2025-2029

Hazel Crest SD 152½ eLearning Plan

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Superintendent
2025-2029

Hazel Crest School District 152 ½ e-Learning Plan

Rationale for e-Learning

Students, families, community, and staff members in Hazel Crest School District 152 1/2 have expressed interest in providing e-Learning for students during emergency closures. The State of Illinois provides a provision that enables school districts throughout the State of Illinois to adopt a school calendar that includes up to five e-Learning days for emergency closures. This contemporary approach will extend learning beyond the brick and mortar of school buildings right into the hands and homes of our students so that they are able to learn anytime and anywhere. E-Learning days will apply to all students in Pre-Kindergarten through 8th-grade. E-Learning, is learning can be done at flexible can be done at anytime and anywhere, it most often includes the use of technology, however, it can include paper pencil options if deemed necessary. The plan includes partnerships with our union and collective bargaining processes as opportunities to provide genuine participation, communication and buy in from the people that are ultimately responsible for educating our students.

(105 ILC 5/10-20.56)

Communication Protocol for eLearning

E-Learning days will be called in the same way an emergency day has been called in the past. Depending on the circumstances, it may be called either a traditional school closing day that will be made up at the end of the school year or and eLearning Day. Communication includes email, text, robocall, social media, and the District website.

eLearning Educational Design

Under Illinois School Code 5/10-20.56 school districts within the State of Illinois are afforded the opportunity to use eLearning days in lieu of emergency days and maintain flexibility for students to engage in purposeful learning outside of the classroom. The importance of the eLearning is to consistently **engage** students in the learning process. In Hazel Crest School District 152 ½'s eLearning model, learning – rather than time and space –is the constant. This model includes asynchronous and synchronous learning provides teachers the flexibility to address the diverse needs of students driven by the needs of the students and learning outcomes.

Grade Levels Included

All students in grades Pre-Kindergarten through 8th-grade will participate in e-Learning. Students will engage in remote assignments via online modules or printed materials.

eLearning Days Activities and Assignments

E-Learning will be accessible to all students through the District's website and the learning platforms (Google Classroom 2nd – 8th grades and See-Saw K-2) setup by their classroom teacher. The website will

include links to each teacher's classroom and include information and instructional videos on how to access eLearning and the student attendance process.

Engagement with e-Learning Assignments

After establishing that a student is safe and checking in, teachers will evaluate students on engagement with assignments and assignment completion. Teachers will monitor students while online and be available to provide direct instruction for 2.5 hour per ISBE's guidance on remote instruction. Students will engage in a full 5.0 hours of learning with 2.5 hours of synchronous instruction and 2.5 hours of asynchronous (independent practice) instruction.

Credit for the eLearning Day

E-Learning day's schedules follow the schedules of the regular school day. Teachers have developed e-Learning day lessons that are standards based and aligned to the current curricular scope and sequence that will take approximately 5 hours for students in Pre-kindergarten – 8th grade.

Pre-Kindergarten-2nd Grade eLearning Schedule

Pre-Kindergarten -2nd grade students 4.5 hours of instruction:

Type of Instruction	Time	Digital Platform
Synchronous	8:30 am – 10:30 am	Zoom/Google Classroom
Bathroom Break & Lunch	10:30 am – 11:30 am	N/A
Asynchronous	11:30 am – 12:30 pm	N/A
Synchronous	12:30 pm – 2:45 (Small Group)	Zoom/Google Classroom
Dismissal	2:45 pm	

A combination of printed instructional materials and/or online instructional materials will be provided for all asynchronous learning (independent practice).

3rd-8th eLearning Schedule

3rd Grade – 8th Grade students 5 hours of instruction:

Type of Instruction	Time	Digital Platform
Synchronous	8:30 am – 10:30 am	Zoom/Google Classroom
Bathroom Break & Lunch	10:30 am – 11:30 am	N/A
Asynchronous	11:30 am – 12:30 pm	N/A
Synchronous	12:30 pm – 2:45 (Small Group)	Zoom/Google Classroom
Dismissal	2:45 pm	

Connecting with Teachers

Teachers can be reached via: Class Dojo or via District Email

School Telephone Numbers: 708-825-2194, 708-825-2195 (JWLA) 708-825-2404, 708-825-2405 (BOLA)

SEESAW (Pre-K students and parents)

Google Classroom/Zoom (K-8 students and parents)

Google Classroom (Students and Parents)

During remote learning, teachers will be adhering to regular daily schedules. While it is always our goal to return communication promptly, teachers and staff do their best to reply to parents communication as soon as possible based on their daily schedules, or with a 24-hour period excluding weekends and after school hours.

