed to "reasonably and practically" accomplish the student learning with the contents herein.
- **Synchronous Learning**: Refers to a type of e-learning where students and instructors are engaged in real-time, live interactions online. On an e-learning day, synchronous learning typically involves activities like virtual classes, live video sessions, or live discussions, where students and teachers are present online at the same time.
- **Asynchronous learning:** Refers to a type of e-learning where students engage with course materials and complete assignments on their own schedule, without real-time interaction with the teacher. This method is often used when teachers are absent, as it allows students to continue their studies independently. In an e-learning context, asynchronous learning might include pre-recorded video lessons, reading assignments, discussion boards, quizzes, or other online resources that students can access at any time.

Instructional Planning and Expectations

1. Ensure and verify at least 6 clock hours of instruction or schoolwork, as required under Section 10-19.05, for each student participating in the E-Learning Day.

Expectations for School Leaders

School Leaders must be available from 7:30 AM to 4:00 PM to engage in any or all the following:

- Be available to address questions or problems that may arise.
- Monitor E-Learning Day implementation.
- Review data and action plans.
- Attend meetings virtually or in-person.
- Supervise work conducted in the school or on the grounds.

Expectations for Teachers

- Schoology is utilized as Proviso Township High School's approved Learning Management System.
- Teachers will be required to conduct class remotely in a synchronous format.
- Teachers will follow their regular class schedule from 8:00 AM to 3:15 PM via Email, Microsoft Teams chat, or 'Meet Now' (Video call on Teams) for synchronous learning.
- When video conferencing with students, teachers must keep their camera on for the duration of the Teams call and wear appropriate professional attire.
- Teachers will post at least one assignment on Schoology in a folder named "E-Learning Day: [insert date]" that will be due by the end of the school day, 3:15 PM. (Teachers can reference Resources at the end of this document for visual guidance on posting assignments on Schoology.)
- Teachers will take attendance throughout the E-Learning Day. Attendance must be entered by the end of each period in PowerSchool. If issues arise, contact your Principal and Grade Level Principal.
- Teachers will post assignments in Schoology.
- Teachers will assign activities that meet the same expectations for in-class learning: address learning styles, provide differentiation, accommodations, and language support. Teachers will ensure lessons are interactive and have appropriate levels of rigor.
- Acceptable E-Learning Day activities:
    - Continuation of learning assignments.
    - Assignments/tasks in district-approved digital learning platforms including Schoology, Khan Academy, Edgenuity, Newsela, etc.
    - Projects.
    - Assignments in textbooks, workbooks, online texts, or other approved formats.
    - Use instructional materials that advance the curriculum and provide learning for the duration of the class.

- Teachers are encouraged to use the 'Waiting Room' feature on Teams. (Teachers can reference Resources at the end of this document for visual guidance on using this feature.)
- Reset room and permanent building substitutes will be available to support administration in the event of a teacher absence.
- Teachers will provide clear and easily understood directions for each assignment posted.
- Teachers are encouraged to offer choice in assignment selection when appropriate and possible.
- Teachers will use Email, Microsoft Teams chat, ' Meet Now' (Video call on Teams), or other preferred methods to communicate with students and check on their progress.
- In additional to engaging in teaching and learning with students during the E-Learning Day, teachers may also collaborate with their course team, department, or other colleagues to plan instructional activities and catch up on anything school related.
- Teachers should contact their Grade Level Principal or Technology team member with any questions or concerns that arise during the E-Learning Day.

<u>Expectations for Paraprofessionals, Teaching Assistants, and EL Assistants</u>

- Paraprofessionals, Teaching Assistants, and EL Assistants will be required to assist the classroom teacher and class remotely in a synchronous format.
- Paraprofessionals, Teaching Assistants, and EL Assistants will follow their regular class schedule from 8:00 AM to 3:15 PM via Email, Microsoft Teams chat, or 'Meet Now' (Video call on Teams) for synchronous learning.
- When video conferencing with students, they must keep their camera on for the duration of the Teams call and wear appropriate professional attire.
- They will assist teachers in posting at least one assignment on Schoology in a folder named "E-Learning Day: [insert date]" that will be due by the end of the school day, 3:15 PM. (They can reference Resources at the end of this document for visual guidance on posting assignments on Schoology.)
- They will assist teachers in taking attendance throughout the E-Learning Day on PowerSchool. Attendance must be entered by the end of each period in PowerSchool.
- They will post assignments in Schoology.
- Paraprofessionals, Teaching Assistants, and EL Assistants will assist teachers in assigning activities that meet the same expectations for in-class learning: address learning styles, provide differentiation, accommodations, and language support. Teachers will ensure lessons are interactive and have appropriate levels of rigor.
- Acceptable E-Learning Day activities:
    - Continuation of learning assignments.
    - Assignments/tasks in district-approved digital learning platforms including Schoology, Khan Academy, Edgenuity, Newsela, etc.
    - Projects.
    - Assignments in textbooks, workbooks, or other hard copy formats.
    - Use instructional materials that advance the curriculum and provide learning for the duration of the class.

