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E-Learning Plan for Emergency Days

Public Act 101-0012 (105 ILCS 5/10-20.56)

May 17, 2021

SUMMIT HILL
SCHOOL DISTRICT 161

The State of Illinois provides e-Learning as an approach to teaching and learning during emergency school closures. As a result, Summit Hill School District 161 has prepared a plan to address learning remotely. This innovative approach to learning ensures that instruction does not stop during the five emergency closures built into the school calendar. The goal of our e-Learning plan is for students to continue learning and receiving feedback from their teachers. E-Learning days will apply to all students in Early Childhood through Grade 8.

In the past we experienced unprecedented times that propelled us into a distance learning model. Now that we have grown more familiar with this process, we are prepared to increase our expectations while maintaining flexibility for our administrators, staff members, students, and families in terms of learning remotely. As such:

- New content will be introduced during e-Learning days.
- Students will be expected to participate in synchronous (live) sessions to check-in with their teacher and receive information pertaining to new content.
- Synchronous (live) and asynchronous (pre-recorded) video lessons will be utilized. Time will be dedicated each day to live check-ins as well as pre-recorded lessons during e-Learning days.
- Communication and content will be posted within our Learning Management System (LMS) called Schoology. Teachers, parents, and students will utilize this portal.

Students with Individualized Education Plans (IEP), Section 504 Plans and English Learners will have appropriate accommodations and/or modifications applied to their e-Learning experience.

What is an e-Learning day?

An e-Learning day is utilized to allow students and teachers to stay home due to a school cancellation on the five emergency days built into the school calendar. However, learning will continue moving forward as students remotely leverage digital tools and engage in teacher-prepared learning content. Teachers will be providing new content based upon the curriculum / power standards and will focus on formative feedback.

All students will be issued a district-owned computing device and charger to be used at home. Computer tablets will travel back and forth each day. A limited number of internet hotspots will be made available to families without internet access at home.

The Illinois State Board of Education (ISBE) requires provisions to be established by Summit Hill School District 161 to reasonably accomplish the following:

- Communicate Expectations and Responsibilities *{page 4}*
- Instructional Time – 5 Clock Hours (academic engagement) *{page 7}*
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Teacher Expectations

- Share information about this plan during Expectation Night / Open House.
- Teachers will be prepared to deliver remote learning through Schoology.
- Teachers are required to use Schoology as the learning management system to facilitate classroom instruction
  - Student work will be assigned and collected through Schoology
  - Create engaging activities for students linked on Schoology
  - Use District Pacing Guides and Curriculum to drive instruction and focus on the standards of learning
  - Collaborate with colleagues to ensure alignment of pacing, content, and assessment
  - Instructional Coordinators will provide ongoing support
- Teachers will update and post grades weekly within the online gradebook.
- Reassessments of formative activities will continue to be at the teacher's discretion. Take advantage of scheduled Office Hours during e-Learning days to offer additional support and re-teaching.
- Reassessments of summative activities will continue to follow the Assessment & Grading guidelines. Take advantage of scheduled Office Hours during e-Learning days to offer additional support, re-teaching, and reassessments.
- Student attendance will be taken daily (in grades K-4) and by period (in grades 5-8) in PowerTeacher.
- Staff are required to follow Frontline procedures for reporting absences *(Substitutes – each building will create a list of available support staff for use as an internal sub list. The substitute teacher will need to be connected to the correct Schoology course.)*
- Teachers will host live instruction and check-ins through Schoology (Conferences - Big Blue Button)
- Office hours will take place daily.
- Teachers will respond to parent and student messages within 24 hours during normal school hours.
- Teachers will share information with students and parents about communication including:
  - Teacher email address
  - How to engage in office hours with the teacher
  - How to access the primary resources used in class
  - Attendance expectations
  - Expectations of learning
  - Remote learning behaviors
  - Grading and reassessment guidelines
- Teachers will provide meaningful feedback to students on assignments and assessments
- Teacher and special education case manager or related service providers will communicate to ensure student success
- Live lessons are to be clearly communicated on Schoology.

