

Dolton School District 149
Remote/E-Learning Plan Agreement

Introduction:

Public Act 101-0012 of the 101st Illinois General Assembly allows local school districts to establish remote/ e-learning plans to address student learning. Dolton School District 149 can meet the statutory requirements in a manner that will allow students and families to access materials digital and non-digital tools to provide meaningful learning opportunities for all students.

Benefits of Remote/E-Learning for Emergency Days:

1. Ensures the safety of students and staff on days of inclement weather or health advisory closings.
2. Maintains the school calendar by not adding emergency days at the end of the school year to be made up.
3. Avoid as many unexpected interruptions in learning and services provided to students.
4. Promotes school and family collaboration on generalizing skills to the home environment.
5. Promotes flexible learning in utilizing digital, non-digital and academic learning packets as we shift learning from school to home.

E-Learning/Remote Learning Overview and Plan

Background of eLearning in Illinois: The Illinois State Board of Education established an eLearning pilot in 2015 for the purpose of recording the efficacy of eLearning 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 statute. It was expected that there was five clock hours of instruction or schoolwork for each student, access to electronic communication, and appropriate learning opportunities for students with special needs.

E-Learning Changes in Illinois and District 149 planning: On March 10, 2020 the Illinois State Board of Education informed the District administrators requesting they immediately work on creating eLearning day plans due to the coronavirus/COVID-19. At this time, the plan outlined below is contingent on State approval and will only be implemented if approval is granted.

Based on these requirements laid out in Public Act 101-0012, the district has developed an E-Learning plan which has been utilized since remote learning went into effect on March 17, 2020. The following plan will be brought to the Board for approval to be utilized as the District's official plan for a three-year period beginning July 1, 2020 to June 30, 2023

- 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 149 have ChromeBooks that are able to connect to the Internet and have all applicable software.
 - Evidence: Teacher computers as assigned by technology department.

- 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 eLearning day.
 - Teachers will provide students with the appropriate lessons, activities, and work in advance of beginning the E-Learning Day. Teachers will be available and monitoring Google Classroom and other curricular platforms to measure logins and also be ready to communicate to parents/students as needed. Parent sign off sheets will also be utilized for tracking clock hours.
 - Evidence: There will be a copy of activities and E-Learning day work posted on District 149 website for parents and families.

- 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.
 - We instituted a Single Sign On (SSO) Google digital platform that combines access to our curriculum in one place. It is accessible free to anyone with a device and Internet connection, so our students will also be able to access the digital learning activities using their student log-in and password. Free wifi hotspot access can be found throughout our school district community.
 - Evidence: Each teacher has access to Google Classroom or opportunity to post work through to the teacher's email address and other agreement upon platforms mutually agreed with parents.

- 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.
 - We will develop procedures and processes to provide students with missed learning experiences that are similar to what we currently do on a normal school day. Each teacher will be assigned to create hard copies with principal approval for students who are unable to access the internet.
 - Evidence: In addition to the digital resources that are accessible, hard copies of alternative activities will be provided as an option for students and families if they do not participate in the digital curricular activities.
 - Evidence: Hard copies of work or alternative activities that do not require Internet or devices will be provided for all students/families before the E-Learning Day(s) are assigned. Also contact information will be provided by educators (staff issued email) for communication purposes.

- Ensure appropriate learning opportunities for students with special needs.
 - Special Education staff will provide students with modified work and adjust expectations for the work. Likewise, Special education teachers will be available and be ready to communicate to parents/students as needed to support students.
 - Evidence: Table of activities and educator contact information made available to students and families.

- Monitor and verify each student's electronic participation.
 - Educators will be available to monitor students' progress and participation via Google Classroom, district-issued email, and other approved school or district communication tools. Communication tools provide a way for educators to view who participated digitally and the students' hard copies of assignments and parent signatures of participation that will be submitted at the determined due date will also provide ways to track attendance.
 - Evidence: Digital logs, E-Learning Activity Logs, parent participation sign-off sheets.

- 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 eLearning day communication to parents.
 - Evidence: E-Learning Day FAQ for Parents

- 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 in August of 2020. Parents will be provided with an FAQ that outlines the logistics of an E-Learning Day. The district will also use telephone notification system to provide notice to parents.
 - Evidence: E-Learning FAQ for Parents.

- Provide staff and students with adequate training for E-Learning Days' participation.
 - Staff will attend meetings and professional development from 8:50 am -9:30 am for elementary and 8:10 am – 9:00 am for the middle schools during the 2020-2021 school year. Following the teacher training, educators will train students.
 - Evidence: E-Learning Day FAQ for Educators.

- 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 met with Union leadership to review the proposal and discussed any impacts to bargaining unit members.
 - Evidence: email to staff, use meetings to discuss topic with respective employees.