- They will assist teachers in using the 'Waiting Room' feature on Teams. (They can reference Resources at the end of this document for visual guidance on using this feature.)
- Paraprofessionals, Teaching Assistants, and EL Assistants will provide clear and easily understood directions for each assignment posted.
- They will use Email, Microsoft Teams chat, 'Meet Now' (Video call on Teams), or other preferred methods to communicate with students and check on their progress.
- In additional to engaging in teaching and learning with students during the E-Learning Day, paraprofessionals, teaching assistants, and EL assistants may also collaborate with their course team, department, or other colleagues to plan instructional activities and catch up on anything school related.
- Paraprofessionals, Teaching Assistants, and EL Assistants should contact their Grade Level Principal or Technology team member with any questions or concerns that arise during the E-Learning Day.

Expectations for Counselors, Social Workers, Psychologists

Counselors, Social Workers, and Psychologists must be available during contractual hours to engage in any or all the following:

- Answer questions, provide support, and/or hold video conferences via Email, Microsoft Teams chat, 'Meet Now' (Video call on Teams), or other preferred methods to communicate with students and their families.
- Communicate with families.
- Collect and analyze data.
- Review progress monitoring data of students.
- Write letters of recommendation.
- Conduct transcript audits and credit review.

Expectations for Librarians

Librarians must be available during contractual hours to engage in any or all of the following:

- Answer student questions via Email, Microsoft Teams chat, 'Meet Now' (Video call on Teams), or other preferred methods to communicate with students.
- Complete one of the following suggested activities, or complete another project that has been pre-arranged with your immediate supervisor:
    - Create a book talk summary.
    - Book club planning and announcements.
    - Prepare future research lessons.

Expectations for the Technology Team

- Technology Team members will be available during contractual hours to do any or all of the following:
    - Field calls and emails from the Helpdesk.
    - Assist staff, parents, and students during E-Learning Days.

Expectations for Students

- Between 8:00 AM and 3:15 PM, students will follow their regular class schedule and participate synchronously in instruction. They will access their courses through each of their teacher's Schoology sites that will include a Teams link to join the class synchronously.
- Students will be present for the duration of the class period for synchronous learning.
- Students will be marked absent if they do not submit the assigned work posted on Schoology in the absence of their teacher by the end of the school day, 3:15 PM.
- Students are expected to turn in work as assigned for the E-Learning Day.
- During the E-Learning Day, students will contact their teachers, counselors, administrators, or the Help Desk to request assistance if needed.
- During the E-Learning Day, students are encouraged to:
    - Turn on their cameras for synchronous learning via Microsoft Teams. They must be wearing appropriate school attire that follows the district's dress code.
    - Contact their GLP to request a hotspot if needed.

Expectations for Communication

- E-Learning Days will be announced via email, robocalls, and website announcements.
- Students and parents are encouraged to contact school faculty and staff between the hours of 8:00 AM and 3:15 PM.
- Communication options include:
    - Proviso Email
    - Microsoft Teams Chat
    - 'Meet Now' (Video call on Teams)
    - Ring Central

Expectations for Diverse Learners and IEP Meetings

- IEP and/or Reevaluation meetings scheduled will take place on E-Learning Days and will be conducted virtually at the time it was scheduled.
- Special Education Administrative Assistant and/or Special Education Coordinator will set up a Microsoft Teams call for all invitees including the student, parents/guardians, LEP representative, administration, Special Education teachers, general education teachers, student services personnel, and any other invitee.
- Special Education Administrative Assistant and/or Special Education Coordinator will contact all invitees of the meeting to share the Teams call link to be sure they can access the virtual meeting.
- Case Managers will contact the Technology Team if any invitee cannot access the call.
- All invitees will be expected to have their camera on for the duration of the Teams call and wear school-appropriate attire.

Access to Technology

2. 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 students and faculty have been provided laptops by PTHS 209.
- These devices will be used to access E-Learning sites, apps, and class materials.
- If students are in need of home internet assistance, they should reach out to their Grade Level Principal as early as possible through Email, Microsoft Teams chat, or 'Meet Now' (Video call on Teams).

Non-Electronic Instructional Materials

2.5 Ensure that non-electronic materials are made available to 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.

- In these specific circumstances, students will be provided with printed materials and physical resources **before** the E-Learning Days when possible.
- All students are encouraged to bring textbooks and laptops home each day so that assignment resources are available in case of an emergency closure.

Diverse Learners

3. Ensure appropriate learning opportunities for diverse learners.

- Diverse learners will have virtual access to Special Education teachers to assist with instructional tasks. Tasks will also be communicated to families via Microsoft Teams, phone, or email.
- Diverse learners will complete the attendance procedure and given assignments with access to their accommodations and Special Education teachers and Case Manager for guidance/assistance.
- Diverse learners with severe and profound disabilities are generally enrolled in the lifeskills classes or transition services. These students also have a laptop and their E-Learning Learning activities and lessons are set up and designed by their Case Manager/Special Education teacher. These activities and lessons are specifically developed with instructional materials that are appropriate for the student based on their needs and individualized education plan.