Specials

K-8 students will have specials on a weekly basis, during their assigned class period per the daily schedule.

IEPs/504 plans and/or EL Services

For students with IEPs and 504 plans, the accommodations built into those plans will apply to eLearning assignments. Alternative assignments may be submitted related to IEP goals. Students who have direct related services scheduled on the eLearning Day will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) on the eLearning Day.

For students that receive English Language (EL) services, the EL teacher will be available for support. There will be appropriate activities based on the student's English Language proficiency.

Due Dates of Remote Learning Assignments

We expect students to engage in remote learning throughout each day on their schedules. It is the goal for all assignments to be submitted based on the expectations of the teacher as posted. However, accommodations will be provided where appropriate.

Student Attendance

At the beginning of each eLearning school day, your child's will indicate their presence by joining their classroom teacher(s) Zoom, SEESAW meeting. If your child is going to be absent, unable to participate in school in remote learning, you will follow the regular absence protocol and leave a message at your child's school to report the absence. If your child does not complete work or interact with remote learning on a given day, he or she will be marked absent.

Technical Assistance

Please reach out to the District's Technology Helpline for assistance from our Rapid Response Team.

If for some reason, tech support cannot resolve your issue, students will be guided to follow the alternate plan, using hard copy and print materials. Additionally, a log will be shared with classroom teachers to indicate technical assistance requests. Parents will be required to pick up and drop off printed materials and completed assignments to their child's home school.

Access to Technology

IPads are provided for Prekindergarten and Kindergarten students, 1st thru 8th grade students will have District issued Chromebooks. Each certified staff member has a District issued laptop and classified staff members are issued electronic devices on an as needed basis. The District provides on-side and off-site security/filtering software installed on all District issued devices, and the District provides hot spots for students as needed.

Wi-Fi Access

Parents of 1st-8th Grade Students: If you do not have access to Wi-Fi please call the Tech Help Desk at 708-825-0076. The district will provide hotspots when and where necessary to families with no or limited internet access.

Parent of Prekindergarten and Kindergarten Students: If internet access is unavailable, paper copies can be sent home with students (teachers must be notified) or be picked up from their assigned school on the day of eLearning.

Screen Time throughout the eLearning Day

A remote learning day will include some live and recorded lesson as well as some activities and assignments that your child will complete using their District assigned electronic device. Hazel Crest School District 152 ½ recognizes the importance of providing students with different modes of learning and completing tasks, including on and offline tasks. Additionally, while amounts of time are designated for certain subjects, your child will not expected to be online longer than it takes to complete a lesson or task.

Synchronous/Asynchronous instruction to occur daily according to the schedule per week at least:

- Synchronous engagement at least 2.5 hours
- Asynchronous engagement at least 2.5 hours or the remaining hours is self-paced, academic engagement.

All learning activities may include, but are not limited to, in-person learning, the teacher delivering instruction via recorded video or synchronous (live) platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-

student check-ins. If using non-interactive platforms, students must have means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

Grades

Not all student work has to be graded, however, at the teacher's discretion, student work may be graded and the grade may count toward the overall grade using the District's grading scale.