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

- At the conclusion of each E-Learning day, each building administrator will discuss difficulties with staff and make proper adjustments.
 - Evidence: Articulation grade level meetings.
- 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 eLearning day.

A FAQ sheet will be posted on the district website for parents, students, and staff prior to utilizing an E-Learning day.

Frequently Asked Questions for Parents

PLEASE read through the Remote Learning Plan fully. We have put together comprehensive information on Remote/E-Learning and believe most questions are answered on this page.

1. **When does Remote/E-Learning Begin?**
Remote/E-Learning begins Monday August 24, 2020 from 9:00 am -3:30 pm TMS 8:20 am – 2:50 pm
2. **What is the attire for Remote/E-Learning while at home?**
Students are encouraged to be school ready. If you want your child to wear his or her uniform so, they can feel a sense of normalcy, it is welcomed.
3. **How long will Remote/E-learning last?**
We are looking at the first quarter, August 24-October 23 and we will assess the transmission data in our school communities to determine, if we need to extend remote E-Learning to the second quarter which would begin October 26th - January 15th. When we resume to in person learning we will use Remote/E-Learning for snow days.
4. **What will students do on Remote/E- Learning Days?**
See schedule and minutes of daily instruction on page 9 for elementary and page 10-11 for middle schools.
5. **Will teachers take daily attendance and monitor students' progress?**
Yes, teachers will take daily attendance and use Microsoft Teams, Zoom, Google Platform, Remind App and Class Dojo to reach the maximum of students.
6. **What time should students check in?**
Students will check in with their teachers (for attendance purposes) daily through one of the student learning platforms: Teachers will be responsible to have daily contact with their students through one of the student learning platforms (**Microsoft Teams, Zoom, DoJo, Google Platfom, Remind App, or via phone**).
 - Middle School students will check in between 8:10 a.m. and 9:00 a.m.
 - Elementary students will check in between 8:50 a.m. and 9:30 a.m.

7. **Will teachers be available daily?**

Yes, Monday- Friday. Elementary teachers are available 9:30 am – 3:40 pm and the Middle Schools 9:00 am – 3:00 pm.

If a teacher is absent, we will provide a substitute teacher for all students. All students have received chromebooks and have electronic access to connect through **Microsoft Teams, Google Classroom, Zoom, DoJo and Remind App**.

8. **Will Special Education and English Language Learners and student support services continue?**

Yes, students will receive accommodations and services based on their individualized needs. Students with IEP's and English Language Learners will receive direct instruction and support. The students who have electronic access will utilize web based instructional programs through the following platforms (**Microsoft Teams, Google Classroom, Zoom, DoJo, Remind App or via phone**). Students who do not have electronic access will be contacted daily via phone.

9. **Will Occupational Therapy and Physical Therapy be available for students with IEP's?**

Yes, one of these platforms will be used to support OT, PT and Speech. Microsoft Teams, Zoom and Teletherapy will be conducted via phone for those students who receive these related services. (**Microsoft Teams, Google Classroom, Zoom, DoJo, Remind App or via phone**).

10. **Do Students have to turn in their academic learning packets?**

Since every student has a chromebook, parents can still use learning packets as an option in case of an emergency. Teachers are encouraged to support parents and student learning and be as flexible as possible to meet student needs. Teachers will continue if needed, to work with each student and parents on submitting work via screenshots, email uploads and direct instruction, contact for those students with electronic access and via phone individual student contact with teacher, parent and student.

All students are strongly encouraged to submit assignments to teachers via screenshots, email, text messages and phone conferences throughout Remote/E-Learning in order to provide feedback and assistance.

All parents are encouraged to communicate with teachers regarding academic questions and concerns. **All staff emails are attached by schools.**

11. **Will Nurses, Social Workers, School Counselor and the District Psychologist contact parents to check on student's mental health and well-being?**

Yes, our Pupil Service Team will make a concerted effort to check on students “at risk” and students who have health related challenges. Parents are also welcome to email nurses, social workers, school counselor and the district psychologists with any questions.

12. What If I Do Not Have Access to the Internet or Electronic Devices?

Please inform your child’s teacher and provide a working phone number that the teacher can use to make daily contact with your child.

If students need their passwords to log on to WIN, Blue Streak and Stride Academy, please contact your child’s principal and/or the teacher via email.

Please contact your child’s building Principal via email or phone. Review the attached teacher email list by school. Parents can begin picking up student learning resources for the first quarter on August 19th. Refer to the schedule on page 5 of this document.