- All staff with additional time who are available may be assigned by administration to instructional duties for which they are qualified. Traditional substitutes may not be available due to inclement weather and subsequent building closures.
- Bring teacher computer / device home each night in the event an emergency day becomes necessary.

Student Expectations

- Daily attendance will be taken, students will be given assignments/assessments and grades will be assigned.
- Check Schoology messages for communications from teachers and staff
- Take advantage of the learning opportunities provided by teachers
- Be Responsible, Be Respectful and Be Safe
    - Check your Schoology account for learning activities from your teachers
    - Attend your teacher's live lessons
    - All handbook rules remain in effect for remote learning
    - Send your teacher(s) a message with any questions you may have. Please allow a response window of 24 hours
    - Complete and submit your Schoology assignments by the assigned due date
    - Produce high-quality work
    - Check your grades in PowerSchool weekly (grades 5-8)
    - Be prepared for success when completing assignments and assessments
- Late work will be indicated as "Missing" in PowerSchool until it has been submitted for grading and is expected to be turned in prior to the summative assessment (end of unit).
- Bring student computer / device home each night in the event an emergency day becomes necessary. Charge the battery each night and return to school each day.

Parent Expectations

- Attend Expectation Night / Open House to receive information about this plan.
- Daily attendance will be taken for students.
- Follow the same procedures for attendance as with in-person learning. Call the school office to report an absence on a particular day.
- Students will be given assignment/assessments and grades will be assigned.
- Ensure your child is ready to participate at the designated time.
- Ensure you can login to the parent portals of Schoology and PowerSchool.
- Regularly monitor student's assignment completion and grades by logging into Schoology and PowerSchool. If your child is struggling, contact the teacher for additional support.
- Reserve a space for students to complete remote learning work at home.
- Encourage students to get enough sleep.
- Set sensible time limits for personal technology use.
- Help students establish and follow regular daily routines.
- Remind students how to best communicate with their teachers.
- Ensure students check Schoology messages daily.
- Ensure students login to Schoology and other platforms if used.

- Allow students to work independently. Do not feel the need to correct all their errors. Allow the learning process to take place.
- Familiarize yourself with your student's daily schedule.
- Reach out to teachers with questions via email. In most cases, please allow for a 24-hour turnaround for replies to parent e-mails. Responses are not to be expected in the evening or over the weekend. Teachers will be readily available to work with students and answer questions Monday through Friday during typical school hours. Schoology will be the primary communication tool for students.
- Review remote learning behavior expectations with students regularly.
- Inform students that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.

Instructional Time – 5 Clock Hours
What is the e-Learning schedule for students and teachers?
Remote Schedules

We are required to plan for at least five (5) clock hours of instruction or academic engagement each day (Section 10-19.05), at least 2.5 hours are to be synchronous (real-time instruction with live interactions) and 2.5 hours are asynchronous (self-paced, academic engagement).

All learning activities may include, but are not limited to, 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.

Early Childhood - Remote

During remote learning, parents of preschool aged students should expect communication from their student's teachers in various forms. The teachers will communicate through videos, apps, and/or email. During remote learning, teachers will provide pre-recorded lessons, at-home activities as well as links to other lessons or activities that can reinforce skills or themes we are covering. There will be optional virtual check-ins with the teacher as well as the class. These remote activities can be done during times convenient for families as we are aware that families will be juggling many responsibilities during this time. The duration of videos will be age appropriate as we know that our preschool students learn best through play and hands-on activities.