Consistency

For school year 2022-2023, teachers will be adhering to the curriculum guides. Each grade level will be following the same sequence for each subject.

eLearning Professional Development for Staff Training

Throughout the 2020-2021 school years, teachers and staff member received extensive training on remote instruction. As a District, we will continue to provide professional development for all teachers, paraprofessionals and cadre substitute teachers, on all new technology and software, remote teaching strategies as well as concurrent teaching strategies.

eLearning Training for Students

Teachers will be required to incorporate remote learning concepts into their daily practice. We will set aside 3-days per month for students to participate in mock remote learning sessions in their classrooms with all of their content area and specials teachers. Teachers will instruct all 1st-8th grade students on the following:

- Effective communication using school technology
- Appropriate communication using school technology
- How to navigate the single sign-on process using the District's platform (Clever)
- How to effectively navigate the District's online curriculum through Google Classroom
- How to use the remote learning platform Zoom
- How to check your grades in PowerSchool

Collective Bargaining for eLearning

Hazel Crest School District 152 ½ in conjunction with the Hazel Crest Federation of Teacher Local 943, IFT/AFT and the Board of Education of Hazel Crest School District worked together during the 2020-2021 pandemic that required the immediate closure of schools throughout the State of Illinois. The current agreement will be revised to include the Illinois State Board Education and the District's required instructional components of the District's eLearning plan and a Memorandum of Understanding will be drafted and signed prior to implementation. Timeline for union notification is as follows:

Publication in Newspaper	March 7, 2025
Written/E-Notification	March 6, 2025
Union Notification/MOU	March 6, 2025
School Board Hearing	Mach 17, 2025
School Board Approval	March 17, 2025

Evaluation and Monitoring of eLearning Program

To ensure that the eLearning program is consistent and supporting the needs of students and families, the district has established program evaluation and monitoring protocol. This program evaluation and monitoring protocol will consist of parent and student experience and satisfaction surveys. Additionally, we will include staff surveys to ensure that the implementation of eLearning was smooth and garner feedback on areas in which we could improve the eLearning experiences of students.

eLearning Protocol for Teachers and Staff

The staff protocol for implementation of eLearning is as follows:

- Engage students in eLearning for 2.5 hours of synchronous, direct instruction for all content and specials split equally among all teachers.
- Engage students in the use of district approved curriculum and curriculum materials
- Provide students with 2.5 hours of asynchronous, independent/guided practice assignments
- eLearning is conducted from the classroom whenever possible and if conducted remotely, must take in a home office or space with no interruptions
- eLearning must be implemented using district approved equipment on district proved learning platforms (Zoom, Google Meets, See Saw, Kami)
- All teachers must have set aside 2-hours for parent and student conferences to provide assistance with assigned work, address parent/student concerns as well as address any concerns the teacher may have regarding the student.

This protocol will be reviewed monthly with teachers during one or more weekly grade level meetings.

eLearning Expectations for Students

- Log into class on time for daily attendance
- Participate in eLearning each day for 2.5 hours of synchronous, direct instruction in all content and specials classes for the duration of each modified class period.
- Complete all assignments and turn them to the classroom teacher using the identified method (Kami, Google classroom, email, google docs, etc.).
- Ask for assistant when and where needed.

- Set up weekly appointments with teachers during their office hours as outlined in their Google Classroom.

eLearning Expectations for Parents

- Assist in making sure that your child is up, **dressed** appropriately and ready to learn
- Assist/ensure that you child logs onto the Google classroom and into the Zoom session on time.
- Ensure that your child engages in eLearning every day eLearning is assigned and stays online and completes the full 2.5 hours of synchronous, direct instruction in all content and specials classes.
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- Ensure that your child completes the assigned work and turns it in on time using the appropriate digital platform identified by the classroom teacher.
- Monitor the progress of your child
- Ask for assistance when and where needed.
- Stay in contact with your child's teachers.

For additional support, there will be a remote/eLearning guide for parents to refer to, as well as information on who to contact for support in specific areas.

District 152.5 Chromebook / Acceptable Usage Policy

The Hazel Crest School district provides **Chromebook** computers to its students (1st-8th) and **IPads** to students (Perks-K) as part of the District's 1:1 initiative that adheres to the educational mission of the District. These computers are being provided exclusively to students in a manner that assigns each Chromebook to an individual student for the entire school year. Therefore there will be no situations of multiple students (2nd-8th) using the same device.

Consequently, we expect parents and students to review and understand the Chromebook Acceptable Usage Policy. Use of these technologies is a privilege and is subject to a variety of terms and conditions. District 152.5 retains the right to change such terms and conditions at any time.

The following are the expectations for students:

1. **Communication**
    a. I will use language and images that are pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
    b. I will be thoughtful and mindful about the language and images I use when posting online or sending messages to someone else, in multiple forums.
    c. I will be mindful of how my words and images are interpreted by others.
    d. I will not use profanity, pictures or any language that is offensive to anyone.