- The activities and lessons allow students to continue to work on their IEP goals and objectives during the E-Learning Day. Since all the activities are extensions of the academic activities students would complete during a traditional school day, diverse learners continue progress towards skills as if school was in session.

Attendance and Student Participation

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

- Students will attend class on Microsoft Teams during synchronous learning and submit work as assigned.
- Teachers will take period-by-period attendance in PowerSchool.
- To the extent possible, students should have their cameras on for synchronous learning and must wear appropriate school attire that follows the district's dress code.

5. To address the extent to which student participation is within the student's control as to the time, place, and means of E-Learning.

- Students will attend class on Microsoft Teams during synchronous learning and submit work as assigned.
- Students may access course assignments beginning at 8:00 AM on an E-Learning Day through their teachers' Schoology sites.
- Students will submit work as assigned by their teacher during synchronous learning.
- Students will be offered choice in assignment selection by their teachers when appropriate and possible.

Communication, Professional Development and Collaboration with the Collective Bargaining Unit(s)

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

PTHS 209 will send communication to parents and students regarding the purpose, use, and implementation expectations of E-Learning Days via mail, email, and website prior to the start of each school year. Parents will also be notified via email, robocall, and website to the extent possible before an E-Learning Day is implemented. Proviso Township will also work with all Foundation School Districts when scheduling an E-Learning Day.

7. To provide staff and students with adequate training for E-Learning days'/Remote Learning participation.

All faculty members will have the opportunity to engage in professional development related to Schoology. Teachers will have access to all training and how-to guides for Schoology. School and district leaders are also available to provide support and professional learning to individual teachers as needed.

8. Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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 plan was developed collaboratively with input from district level leaders, school leaders, teachers, community partners, and the Proviso Teacher's Union.

E-Learning Plan Continuous Improvement

9. Review and revise the program as implemented to address difficulties.

Data will be collected following each E-Learning Day. This data will be reviewed by the District Technology Team and will inform any needed revisions. The plan will be reviewed and updated at the end of each school year unless data indicate a need for an immediate change.

Additional Information

Sick Days/Personal Days for Teachers on E-Learning Days

Teachers should prepare content for students and follow all teacher absence responsibilities, including submitting absence requests via Frontline. Responsibilities should remain the same as if the teacher were planning a typical absence. In addition, on an E-Learning Day, teachers must do the following:

- Notify students of their absence in Schoology and communicate how to access and submit the assignment due by the end of the day for attendance purposes.
- Add their immediate supervisors/administrators as co-owners to their Microsoft Teams so they can access the class teams throughout the day in the teacher's absence.
- Add their immediate supervisors/administrators to their Schoology courses with administrative access so they can access all teacher resources on Schoology in the teacher's absence.
- Enter attendance on PowerSchool for the E-Learning Day upon their return if applicable.

Resources for Teachers

Schoology

K-12 Learning Management Systems (LMS): A Guide (1:40)

New to Schoology? Learn the Basics for Online Learning (58:57)

Getting Started with Schoology (14:21)

Creating an Assignment in Schoology (3:37)

Schoology Assignments - Part 1 (2:41)

Grading in Schoology with Passback (3:35)

Top Ten Schoology Teacher Tips - Part 1 (13:37)

Microsoft Teams

How to Start a 'Meet Now' on Teams (2:39)

How to use the Waiting Room/Lobby on Teams (4:03)

PowerSchool

PowerSchool Tutorial (5:31)
Taking Attendance in Power Teacher Pro (1:44)

***To join the Schoology Group for more resources – use this access code:* HK2N-QN2W-V34FF**
To join the PowerSchool Schoology Group for more resources –
***use this access code:* SWHR-N9JT-26BJF**

Additional Resources for Teachers

Digital Article: Course Materials - Assignments Creating an Assignment **(Article)**

Video: How to Create an Assignment in Schoology **(9:44)**

Video: Schoology Assessment Overview **(4:11)**

Video: Schoology Adding an Assignment **(2:37)**

Video: Schoology gradebook Set up and Sync **(1:59)**

Text: Syncing Courses in Schoology **(Screenshots)**

Digital Articles: Grading in Schoology **(Articles)**

Video: Teachers - Schoology How-to Set up Schoology Grade Passback with Power Teacher Pro **(7:44)**

Digital Article: PowerSchool Gradebook Quick Reference Task **(PDF)**

Video: Power Teacher Pro: Video Report Card Grade Entry **(2:54)**

Text: PowerSchool SIS Initial Product Training PDF **(PDF)**

Digital Article: Gradebook One-Click SIS Sync **(Article)**

Video: How to Create Assignment in Power School **(1:40)**

Digital Article: PowerSchool K-12 Learning Management System **(Article)**

Text: Setting Up and Copying Categories in PowerSchool **(Screenshots)**

Text: How to Set up Gradebook in PowerSchool **(Screenshots)**

Videos / Playlist: META PowerSchool Team - YouTube **(Collection of Tutorials)**