All students have a district assigned email address. Teachers will communicate your child’s email address during the first week of school. Parents who have access, via cell phone, laptop or computer may screen shot student assignments and email them for teachers to grade or contact your child’s teacher, via email. We will connect with parents as much as possible during each school week and document contact.

Frequently Asked Questions (FAQ) for Teachers

An E-Learning day may occur when school is cancelled due to inclement weather or used to make up a school closure. Instruction is provided by each student’s teacher through multiple means (electronic and hard copy). District 149 will engage in E-Learning days as needed when they are scheduled to make-up for cancelled school days.

1. When and how should we share assignments or activities with students and parents for the E-Learning days?

Teachers should send home E-Learning information and activities after it is scheduled to make sure that students and parents have time to receive information and reach out if they have questions. Educators should ensure all students have their log-in information for Google Classroom and other platforms so all students can access the District’s digital learning platforms.

2. How are the E-Learning activities designed?

Preschool and kindergarten students will be engaged in Language Arts, Math, Social Studies or Science, and one special in activities that are designed to be aligned to our curriculum and developmentally appropriate. **Specials could be music, physical education, computers and art depending on the school your child attends**

Grade 1 through Grade 2 students will be engaged in Language Arts, Math, Social Studies

or Science, and one special in activities that are designed to be aligned to our curriculum and developmentally appropriate. **Specials could be music, physical education, computers, business education and art.**

Grade 3 through Grade 6 students will be engaged in Language Arts, Math, Science, Social Studies and one special in activities that are designed to be aligned to our curriculum and developmentally appropriate. **Specials could be music, physical education, computers business education and art.**

Grades 7 through Grade 8 students will be engaged in Language Arts, Math, Social Studies, Science, World Interactive Network, WIN Learning and PE in activities that are designed to be aligned to our curriculum and developmentally appropriate. Students will only complete activities for the classes in which they are currently enrolled.

How do students get attendance credit for an E-Learning day?

Students will return a signed E-Learning Activity Log. The homeroom teacher will record activities using the provided Attendance Verification sheet. Educators will submit the final attendance verification sheet to the School. Students will receive attendance credit once teachers verify the completion of learning activities. Teachers are responsible for checking and logging these activities in the attendance verification log via Google Classroom or other dashboards to view student activity usage.

Teachers verify student activity logs and determine if the students met the attendance requirement for those days (online work or hard copy work). Teachers submit attendance for the eLearning Days to the school secretary by the scheduled date. The secretaries will record it in Skyward

Students can make up the assignments just as they would if a student missed a regular day of school. Students must complete learning activities by the scheduled E - Learning Day(s) deadline in order to be considered present for the eLearning days. Reminder: these are counted attendance days and impact our yearly attendance average for ESSA.

Who will contact parents of students who do not submit an E-Learning Activity log?

Homeroom teachers should notify students and parents who have not submitted their completed activity log that students will be counted absent unless the student submits the completed activity log.

What if parents and students have questions about E-Learning activities?

Parents and students will communicate all questions through the District email. Reaching out to educators via Google Classroom, Dojo, Remind App, email and or text messages as determined by the classroom/homeroom educator.

How will the district determine if the E-Learning day was a success?

The building administrators will meet with staff to discuss eLearning days and make the appropriate changes as the plan evolves

Preparation:

- Resources have been made available to students both electronically and in paper form for students to take home.
- All license staff have access to electronic devices outside the school environment.
- Dolton School District 149 provides communication and instructionally based resources to all staff through the District website and Office 365.
- Dolton School District 149 will provide students (General, Special Education, and English Language Learners) at each grade level with academic learning packets in the event that electronic access is not available. These academic learning packets will be mailed to the student's home via USPS Postal mail. Additional, on-line resources will also be accessible for those students who have electronic devices.
- The Technology Department will make specific distant learning materials and activities available on our webpage at www.sd149.org.
- Within 48 hours of any enacted Remote/ E-Learning day, Administration will meet with the collective bargaining association representatives to identify strengths, areas for improvement, and make any revisions needed to the plan. These changes will be documented and resubmitted to the ROE when Administration and Associations mutually agree to the changes.