Elementary (Grades K-4) Schedule - Remote

- All K-4 students and staff members are on the same schedule/clock hours, however, ***students will not be online continuously throughout the entire school day...***
- Teacher Day: 8:00-3:00
- Student Day: 9:00-2:00
- Synchronous/Asynchronous instruction to occur daily according to schedule per week
- **It is anticipated that specific lessons will last approximately 20 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.**
- At least 2.5 hours are to be synchronous (real-time instruction with live interactions between students and their teachers)
- At least 2.5 hours are asynchronous (students completing tasks on their own, self-paced, academic engagement)
- One or more twenty-minute (20) special will take place throughout the day (Art, Music, P.E. or Technology). The classroom teacher will notify you of your specific time for specials that day.

Elementary (Grades K-4) Schedule – e-Learning for Emergency Day
One or more twenty-minute (20 min.) special will take place
throughout the day (Art, Music, P.E. or Technology)

Grades K-4	Daily Schedule
8:00-9:00	Staff Meetings, Collaboration, Curriculum Development and Plan Time
9:00-9:20	Morning Meeting and SEL- *Live Session*
9:20-10:10	K-2 ELA 3-4 Math
10:10-10:20	Break *(estimated time based upon specials schedule)*
10:20-11:10	K-2 Math 3-4 ELA
11:10-12:00	Lunch
12:00-12:10	Afternoon Meeting and/or SEL- *Live Session*
12:10-1:00	Science/Social Studies
1:00-2:00	Virtual Small group (Homeroom, Specialists, and/or Special Services)
2:00-3:00	Student Support *Including but not limited to:* small group reteaching, academic improvement, special education support, staff office hours

Grades 5-8 Schedule - Remote

- All 5-8 students and staff members are on the same schedule/clock hours, however, *students will not be online continuously throughout the entire school day...*
- Teacher Day: 8:00 – 3:00
- Student Day: 9:00 – 2:30
- Synchronous/Asynchronous instruction to occur daily according to schedule per week
- **It is anticipated that specific lessons will last approximately 20 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.**
- At least 2.5 hours are to be synchronous (real-time instruction with live interactions between students and their teachers)
- At least 2.5 hours are asynchronous (students completing tasks on their own, self-paced, academic engagement)

Time	Monday through Friday
8:00 – 9:00	Staff Meetings, Collaboration, Curriculum Development and Plan Time
9:00 – 9:15	Announcements & SEL
9:15 – 9:45	1st Period
9:45 – 9:50	Break
9:50 – 10:20	2nd Period
10:20 – 10:25	Break
10:25 – 10:55	3rd Period
10:55 – 11:00	Break
11:00 – 11:30	4th Period
11:30 – 11:35	Break
11:35 – 12:05	5th Period
12:05 – 12:15	Break
12:15 – 12:45	6th Period
12:45 – 12:50	Break
12:50 – 1:20	7th Period
1:20 – 1:25	Break
1:25 – 1:55	8th Period
1:55 – 2:00	Break
2:00 – 2:30	9th Period
2:30 – 3:00	Student Support *Including but not limited to:* small group reteaching, academic improvement, special education support, staff office hours

Access to Technology
What if I do not have internet access?

All students will be issued a district-owned computing device and charger to be used at home.

Many internet service providers are offering temporary assistance to support economically disadvantaged families without internet access at home. Please contact the Mary Drew Administrative Center (815.469.9103) for additional information about Comcast's Internet Essentials program.

If you are having trouble accessing technology (hardware or software), please utilize one of the Building Technology e-mail addresses below or live chat feature. Please contact your building principal to notify us of any further access concerns and discuss possible solutions.

To provide technology support, we have created unique e-mail addresses for use during e-Learning days. Families may access technology support related to district-owned computing devices and district-provided software programs by e-mailing the following addresses. District 161 staff members are still requested to enter a SchoolDude ticket to log technology support needs.

- Arbury Hills School: AHTechsupport@summithill.org
- Frankfort Square School: FSTechsupport@summithill.org
- Indian Trail School: ITTechsupport@summithill.org
- Dr. Julian Rogus School: DJRTechsupport@summithill.org
- Walker Intermediate School: HWTechsupport@summithill.org
- Summit Hill Jr. High School: SHJHTechsupport@summithill.org

Tech support e-mails will be monitored by building technicians.