2. **Privacy**
    a. I will not alter, change, or delete privacy settings on devices.
    b. I understand that anything I do online or electronically is ***not*** **private** and will be monitored.
    c. I will not share any personal information about myself, family, or faculty. This includes images, videos, passwords, home addresses, phone numbers, ages, and birth date.

3. **Honesty and Safety**
    a. I will not engage in behavior that puts myself or others at risk.
    b. I will not use any login other than the one given by district.
    c. I will represent myself honestly, by not logging into another person's account or falsely assuming someone else's identity.
    d. I will seek help if I feel unsafe, bullied or witness unkind behavior.
    e. I will only communicate with people approved by my supervising teacher
    f. I will follow all safety guidelines posted by my teacher.

4. **Learning**
    a. I will have a positive attitude and be willing to explore different technologies and strategies.
    b. I will evaluate the validity of information presented online and understand that not everything online is true.
    c. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos, and music.

5. **Respect for self and others**
    a. I will not upload or publish personal information, private communications, or photos/videos of other people without permission.
    b. I will respond thoughtfully to the opinions, ideas, and values of others. I will not send or share mean or inappropriate emails or texts.
    c. I will not engage, promote in cyberbullying, or harassment while using technological devices.

6. **Respect for school and personal property**
    a. I will take care of all equipment on campus.
    b. I will report misuse and/or inappropriate content to my teachers and/or school administrators.
    c. I will use the Chromebooks/ iPads for school related purposes only.
    d. I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the District 152.5 Technology Values both online, offline, at school, and at home
    e. I understand that my actions can affect others and that I will be accountable for my behavior.
    f. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

7. **Consequences for Misuse**
    a. Neglect, misuse, irresponsibility resulting in damage/ theft to a Chromebook/ iPad will result in **up to** a $50.00 repair / replacement fee for every occurrence.
    b. Students who violate this Policy will be subject to revocation of their device until payment of said fee has been made.
    c. There is a required parent/ student/ Administrator conference (by phone or in person) after payment is made and before the Chromebook/ iPad are returned to student.
    d. Student may be subject to further disciplinary actions for repeated occurrences including permanent loss of this technology privilege.
    e. We highly recommend that you make certain your child shares their entire login/ account information and that you monitor these accounts on a regular basis. Any inappropriate use, as determined by the Superintendent, Director of Technology, and/ or building administrators will be immediately reported to parents and swiftly addressed.

I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. This applies while I am at District 152.5 as well as when I am off campus.

Student Name_____ Grade _____ Date _____

Parent Section: I hereby release District 152.5, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District 152.5 network.

I will instruct my child regarding the rules of use contained in this document and understand and confirm that the agreements contained herein are incorporated into the contract under which my child is enrolled at District 152.5 School. I understand that it is impossible for District 152.5 to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that District 152.5 encourages parents and guardians to supervise and monitor any online activity.

Parent Signature_____ Date _____

This signed page must returned to classroom teacher for Chrome Book computer to be assigned to student

Misuses of Chromebook

(Inappropriate use or handling)

- Intentionally causing damage to your assigned Chrome Book
- Causing damage to another student's Chrome Book
- Going to inappropriate websites
- Running while carrying the device from one place to another
- Carrying the device by the lid
- Laying heavy objects on top of the device
- Removing label from device
- Writing or marking on the device
- Removing keys from the Devices keypad
- Dropping the device on the desk
- Using someone else's device without the teacher's permission
- Not following teacher's directions when using the chrome book
- Leaving device in desk or locker (not returning to storage cart)

Consequences for misuse or rules violation

- Teacher will take your chrome book
- Teacher will limit availability to certain learning sites
- Teacher, student conference
- Teacher will contact your parent

Consequences for **Repeated Misuse/ Gross negligence**

- Teacher will take your chrome book and may not be returned based on severity of conduct
- Teacher will contact your parent
- Student, Teacher, Parent, Administrator Conference
  …**If damage by student is intentional**, Fee **will be** assessed.

In addition to any other teacher sanctioned repercussions...