Communication Procedure:

- Remote/E-learning procedures and expectations will be mailed home and posted on our District website on each school's page to families as soon as possible.
- A variety of communication procedures will be available such as emails, website and phone blasts to ensure our school family is informed.
- The Emergency Closing Center will be alerted of any remote/e-learning days.
- Students will be provided with activities calibrated to their grade level **and/or developmentally age appropriate**, grade level activities through both paper-based materials or electronically at www.sd149.org.
- Assignments will address a blend of core academic and related supports based on their needs.
- The assignments will be expected to be completed and turned in within 5 school days upon return to a regular school schedule. Students may submit assignments to staff directly through screen shots, phone calls and email throughout the emergency closure to provide feedback and assistance. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home. Parents are encouraged to keep a file of their child's work.**

- Upon returning to school, Special Education related services will **resume through their regular service schedule during sessions with therapists.**

Staff Availability and Requirements:

- Teachers and related service providers will be available to respond to **organizational and administrative emails/communication between the hours of 8:50 am-3:40 pm for all elementary and the middle schools from 8:10 am-3:00 pm with a break for duty free lunch and planning.**
- **Remote Learning/E-Learning will only be used for snow days when the weather is inclement and students are unable to attend school.**
- Staff attendance will be based on availability to answer questions, participate in meetings and professional development via phone or electronically, **during scheduled staff work hours. If an IEP/Eligibility meeting falls on an emergency day and cannot be rescheduled, these meetings may be scheduled from 9am, throughout the staff hours outlined below, with the last available conference scheduled at 1pm. These meetings will be conducted in a manner that will protect all staff members' private information at all times. The process for initiating these electronic meetings will be communicated to staff.**
- Conference calling with teachers and related service providers can be set up with families upon request from **9am to 2pm. These meetings will be conducted in a manner that will protect all staff members' private information at all times. The process for initiating these electronic meetings will be communicated to staff by program administration.**
- Staff will follow established procedures for reporting absences in Frontline/AESOP if they are unavailable on a Remote/E-Learning day. If you are unavailable, you will need to contact your building principal and report off as a sick day.

Student Attendance:

- Due to possible connectivity issues at home, student have up to 5 days after school resumes to submit Remote/E-learning assignments. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home.**
- The staff cannot require students to be available at a specific time to complete assignments.
- Students **may** be marked absent if they do not submit assignments within 5 days of returning to school. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home.**
- **All teachers must take student attendance and keep a log with each date.**

Paraprofessionals:

- **Duties of paraprofessionals include the following:**
 - Participate in Electronic webinars through **Infintec** as identified by administration and provide documentation of completion and attend required training sessions and workshops.
 - Work with your teachers to provide student support through the Remote/E-Learning days. Please document through a written log.
 - All paraprofessionals and/or Guest Teachers that provide 1:1 services are to work with the classroom teachers to provide student support. Please document through a written log.
 - Assist in monitoring supplementary work and independent work.
 - Reinforce learning in small groups or with individuals while the teacher works with other students.
 - Provide assistance with individualized programmed materials.
 - Assist the teacher in observing, recording, and charting behavior.
 - Assist in preparation/production of instructional materials for special education teachers.
 - Assist students with the use of assistive technology.
 - Carry out instructional programs designed by the teacher.
 - Read assessments to one or more students.
 - Use designated location to match student needs (such as small setting for assessments).
 - Work with groups of students.
 - Assist with student daily work.
 - Encourage student independence.
 - Model expected behavior and classroom procedures
 - Model and enforce school and classroom expectations.
 - Refocus students with attention struggles.
 - Record classroom information and assignments for classroom teacher.
 - Conduct Read-Alouds with students under teacher of record supervision.

- Assistant students with assignments.
- Assistant student in general education classroom (mainstreaming).
- Collect data as directed by the teacher.
- Assist with calendar routines.
- Actively supervise students.
- Copy material, grade student work and file.
- Assist with developing and providing document for student portfolios.
- Take attendance calls.
- Make follow up calls to parents under the direction of the teacher.
- Provide feedback to parents under the direction of the teacher.
- Communicate and meet with the teacher.
- Assist with documentation of student developmental milestone.
- Document progress monitoring data.
- Assist teacher with communication to parents.
- Assist with kindergarten classrooms where needed (general education paraprofessionals)
- Maintain confidentiality of students needs and behaviors.

Building Principals:

- Building Principals will be available daily from 8:00 am- 4:30 pm and they will check with their staff weekly or as needed to assess how remote learning is working and report to Dr. Shelly Davis Jones, Superintendent or designee regularly.

Remote/E-Learning Day Staff Hours:

Your schedule for the day should be as follows:

Elementary Schools- 8:50 am - 3:40 pm – Monday – Friday, Student/Family Support/Electronic/ Professional Development, Planning, Preparation and/or Administrative Communication etc.

Middle Schools – 8:10 am – 3:00 pm - Monday – Friday, Student/Family Support/Electronic/ Professional Development, Planning, Preparation and/or Administrative Communication etc.

All 7th - 8th graders’ assignments for each day of E-Learning days, will be available in the student’s Google Classroom classes. Google Classroom classes are accessed by going to this link: <https://classroom.google.com/>.

If a student is not logged into their Google Account, they will, then, log in. All classes in which the student is enrolled will be available there. Each day’s work will be accessed within the classroom for each subject.