A new live chat feature is available on our website: http://www.summithill.org/page?page=394

Non-Electronic Materials
Will students have access to print materials?

Existing print materials will be made available for e-Learning, as appropriate. This will include textbooks, workbooks, and novels.

In some cases, paper packets will be provided, as needed, for special circumstances (special education, 504 Plan, English Learner, RtI).

Special Needs
Special Education – Individualized Education Plans (IEP)

The student's IEP will determine the level of support provided during an e- Learning day.

Delivery style of instruction for each student will be considered based upon the needs of the student. Special Education teachers and related service personnel will provide activities based upon individual student needs and IEP goals.

Data collection and progress monitoring will continue to take place based on the activities and services provided during e-learning to provide progress on individual goals. Goal Progress Updates will be provided at the end of trimesters in accordance with report card distribution.

All domain, eligibility, and IEP meetings will be conducted remotely during e-learning days if all parties agree.

Detailed Special Education Department e-Learning expectations will be sent by Leslie DeBoer to all EC, II, TIP & SI teachers as well as resource teachers, related service providers, and psychologists via a separate document.

Students with 504 Plans

For students with 504 Plans, the accommodations built into those plans will apply to e-Learning assignments. Alternative assignments may be substituted for the assigned task. Students who have direct related services will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) on an e-Learning day, if routinely scheduled on that day.

English Learners

For students that receive English Language (multilingual) services, the EL teacher will be available for ongoing support. There will be appropriate activities based on a student's English Proficiency. Translation and interpreting services will be available for additional support.

Students may require a combination of check-in and collaboration with the EL teacher and classroom teacher to make linguistic modification and accommodation to assignments, activities, and assessments.

EL teachers may utilize the designated times to provide instruction with consideration of the student's linguistic levels, if routinely scheduled on that day. This may also be done in combination with the classroom teacher or by making the needed accommodations and modifications on assignments, activities, and assessments.

Response to Intervention - RtI

Some students receive tiered supports through our Response to Intervention program (reading and/or math). To the extent possible, intervention support will continue during e-Learning to help close gaps in learning. Reading specialists and math interventionists will maintain contact with their caseloads of students, if routinely scheduled on that day.

Monitor and Verify Participation (within student's control)
How is attendance taken?

ISBE requirements mandate that we take attendance for each day of e-Learning to monitor participation. Further, the school is tasked with addressing the extent to which lack of participation is within the student's control.

At the Early Childhood level, attendance will be taken at the beginning of each daily session by the classroom teacher.

At the K-4 grade levels, attendance will be taken daily by the classroom teacher.

At the 5-8 grade levels, attendance will be taken each period by the classroom teacher.

Provide Notice of e-Learning Days
How will staff / parents be notified of e-Learning days?

Our mass communication service within PowerSchool (SwiftReach) will be utilized to notify parents when e-Learning days will be utilized. An e-mail, text, and phone call will be placed.

We will also post information on our website, Facebook, and Schoology.

Staff and Student / Parent Training
How will training in e-Learning expectations take place?

Schoology is our Learning Management System (LMS) that will allow greater access to information about courses, assignments, and communication from school to home. Parents and students have access to video training modules.

ClassLink is an electronic dashboard that provides direct links to many of the widely used software apps we use at school. To learn how to access ClassLink, watch the quick video posted on the District 161 YouTube page.

Collaboration

This e-Learning plan for the five emergency days built into the district calendar is being jointly developed by Summit Hill School District 161 and the Summit Hill Council, AFT Local 604 (AFT-IFT, AFL-CIO) who would be affected in the event of an e- Learning day.

Review and Revise
Will there be regular review of the e-Learning program?

While e-Learning days already exist in many districts within Illinois and surrounding states, it is recognized and obvious that each district is unique and must develop a plan to suit its needs. This plan will be in place for three school years (2021-22, 2022-23, 2023-24).